General Information and Requirements for All Candidates

Candidate Application and Questionnaire for All Candidates to AHCA and NCAL National Office

All prospective candidates for election to AHCA or NCAL national offices must complete the application and the questionnaire, which provides the candidates with the opportunity to outline their qualifications for leadership and articulate their vision for AHCA or NCAL and the long term care industry. As part of the application process, each candidate also must disclose certain information related to the facilities with which he or she is associated. Finally, all candidates must submit a signed Consent and Release Form, Code of Ethics Acknowledgement, Disclosure Statement, and Disclosure and Authorization Form for consent of a background check, two professional letters of reference, and one letter of reference from the state executives of the state affiliate offices where you operate facilities.

Certification Process for All Candidates for AHCA or NCAL Office

Under the certification process, all prospective candidates for national office are required to submit the aforementioned information and materials to assist the Credentialing Committee in assessing:

1. the prospective candidate’s standing in the local community and in the long term care profession
2. the candidate’s ability to represent AHCA or NCAL
3. the candidate’s commitment to quality care

The Committee shall undertake the following:

1. Review survey data for:

   a. Skilled Nursing Facilities owned and/or operated by the candidate

      Using the Medicare and Medicaid provider numbers to be supplied by each prospective candidate, the Credentialing Committee will obtain the publicly-available survey-related data on the provider facilities that are owned and/or operated by the prospective candidates (“OSCAR data”). This survey information includes reports on:

      • the number of deficiencies found in the past three years within facilities owned and/or operated by a prospective candidate
      • findings of substandard quality of care that result in fines, denial of payment for new admissions or for all residents, temporary management, or termination
The Committee will consider such factors as:

- the number of facilities above 110 percent of the median for state-wide deficiencies
- the average number of deficiencies for each candidate’s grouping of facilities in each state compared with the state average number of deficiencies
- quality of care versus administrative type deficiencies

b. Assisted Living centers owned or operated by the candidate

For candidates applying to run for a seat on NCAL’s Board of Directors, members of the Committee should examine any enforcement actions taken that may negatively impact AHCA/NCAL’s credibility with the public or in the policymaking arena. These include:

- the number of deficiencies/citations found in the past three years within facilities owned and/or operated by a prospective candidate.
- survey/inspection findings of substandard quality of care, temporary management, admission holds/denial of payments for new admissions, or licensure/certification termination.

In addition to the candidate’s explanations for these penalties and assurances of corrective actions, consideration is given for such factors as the number of facilities owned/operated by the candidate compared to the number of enforcement actions.

The Committee’s goal in reviewing this data is not to disqualify prospective candidates from participating in the AHCA national election process due to isolated lapses in quality in one of their provider facilities, but rather to ensure that those seeking to lead AHCA and NCAL continually strive to meet high quality standards within their facility operations. The Committee has established the precedent that a candidate’s qualifications for national office cannot be disassociated from the operational history of the facilities with which the candidate is associated, whether it be by ownership, lease, management or other economic interests.

2. Conduct telephone interviews with long term care providers, provider representatives, and members of the local community in which the candidate operates.

Members of the Committee will also conduct telephone interviews with long term care providers and provider representatives who may have been acquainted with the prospective candidate and his or her operations, and members of the local community in which the prospective candidate operated. Members of the Committee may also check with state law enforcement agencies and/or better business bureaus.
3. **Conduct personal in-person or phone interviews with new candidates**

For candidates who have not previously run for national office and have, consequently, not been interviewed by AHCA’s Credentialing Committee, an opportunity will be arranged for a meeting or phone call between the candidate and the Committee. The interview will allow for a broader discussion of any issues of interest, either to the candidate or to members of the Committee.

4. **Request a background check.**

Candidates will submit a current resume or Curriculum Vitae (CV) along with a signed Disclosure and Authorization Form for consent of a comprehensive background check. AHCA/NCAL Human Resource staff submit the information to an outside party for the following:

- Verification of educational degrees
- Criminal and terrorist background check
- Credit report to screen for bankruptcy or foreclosure
- US Department of Health & Human Services, Office of the Inspector General Exclusion list

Any information revealed concerning the above categories is only shared with the Chair of the Credentialing Committee who makes a determination if it is necessary to share the information with other members of the Credentialing Committee involved in the review of that candidate's application. Information from the background check is not shared with AHCA/NCAL staff outside of the Human Resources department or with other members of the Credentialing Committee not involved in the candidate's application review.

**Committee Decisions**

From all the information described above, the Committee will attempt to objectively and reasonably assess, based solely upon this information, whether the prospective candidate reflects the values and embraces the vision of AHCA and NCAL, as outlined in the AHCA/NCAL Philosophy of Leadership. After reaching a decision as to their certification, each prospective candidate will be notified by the Committee. If a candidate is determined to be “not certified,” he or she will have an opportunity to have the Committee reconsider its decision. The Committee’s judgment of “certified” is not to be construed as an overall endorsement by the Committee of a candidate’s character or appropriateness to a particular office.

The determination as to whether a prospective candidate has been deemed certified or not is not made publicly known unless or until the prospective candidate decides to run for national office. If a prospective candidate decides to seek office, the Committee’s final findings regarding certification will be provided to the Council of States, or NCAL Board of Directors and NCAL State Leaders, prior to the Candidate’s Forum and the Elections.
AHCA/NCAL Staff

AHCA/NCAL staff will not be involved in the certification process except to provide occasional administrative support. All deliberations of the Committee will be conducted in private and treated as confidential. Association staff will be responsible for coordinating with the Chairman, all meetings of the Committee, advising the Committee on disseminating information to the candidates, and reporting the results of the Committee's deliberations.