



CDSS

JOHN A. WAGNER
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES



ARNOLD SCHWARZENEGGER
GOVERNOR

April 13, 2009

TO: ALL APPROVED TRAINING VENDORS

SUBJECT: VENDOR INFORMATION UPDATE

This update provides new and useful information to approved vendors about the administrator certification program. We encourage you to share this information with all of those who attend your training courses.

The mission of the Community Care Licensing Division (CCLD) is: *to promote the health, safety, and quality of life of each person in community care through the administration of an effective collaborative regulatory enforcement system.* The Administrator Certification Section (ACS) provides a critical component to our mission by ensuring that all residential facility administrators and RCFE licensees receive training that meet specific standards. The quality training programs that you provide are an important component of the CCLD mission. The CCLD appreciates your willingness to meet this critical training need and your assistance in our efforts to improve the program. Please take a moment to read the important information listed below.

ACS OUTREACH EFFORTS

On-Line Training Vendor Meetings

In 2008, ACS staff attended two meetings initiated and organized by vendors interested in providing ACS recommendations regarding on-line continuing education course requirements and other vendor related issues. Another meeting has been scheduled to be held in Sacramento on July 15, 2009. Space is limited, so if you are interested in attending this meeting, please contact Rhonda Mayer at (800) 340-8971 or Josh Allen at (800) 321-1727 for further details. The Department will not reimburse for vendor travel or any other costs to attend this meeting.

ACS Web Enhancements

ACS has changed the format of our website at <http://www.cclld.ca.gov/PG471.htm>. We have added more hyperlinks to provide specific administrator application status information, initial test locations and test frequency at the local CCLD Regional Offices. The website now contains a list of active certificate holders. We are also in the process of re-designing the vendor section of the website.

VENDOR REQUIREMENTS CLARIFICATION

AB 2609 - applies to Residential Care Facilities for the Elderly (RCFE) training vendors

Effective January 1, 2008, California Health & Safety Code § 1569.69 requires that each RCFE shall ensure that facility employees who assist residents with the self-administration of medications meets specific training requirements. ACS will not approve continuing education training courses that indicate that they will satisfy the requirements specified in AB 2609. Administrators should contact their local licensing Regional Office if they have questions regarding compliance with Health and Safety Code 1569.69.

AB 3105 - applies to Group Home training vendors

Effective January 1, 2009, California Health & Safety Code § 1522.41 requires that Group Home initial certification training program (ICTP) vendors provide basic instruction on the existing laws and procedures regarding the safety of foster youth attending school related to ensuring that they are in a school environment that is free of harassment and violence. CCLD is currently developing the implementation plan for this new requirement.

First Aid and Cardiopulmonary Resuscitation (CPR) Training

Effective immediately, the ACS will no longer approve continuing education vendor course requests for First Aid and CPR training and will withdraw approval of all currently approved First Aid and CPR training courses. In addition, training certificates for First Aid submitted to meet the 40-Hour continuing education requirement will not be accepted. First Aid and CPR training are ongoing requirements for direct care staff and are not considered a continuing education requirement for certification renewal.

Duplicate Continuing Education Courses

The ACS will accept a repeat of continuing education courses under the following condition: an administrator can take the same course that was taken in a previous two year certification period; however, the administrator cannot repeat the same course during their current two year certification period.

Classroom Training Schedule Reminder

Since the ACS has the authority to conduct monitoring visits to all approved training courses, vendors are required to send advance notice of course schedules to the ACS on a continuous basis. Course schedules should be sent to the ACS thirty days prior to

the training. In cases where courses are scheduled on an as-needed basis, vendors should provide notice as soon as the classes are scheduled.

The notice is to include the dates, times, locations, room numbers and the course approval numbers. Vendors are also to notify the ACS as soon as possible if a course has been cancelled, re-scheduled or the location has changed. If you have not sent in course schedules, please send them to the attention of your assigned analyst no later than May 15, 2009. If you have a web site that provides this information, please provide the link to the assigned Vendor analyst.

