



## South Dakota Board of Nursing Facility Administrators

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### Administrator-In-Training Documentation of Completion Form

**INSTRUCTIONS:** This form is to be completed by the Preceptor and the Administrator-in-Training (AIT) once training has concluded. The Preceptor and AIT must sign this form and submit it to the Board office by emailing a copy to [SDNFA@midwestsolutionssd.com](mailto:SDNFA@midwestsolutionssd.com). If you have not previously submitted the monthly reports, please attach those to this form before submitting it to the Board office.

#### 1. ADMINISTRATOR-IN-TRAINING Full Legal Name (Please Print or Type)

|                |                                                  |                       |
|----------------|--------------------------------------------------|-----------------------|
| First Name:    | Middle Name:<br><br>Maiden Name (if applicable): | Last Name and Suffix: |
| Address:       | City:                                            | State:                |
| Email Address: | Phone Number:                                    | Cell Number:          |

#### 2. PRECEPTOR INFORMATION (Completed by Preceptor)

|                |                             |                      |
|----------------|-----------------------------|----------------------|
| First Name     | Middle Name and Maiden Name | Last Name and Suffix |
| Facility Name: | Facility Address:           | City/State/Zip:      |

|                     |                        |                 |
|---------------------|------------------------|-----------------|
| Training Site Name: | Training Site Address: | City/State/Zip: |
|---------------------|------------------------|-----------------|

|                                                                                                                                                 |                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| Dates of AIT Program (no more than 6 consecutive months):<br>FROM:    ___  ___  ___  TO:    ___  ___  ___<br>MM   DD   YY          MM   DD   YY | Number of Hours Completed: |
|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|

| Code         | Subject Category                                                                                                                                                                                                          | Hours Completed |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <b>10.00</b> | <b>Domain 1. Customer Care, Supports, and Services</b>                                                                                                                                                                    |                 |
| 10.01        | Establish care recipient service policies and procedures that comply with applicable federal and state laws, rules, and regulations.                                                                                      |                 |
| 10.02        | Ensure plans of care are evidence-based, established, implemented, updated, and monitored based on care recipient preferences and assessed needs.                                                                         |                 |
| 10.03        | Ensure the planning, development, implementation/execution, monitoring, and evaluation of admission/move in process, including preadmission/pre-move in information, to promote a quality experience for care recipients. |                 |
| 10.04        | Ensure the planning, development, implementation/execution, monitoring, and evaluation of discharge/move out process to promote a quality experience for care recipients.                                                 |                 |
| 10.05        | Ensure the planning, development, implementation/execution, monitoring, and evaluation of programs to meet care recipients' psychosocial needs and preferences.                                                           |                 |
| 10.06        | Ensure the planning, development, implementation/execution, monitoring, and evaluation of care recipients' activities/recreation to meet social needs and preferences.                                                    |                 |
| 10.07        | Ensure the planning, development, implementation/execution, monitoring, and evaluation of a health information management program to meet documentation requirements in compliance with federal and state regulations.    |                 |
| 10.08        | Ensure the planning, development, implementation/execution, monitoring, and evaluation of medication management that supports the needs of the care recipient.                                                            |                 |
| 10.09        | Ensure the planning, development, implementation/execution, monitoring, and evaluation of a rehabilitation program to maximize optimal level of functioning and independence for care recipients.                         |                 |
| 10.10        | Ensure the planning, development, implementation/execution, monitoring, and evaluation of systems for coordination and oversight of contracted services.                                                                  |                 |
| 10.11        | Ensure the planning, development, implementation/execution, monitoring, and evaluation of policies and procedures for responses to care recipient specific incidents, accidents, and/or emergencies.                      |                 |
| 10.12        | Ensure the planning, development, implementation/execution, monitoring, and evaluation of housekeeping and laundry services for care recipients.                                                                          |                 |
| 10.13        | Ensure the planning, development, implementation/execution, monitoring, and evaluation of education intended for care recipients and their support networks.                                                              |                 |

