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To: Administrator Certification Section (ACS) Administrators and Vendors

From: Robert Bayles, Manager, ACS

SUBJECT: 2014 CHANGES IN LAW FOR RESIDENTIAL CARE FACILITY FOR THE ELDERLY PROSPECTIVE AND CERTIFIED ADMINISTRATORS

As a result of the 2014 changes in law (described in prior issues of *The Insider*), requirements for new applicants for Residential Care Facility for the Elderly (RCFE) licensure and administrator certification are changing. Please see below for detailed information on the changes.

ADMINISTRATOR CERTIFICATION REQUIREMENTS

Through December 31, 2015

Individuals who have started the RCFE administrator certification process prior to January 1, 2016 (40-hour Initial Certification Training Program – ICTP) **must pass** the associated RCFE administrator certification examination on or before December 31, 2015 in order for the 2015 laws and regulations to apply (i.e., 40-hour ICTP and 40-question RCFE Administrator Certification Examination). Simply stated, you must complete the training and pass the test during 2015 in order for the 2015 laws and regulations to apply.

Effective January 1, 2016

Applicants for RCFE licensure or administrator certification must complete an ICTP and pass an exam (as defined in sections 1569.23 and 1569.616 of the Health and Safety Code – H&SC) that consists of the following:

- Eighty (80) hours of coursework, at least sixty (60) hours of which must be attended in person.
- A state-developed and administered examination that consists of no less than one hundred (100) questions based on the uniform Core of Knowledge (COK) required for RCFE administrators.

Applicants for RCFE licensure or administrator certification must complete coursework in the uniform COK that has been updated in scope and topic to comply with H&SC

sections 1569.23 and 1569.616. The following is a list of the required competency categories in the RCFE COK effective January 1, 2016:

- Law, including regulations, policies, and procedural standards that impact the operations of residential care facilities for the elderly
- Business operations
- Management and supervision of staff
- Psychosocial needs of the elderly
- Physical needs of the elderly
- Community and support services
- Medication management, including Use, misuse, and interaction of drugs commonly used by the elderly, including antipsychotics, and the adverse effects of psychotropic drugs for use in controlling the behavior of persons with dementia
- Resident admission, retention, and assessment procedures
- Managing Alzheimer's disease and related dementias, including nonpharmacologic, person-centered approaches to dementia care
- Managing the physical environment, including maintenance and housekeeping
- Residents' rights, and the importance of initial and ongoing training for all staff to ensure residents' rights are fully respected and implemented
- Cultural competency and sensitivity in issues relating to the underserved, aging, lesbian, gay, bisexual, and transgender community.
- Postural supports, restricted health conditions, and hospice care

A draft updated COK chart with the hours and subtopics by topic is available on the ACS website, Vendor Information section, (see [DRAFT 2016 80-Hr RCFE Core of Knowledge](#)).

INSTRUCTIONS TO VENDORS FOR DEVELOPMENT AND SUBMISSION OF ICTP

New applicants for RCFE ICTP vendorship

- Individuals, organizations, etc., who wish to be vendorized by the Department of Social Services to offer RCFE ICTPs can obtain information on the application process at <http://www.cclcd.ca.gov/PG471.htm>; and submit a complete application package.
- **ACS will no longer accept applications for 40-hour RCFE ICTPs after October 31, 2015** (only 80-hour RCFE ICTPs as those must be in effect by January 1, 2016).

Existing RCFE ICTP vendors

All DSS-approved RCFE ICTP vendors who choose to continue to offer RCFE ICTPs after December 31, 2015 should take the following steps to ensure timely processing of the RCFE ICTP update:

- Develop a new 80-hour ICTP based on the enhanced Core of Knowledge (available on the ACS website, Vendor Information section, at [DRAFT 2016 80-Hr RCFE Core of Knowledge](#))
- Submit the 80-hour ICTP for review as soon as complete and no later than **September 30, 2015**.
- Vendors **should not offer 40-hour RCFE ICTPs beyond October 31, 2015**, in order to provide course participants with up to 60 days to take and pass the current RCFE administrator certification exam before December 31, 2015. Individuals who have taken the 40-hour ICTP in 2015 but have not passed the exam by December 31, 2015 will need to complete an 80-hour ICTP in 2016.
- Vendors are advised to inform their students and prospective students about the new laws effective January 1, 2016.

For the most current information on the Administrator Certification Program, including forms, newsletters, etc., see the ACS website at: <http://www.cclcd.ca.gov/PG471.htm>