OTHER VENDOR RELATED INFORMATION

ACS Course Monitoring and Complaint Investigations

Course monitoring visits are conducted to ensure that courses are taught as approved by ACS and that they continue to meet the training requirements for CCLD administrators. The courses monitored are usually selected at random and, in most cases, are unannounced. During the visit, the ACS analyst may interview attendees and vendor staff, review training related materials and observe instruction methods. If needed, the ACS analyst may also provide consultation services. Subsequent to the visit, the ACS will provide the vendor a written report concerning the visit. If regulatory deficiencies are identified, the analyst will work with the vendor to develop a plan of correction.

In addition to conducting course monitoring visits, the ACS also conducts investigations of complaints that allege regulation violations by vendors or their staff. The ACS may receive complaint allegations from administrators, other vendors, instructors, CCLD Licensing Program Analysts, other state agencies, or members of the public. The type of allegations may include technical violations such as failure to provide required documentation to the ACS on a timely basis or serious violations such as issuing certificates without providing instruction. As with the course monitoring visits, the ACS will provide a written report concerning the visit that will include findings related to the complaint allegations. If the findings indicate violations of regulations, the vendor may be required to develop a plan of correction.

Course Certificates

Administrators and RCFE licensees should submit the following with their renewal application (LIC 9215): the \$100.00 fee and either a copy or the original vendor issued certificate of completion with course approval number. Occasionally, the certificate copies are very poor quality, illegible or they appear to be altered. In these instances,

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the ACS staff may request that the individual submit the original certificate or a legible copy of the certificate. Please inform course participants that illegible or altered course certificates will not be accepted by the ACS and may result in significant delays in the application process.

ACS Vendor Analyst Additions

The ACS vendor analyst staff has increased. Henry Hernandez and Judy Johnson have joined our team. As a result, we have made changes to the Vendor assignments for each analyst. For your convenience, I have attached the current list of the vendor analysts and their assigned training vendors.

Contact Us

Community Care Licensing Division - Administrator Certification Section
744 P Street, M.S. 19-47, Sacramento, Ca 95814
Main Line (916) 324-3755, Fax: (916) 324-3982

We value your partnership with CCLD to provide administrator training programs that contribute to the safe and successful operation of licensed residential care facilities in California. If you have any questions about this update or suggested improvements to the design of the ACS internet site, please feel free to contact Charles Boatman, Manager, Administrator Certification Section, at (916) 324-4318, or by email at Charles.Boatman@dss.ca.gov.

Sincerely,

Original signed by Gary Palmer

GARY PALMER, Chief
Technical Assistance and Policy Branch

Enclosure

ADMINISTRATOR CERTIFICATION PROGRAM

VENDOR ANALYST ASSIGNMENTS

Sandra Munt: (916)324-3818 Mary James: (916)324-3674

Henry Hernandez: (916)324-4307 Judy Johnson: (916)327-8703

VENDOR NAME:	VENDOR#:	ANALYSTS
A Careproviders Resource	1000480	Sandra Munt
Abston Consulting Business Solutions	1000412	Mary James Henry
Accredited Educational Institutions	1000441	Hernandez
Administrator Education Professionals	1000507	Sandra Munt
Advanced Training Specialist	1000766	Sandra Munt Henry
Aging Services of California	1000007	Hernandez
Alchemy Distributors	1000553	Mary James
Alicia Navel	1000693	Sandra Munt
Alinea Group	1000587	Mary James
Alta Hollywood Community Hospital	1000344	Judy Johnson
Alvarado Parkway Institute	1000586	Sandra Munt
Alzheimer's Association California Central Coast Chapter	1000035	Sandra Munt
Alzheimer's Association California Southland Chapter	1000183	Sandra Munt
Alzheimer's Association of Northern California	1000205	Sandra Munt
Alzheimers Association Orange County Chapter	1000015	Mary James
Alzheimer's Association San Diego/Imperial Chapter	1000733	Sandra Munt
American Association of Homes & Services for the Aging	1000130	Mary James
American Baptist Homes of the West	1000115	Mary James Henry
American Health Care Assoc.	1000210	Hernandez
American River College	1000131	Sandra Munt
American Society in Aging	1000054	Mary James
Americana Group	1000596	Sandra Munt Henry
Anita Semple MSN, RN, PHH	1000761	Hernandez
Area Agency on Aging Serving Napa Solano	1000759	Sandra Munt Henry
ASAP Nursing Registry	1000582	Hernandez
Ashby Consulting & Training	1000663	Judy Johnson