| <b>Code</b>  | <b>Subject Category</b>                                                                                                                                              | <b>Hours Completed</b> |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| 10.14        | Ensure the planning, development, implementation/execution, monitoring, and evaluation of nutritional needs and preferences of care recipients.                      |                        |
| 10.15        | Ensure the planning, development, implementation/execution, monitoring, and evaluation of dining experience that meets the needs and preferences of care recipients. |                        |
| 10.16        | Ensure care recipients' rights and individuality within all aspects of care.                                                                                         |                        |
| 10.17        | Integrate support network's perspectives to maximize care recipients' quality of life and care.                                                                      |                        |
| 10.18        | Ensure transportation options are available for care recipients.                                                                                                     |                        |
| 10.19        | Ensure the provision of a customer service culture that leads to a quality experience for care recipients.                                                           |                        |
| <b>20.00</b> | <b>Domain 2. Human Resources</b>                                                                                                                                     |                        |
| 20.01        | Ensure that human resource management policies and programs comply with federal and state rules and regulations.                                                     |                        |
| 20.02        | Establish the planning, development, implementation, monitoring, and evaluation of recruitment, selection, and retention practices.                                  |                        |
| 20.03        | Establish the planning, development, implementation, monitoring, and evaluation of employee training and development programs.                                       |                        |
| 20.04        | Establish the planning, development, implementation, monitoring, and evaluation of employee evaluation programs.                                                     |                        |
| 20.05        | Establish the planning, development, implementation, monitoring, and evaluation of compensation and benefit programs.                                                |                        |
| 20.06        | Establish the planning, development, implementation, monitoring, and evaluation of employee health and safety programs.                                              |                        |
| 20.07        | Establish the planning, development, implementation, monitoring, and evaluation of employee satisfaction and organizational culture.                                 |                        |
| 20.08        | Establish the planning, development, implementation, monitoring, and evaluation of employee disciplinary policies and procedures.                                    |                        |
| 20.09        | Establish the planning, development, implementation, monitoring, and evaluation of employee grievance policies and procedures.                                       |                        |
| 20.10        | Establish the planning, development, implementation, monitoring, and evaluation of leadership development programs.                                                  |                        |
| 20.11        | Promote a safe work environment (such as safety training and employee risk management).                                                                              |                        |
| 20.12        | Promote a positive work environment (using techniques such as conflict resolution, diversity training, staff recognition programs).                                  |                        |
| 20.13        | Facilitate effective written, oral, and electronic communication among management and employees.                                                                     |                        |
| 20.14        | Ensure employee records and documentation systems are developed and maintained.                                                                                      |                        |

| <b>Code</b>  | <b>Subject Category</b>                                                                                                                                                         | <b>Hours Completed</b> |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| 20.15        | Establish a culture that encourages employees to embrace care recipients' rights.                                                                                               |                        |
| <b>30.00</b> | <b>Domain 3. Finance</b>                                                                                                                                                        |                        |
| 30.01        | Ensure that financial management policies, procedures, and practices comply with applicable federal and state rules and regulations.                                            |                        |
| 30.02        | Develop, implement, and evaluate the service provider's budget.                                                                                                                 |                        |
| 30.03        | Oversee the billing and collections process and monitor the accuracy of charges and timely collection of accounts.                                                              |                        |
| 30.04        | Negotiate, interpret, and implement contractual agreements to optimize financial viability.                                                                                     |                        |
| 30.05        | Develop, implement, monitor, and evaluate financial policies and procedures that comply with Generally Accepted Accounting Principles (GAAP).                                   |                        |
| 30.06        | Monitor and evaluate the integrity of financial reporting systems and audit programs.                                                                                           |                        |
| 30.07        | Establish safeguards for the protection of the service provider's assets (such as insurance coverage, risk management).                                                         |                        |
| 30.08        | Monitor and comply with financing obligations (such as debt service, mortgage covenants).                                                                                       |                        |
| 30.09        | Develop, implement, monitor, and evaluate systems to improve financial performance.                                                                                             |                        |
| 30.10        | Manage and adjust expenses with fluctuations in census/occupancy/care recipient levels (such as staffing ratios).                                                               |                        |
| 30.11        | Monitor and address changes in the industry that may affect financial viability.                                                                                                |                        |
| <b>40.00</b> | <b>Domain 4. Environment</b>                                                                                                                                                    |                        |
| 40.01        | Ensure that physical environment policies and practices comply with applicable federal, state, and local laws, rules, and regulations.                                          |                        |
| 40.02        | Ensure the planning, development, implementation, monitoring, and evaluation of a safe and secure environment.                                                                  |                        |
| 40.03        | Ensure the planning, development, implementation, monitoring, and evaluation of infection control and sanitation.                                                               |                        |
| 40.04        | Ensure the planning, development, implementation, monitoring, and evaluation of emergency and disaster preparedness program, including linkage to outside emergency agencies.   |                        |
| 40.05        | Ensure the planning, development, implementation, monitoring, and evaluation of environmental services, housekeeping and laundry.                                               |                        |
| 40.06        | Ensure the planning, development, implementation, monitoring, and evaluation of maintenance services for property, plant and all equipment, including preventative maintenance. |                        |

