



# Board of Executives of Long-Term Services & Supports

**Mike DeWine**, Governor  
**Deborah Veley**, Executive Director

To: Joint Commission on Agency Rule Review  
From: Deborah Veley, Executive Director  
Re: R.C. 121.93 Required Report  
Date: April 10, 2023

1. Date: **April 10, 2023**
2. Agency: **Board of Executives of Long-Term Services and Supports (BELTSS)**
3. Agency Contact:
  - a. Name: **Deborah Veley**
  - b. Email: [dveley@age.ohio.gov](mailto:dveley@age.ohio.gov)
  - c. Phone: **614-466-5114**
4. Provide the number of operations reviews that your agency completed during the governor's recently expired term: **The BELTSS Board conducted a review in April 2023. Additionally, during the prior Gubernatorial term, the Board conducted a 5-year rule review as well as filing other rule changes/updates. These rule filings provided an opportunity to review the Board's operations and processes.**
5. List any principles of law or policies described in R.C. 121.93(A) that your agency identified during its operations review: **During its review, the Board identified several principles of policies that require action under ORC 121.93; namely in 4751-1-09, the following policies need added to the rule:**
  - a. **Out-of-state training sites in contiguous states may be approved at the discretion of the Board. The preceptor and AIT remain under the Board's jurisdiction. All Ohio requirements must be met in order to successfully complete the program.**
  - b. **If the AIT experiences problems at the facility which cannot be resolved in cooperation with the assigned supervisor, it is the AIT's responsibility to contact first the preceptor, and if necessary, the Board office.**
  - c. **The AIT is required to keep an accurate daily log of all training hours and subject areas covered during the internship. This is necessary not only to provide an accurate tally of hours on the monthly reports to the Board, but also as documentation of day by day activity. This daily log is to be kept throughout the internship. It must be available for review by the Board representative at the training site at all times.**
  - d. **The AIT must submit on the proper form a monthly report by the tenth of the month following the month to be reported on. If the AIT fails to file reports promptly, such trainee may be deemed to have abandoned the administrator-in-training program.**
  - e. **It is the responsibility of the AIT and/or preceptor to document any waiver request which is submitted. Reduction in hour requests must be applied for prior to the AIT program approval.**

- f. The Board-supplied required training plan must be used.**
- g. The Board's decision on waiver requests is final.**
- h. The plan must list in the margin the number of hours needed for mastering each subject area and objective, and must indicate the total number of hours in the plan.**
- i. An AIT requesting a reduction of the internship hours must still submit a training plan for the maximum number of hours required at his/her education level (in the margin) in addition to the second column of hours showing the requested reduction.**
- j. The complete name of the AIT must be placed on each document.**
- k. Use of the AIT self-assessment is mandatory. This is necessary to give the AIT & preceptor an accurate assessment for the AIT's strengths and weaknesses, and a guide to the hours needed to be spent instructing each domain of practice.**
- l. The Core of Knowledge course is designed specifically for the Administrator-In-Training (AIT) participant. This course meets the special academic requirement set by BELTSS for qualifying to take the state licensure board examination.**
- m. The content of the course is designed to provide information and promote understanding that will lead to more effective performance in the administration of long-term care. The subject areas listed below have been recommended by the National Association of Long-Term Care Administrator Boards and endorsed by BELTSS.**
- n. BELTSS expects you to attend every day of the Core of Knowledge course. However, you may be granted an excused absence at the discretion of the Board. Such requests should be submitted to the program provider in writing and should include the day and reason you cannot attend. Your request will be submitted to BELTSS for approval. You may be required to make up time, which may incur an additional fee.**
- o. All those satisfactorily completing the course will receive a certificate which satisfies the requirement of the Board of Executives of Long Term Services and Supports (BELTSS).**
- p. The BELTSS Core Code of Conduct, available from the course provider, shall be followed.**
- q. Out-of-state preceptors must have been licensed and practiced full-time for a minimum of two years and have a current certificate of registration.**
- r. The preceptor should provide adequate orientation to the trainee before assigning responsibilities. Orientation should include knowledge of physical layout, personnel policies, goals, objectives, programs, etc.**

- s. The preceptor should spell out the AIT's responsibilities, authority and limitations in the student role.
- t. The preceptor should provide physical facilities and equipment needed by the AIT to perform the required tasks.
- u. The AIT must be at the facility at the specified times. In case of illness or other problems, the AIT must contact the administrator and explain the absence or tardiness as soon as possible.
- v. The AIT must comply with facility policy relative to the treatment of the persons served and communications, dress code, grooming, etc.
- w. If the AIT experiences problems at the facility which cannot be resolved in cooperation with the assigned supervisor, it is the AIT's responsibility to contact first the preceptor, and if necessary, the Board office.

**The Board is in a rulemaking period currently and is adding these points to the rule for stakeholder comment.**

- 6. Describe your agency's considerations regarding the identified principles of law or policies under R.C. 121.93(B): **stating these policies in rule allow for applicants to more easily understand and know that they must comply with these policies/rules and makes participation in the AIT program easier by laying out steps that applicants must follow.**
- 7. List any principles of law or policies for which your agency determined rulemaking is indicated or for which your agency has commenced the rulemaking process under R.C. 121.93(C): **as listed above in number 5, and these policies are being added to rule 4751-1-09, currently in the rulemaking process.**