ATD Consulting	1000598	Mary James
Aviva Family and Children's Services	1000438	Mary James
Azucena "Sandy" Zipagan	1000157	Sandra Munt
B & L Lee, Inc.	1000796	Sandra Munt
Barry C./ Barmann PHD	1000629	Mary James
Bay Area Alliance for Youth and Family Services, Inc.	1000583	Mary James Henry
Behavioral Health Partnership	1000314	Hernandez
Bernadette D. Bufete	1000729	Sandra Munt
Bindu Khurana	1000777	Mary James
Bjugstad Associates	1000465	Sandra Munt Henry
Blalock & Associates INC.	1000378	Hernandez Henry
Bluestone Associated INC.	1000637	Hernandez
Brenda Dickinson	1000574	Sandra Munt
C & C Family Practice	1000253	Judy Johnson
C.N.E.I. inc.	1000473	Sandra Munt
Ca. Dept of Education: Office of ROP	1000300	Sandra Munt
California Alliance of Child and Family Services	1000341	Sandra Munt
California Assisted Living Assoc. CALA	1000129	Sandra Munt Henry
California Assisted Living Network	1000126	Hernandez
California Association of Residential Care Homes (CAL ARCH)	1000705	Sandra Munt
California Coalition on Sexual Offending (CCOSO)	1000382	Mary James
California Health Advocates	1000713	Sandra Munt
California Home Care Institute	1000631	Sandra Munt Henry
California Lutheran Homes	1000323	Hernandez
California Med Tech Training	1000711	Sandra Munt
California Residential Services Association (CRSA)	1000164	Judy Johnson
Cameo Continuing Education	1000152	Sandra Munt
Care Connections	1000469	Sandra Munt
Care Home Services, (CHS) Inc.	1000648	Judy Johnson
Care Provider Solutions	1000666	Sandra Munt

Care Support Services	1000738	Sandra Munt
CAREERPATH TRAINING	1000662	Sandra Munt
Caremates	1000472	Sandra Munt
Careology Institute	1000578	Sandra Munt
Careprovider.org Inc.	1000427	Sandra Munt Henry
Caretrain INC.	1000564	Hernandez
Carlton Ministries	1000688	Sandra Munt
Cavalla Associated, Inc.	1000364	Mary James
CEUDOC LLC	1000679	Judy Johnson
Chabot-Las Positas Community College District	1000625	Sandra Munt
Chaffey Community College	1000407	Sandra Munt
Childcare Service Systems INC	1000539	Mary James
Children's Aveley	1000652	Judy Johnson
Children's Receiving Home of Sacramento	1000645	Mary James Henry
Coastline Community College	1000263	Hernandez
Colleen Anderson	1000670	Sandra Munt
Commonwealth Gerontology Institute Inc	1000675	Sandra Munt Henry
Community Care Consultants LLC	1000757	Hernandez
Community Care Options	1000312	Sandra Munt
Community Education LLC	1000038	Mary James Henry
Community Homes and Services	1000374	Hernandez
Community Medical Pharmacy	1000293	Sandra Munt
Community Network for Appropriate Technologies	1000248	Sandra Munt
Community Residential Care Assoc. of California (CRCAC)	1000014	Sandra Munt
Community Training Connection, Inc.	1000109	Sandra Munt
Confident Training Services	1000482	Judy Johnson
Consultants Extraordinaire Unlimited	1000154	Judy Johnson
Consultants on Aging	1000013	Mary James
Continuing Ed. For Healthcare workers	1000468	Judy Johnson
Continuing Education Consultants	1000782	Judy Johnson
Council on Aging –Orange County	1000319	Mary James