| <b>Code</b>  | <b>Subject Category</b>                                                                                                                                        | <b>Hours Completed</b> |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| 40.07        | Ensure the planning, development, implementation, monitoring, and evaluation of appropriate HIPAA compliant technology infrastructure.                         |                        |
| 40.08        | Establish, maintain, and monitor a physical environment that provides clean, safe, and secure home-like surroundings for care recipients, staff, and visitors. |                        |
| 40.09        | Identify opportunities to enhance the physical environment to meet changing market demands.                                                                    |                        |
| 40.10        | Establish, maintain, and monitor an environment that promotes choice, comfort, and dignity for care recipients.                                                |                        |
| 40.11        | Assess care recipients' environment for safety, security, and accessibility and make recommendation for referral or modification.                              |                        |
| <b>50.00</b> | <b>Domain 5. Management and Leadership</b>                                                                                                                     |                        |
| 50.01        | Ensure compliance with applicable federal and state laws, rules, and regulations.                                                                              |                        |
| 50.02        | Promote ethical practice throughout the organization.                                                                                                          |                        |
| 50.03        | Develop, implement, monitor, and evaluate policies and procedures that comply with directives of governing body.                                               |                        |
| 50.04        | Develop, communicate, and champion the service provider's mission, vision, and values to stakeholders.                                                         |                        |
| 50.05        | Develop, implement, and evaluate the strategic plan with governing body's endorsement.                                                                         |                        |
| 50.06        | Promote and monitor satisfaction of the care recipients and their support networks.                                                                            |                        |
| 50.07        | Identify, foster, and maintain positive relationships with key stakeholders.                                                                                   |                        |
| 50.08        | Educate stakeholders on services provided, regulatory requirements, and standards of care.                                                                     |                        |
| 50.09        | Solicit information from appropriate stakeholders for use in decision making.                                                                                  |                        |
| 50.10        | Manage the service provider's role throughout any survey/inspection process.                                                                                   |                        |
| 50.11        | Develop and implement an intervention(s) or risk management program(s) to minimize or eliminate exposure.                                                      |                        |
| 50.12        | Identify and respond to areas of potential legal liability.                                                                                                    |                        |
| 50.13        | Implement, monitor, and evaluate information management and technology systems to support service providers' operations.                                       |                        |
| 50.14        | Develop, implement, and monitor comprehensive sales, marketing, and public relations strategies.                                                               |                        |
| 50.15        | Ensure that written agreements between the care recipient and the service providers protect the rights and responsibilities of both parties.                   |                        |
| 50.16        | Develop, implement, and evaluate the organization's quality assurance and performance improvement programs.                                                    |                        |
| 50.17        | Lead organizational change initiatives.                                                                                                                        |                        |

| Code                                              | Subject Category                                                     | Hours Completed |
|---------------------------------------------------|----------------------------------------------------------------------|-----------------|
| 50.18                                             | Facilitate effective internal and external communication strategies. |                 |
| 50.19                                             | Promote professional development of all team members.                |                 |
| <b>TOTAL HOURS (total must exceed 240 hours):</b> |                                                                      |                 |

**3. PRECEPTOR'S EVALUATION**

**Instructions:** This section is to be completed by the Preceptor only. Evaluate the above-named Administrator-in-Training's abilities. Use a separate sheet if necessary.

Do you recommend that the Applicant's period as an administrator-in-training be approved by the Board as meeting the requirements for licensure?

Yes     No    If "No", please explain, identify areas of weakness, and attach relevant documentation.

**AFFIDAVIT**

**ADMINISTRATOR-IN-TRAINING**

I hereby certify that this Report is a correct statement and the information was taken from the records of the above-named facility, which are available for examination, upon request, by the Board or any of its personnel.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Administrator-in-Training**

**PRECEPTOR**

I hereby certify that this Report is correct and the information as indicated in the departments/areas listed was under my personal supervision in the practice of nursing home administration.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Preceptor**