

# Survey of Applicants for Temporary License

MONDAY, JUNE 3, 2019 ADVISORY COUNCIL MEETING

## Statute

144A.473 ISSUANCE OF TEMPORARY LICENSE AND LICENSE RENEWAL.

Subdivision 1. Temporary license and renewal of license.

(a) The department shall review each application to determine the applicant's knowledge of and compliance with Minnesota home care regulations. Before granting a temporary license or renewing a license, the commissioner may further evaluate the applicant or licensee by requesting additional information or documentation **or by conducting an on-site survey** of the applicant to determine compliance with sections 144A.43 to 144A.482.

## Current Issues

1. Many applicants for temporary licensure appear, as evidenced in the application and/or during the initial survey of the temporary license, to lack knowledge of and not be in compliance with home care regulations.
2. MDH has no authority to test an applicant's knowledge outside of the on-site survey noted in statute and cannot require applicants to attend training.
3. Minnesota does not require credentials of applicants.
4. MDH does not have criteria for denying the application for a temporary license.

## Ideas and Questions

1. Conduct an on-site survey of applicants for temporary licensure.
  - a. Use parts of the new survey forms to develop an "Initial Application Survey."
  - b. Need to determine what is important to look at. For example, the applicants
    - i. Policies and procedures
    - ii. Systems
    - iii. Training programs
    - iv. Other
  - c. Give the applicant a scenario and ask how they would handle it. For example, surveyors can ask what steps will the applicant will take when they get a new client. We can develop multiple scenarios.
2. Who would be required to be at the survey: RN, owner, HWS manager, etc.
3. HCALP will need to standardize its process.
  - a. Develop survey forms specific to the application survey.

## SURVEY OF APPLICANTS FOR TEMPORARY LICENSE

- b. Train surveyors
- c. Determine how to select applicants for survey.
  - i. Does an established provider need an application survey?
- d. What criteria must be met to pass the application survey?
  - i. How do we score or rate the applicant's knowledge?
  - ii. Is there a way to establish substantial compliance relating to being ready to implement policies, procedures and practices to serve clients?