Creative Alternative for Learning and Living	1000659	Judy Johnson
Crisis Prevention Institute	1000518	Judy Johnson
Crossover Network Services	1000525	Mary James
Day Street Pharmacy	1000709	Judy Johnson
Deanna L. Corpuz	1000270	Judy Johnson
Dementia Care Consulting	1000692	Sandra Munt Henry
Dennis M. Sandoval, A Professional Law Corporation	1000751	Hernandez
Dennis P. Ferrel	1000597	Judy Johnson
Developmental Services Continuum, Inc.	1000301	Mary James Henry
Doctors Medical Center Foundation- Miller Place	1000216	Hernandez Henry
DSPTrainer.com	1000475	Hernandez Henry
Earnestine Moore-Harris	1000588	Hernandez
EasyCEU.com	1000410	Judy Johnson
Eden Medical Center	1000600	Judy Johnson
Eldercare Services, Inc.	1000514	Sandra Munt
ElderCare Training Academy	1000060	Sandra Munt
Elizabeth Tebo	1000717	Judy Johnson Henry
Elsanadi and Taylor LLC	1000754	Hernandez
Emmanuel Diaz, MBA	1000133	Judy Johnson
EMQ Children and Family Services	1000593	Judy Johnson
Eric Brotman, Ph.D. Seminars	1000533	Sandra Munt Henry
Eskaton Properties Inc.	1000236	Hernandez
Estrella B. Manio and Associates	1000074	Mary James
E-Ventexe	1000700	Sandra Munt
Exodus, Inc.	1000794	Judy Johnson
Fagan Residential LLC	1000752	Sandra Munt
Families First	1000580	Judy Johnson
Family Network Services	1000719	Judy Johnson
Family Service Agency of SF	1000665	Judy Johnson

First Responder EMS	1000487	Sandra Munt
Five Acres	1000628	Judy Johnson
Florentino Menor	1000783	Mary James
Fox & Associates Wellness Case Management	1000727	Sandra Munt
Fresno City College Training	1000086	Judy Johnson
George C. Glenner Alzheimer's Family Center Inc	1000028	Mary James
Glendale Memorial Hospital	1000351	Sandra Munt Henry
Glenester Irvin/Positive Links	1000613	Hernandez Henry
Grossmont Adult School	1000025	Hernandez
HAKK Training & Consulting	1000428	Sandra Munt
Harambee Kinship Center	1000772	Mary James Henry
Harmony Village *	1000773	Hernandez
Health Care Agency, Behavioral Health Services	1000318	Judy Johnson
Health Care needs LLC.	1000667	Judy Johnson
Healthy Solutions	1000464	Sandra Munt
HEC Fire and Life Safety Training and Seminars	1000739	Judy Johnson
Hosely & Associates Educational Consultants	1000686	Sandra Munt Henry
Hospice and Pallative Care of Contra Costa	1000641	Hernandez
Hospice of the Valley's	1000740	Judy Johnson Henry
Human Resourced Consortium Inc.	1000762	Hernandez Henry
Human Services Training	1000462	Hernandez
Huntington Culinary Inc.	1000674	Judy Johnson Henry
Ilana Goldner RN BA	1000141	Hernandez
Individualized Educational Psychology, Inc.	1000769	Sandra Munt Henry
Infinity Health Care	1000185	Hernandez
Innovative Perspectives	1000755	Judy Johnson
Institute for Applied Behavior Analysis	1000331	Sandra Munt

Institute for Natural Resources	1000022	Mary James
Institute on Aging	1000728	Mary James
Jami R. Davis PHD.	1000664	Mary James
Janet K. Oliver	1000524	Sandra Munt
JDT Consultants Professional Training and Consultation LLC	1000669	Judy Johnson
Jeff Cotton Trainings	1000402	Mary James
JKM Training Inc	1000661	Judy Johnson
JMPM Residential Care Facility Consultant	1000003	Judy Johnson
Jonquil Consulting *	1000788	Mary James
Kern Bridges Youth Homes	1000366	Judy Johnson
Kindred Pharmacy Services	1000474	Judy Johnson
Knotts Family Agency DBA Knotts Group Home	1000484	Sandra Munt
La Mesa Pharmacy	1000689	Judy Johnson
		Henry
Lateefah Wielenga, PHD	1000602	Hernandez
Laura L. Morgan & Associates	1000768	Mary James
Law Foundation of Silicon Valley	1000523	Judy Johnson
Lifeline Healthcare	1000673	Sandra Munt
Long Term Care Omsbudsman Services of San Luis Obispo County	1000756	Mary James
Long Term Care Strategies	1000730	Mary James
Lorraine E. Fox	1000381	Judy Johnson
Los Angeles Jewish Home for the Aging	1000373	Mary James
Los Angeles Mission College	1000044	Judy Johnson
		Henry
M & D Quinley Consulting Services	1000691	Hernandez
M. Tinio-Buenviaje dba Community Care Educational Srvs.	1000409	Judy Johnson
Maria Shelton	1000537	Sandra Munt
Mary Ann Anderson	1000608	Judy Johnson
Mary K. Stenger	1000091	Sandra Munt
Masonic Homes Executives Association of North America	1000714	Sandra Munt
Masonic Homes of California at Covina	1000596	Mary James
McKinley Children's Center	1000653	Sandra Munt
MCS - Medical Consulting & Seminars	1000609	Judy Johnson
Memorial Counseling Associates	1000175	Sandra Munt

Merklers Consulting Services	1000760	Mary James
Millicent Johnson	1000746	Mary James
Mind Body Solutions	1000595	Judy Johnson Henry
Mission Hospice *	1000784	Hernandez
Movement with Meaning	1000771	Judy Johnson
Mt. SAC- Regional Health Occupations Resource Center	1000281	Mary James
Muir Lab	1000542	Judy Johnson Henry
Myles & Sons Enterprises	1000238	Hernandez Henry
Myles and Sons Enterprises	1000765	Hernandez
MZR, INC Hopkins Manor & Gordon Manor	1000722	Sandra Munt
Nancy Wexler, MFT	1000483	Judy Johnson
Nolley & Zajac Psychological Services Inc.	1000452	Mary James
North Coast Assn of Residential Care Administrators (NCARCA)	1000708	Mary James
North Valley Schools inc.	1000426	Mary James Henry
Northern Ca. Presbyterian Homes & Services Inc	1000139	Hernandez Henry
Online HealthNow, INC , DBA Care to Learn	1000681	Hernandez
Optimist Youth Homes and Family Services	1000566	Mary James
Pacific Institute Counseling Education Research	1000577	Mary James
Paradigm Adult Services INC	1000749	Judy Johnson
Paradise Valley Hospital	1000195	Judy Johnson
Park Regency Retirement	1000697	Judy Johnson
Parkinson's Disease Association of San Diego	1000643	Judy Johnson
Parkview Medical Plaza Pharmacy, Inc.	1000745	Judy Johnson
Partners in Wellness	1000775	Sandra Munt
Patricia C. Slough	1000696	Mary James
Paul a. Sunseri, Psy D.	1000454	Judy Johnson
Peggy Schwendener RN RCFE Consultant	1000735	Judy Johnson Henry
Penumbra Group Inc	1000502	Hernandez
Pharmacy Care Concepts	1000594	Judy Johnson

Positive Youth Interventions	1000459	Judy Johnson
PRO-ACT Inc	1000561	Judy Johnson
Professional Educational Programs	1000258	Sandra Munt
ProHeart CPR	1000767	Mary James Henry
ProvidersWeb *	1000778	Hernandez
Quality Care Health Foundation (QCFH)	1000010	Judy Johnson
Quality Service Consulting	1000780	Judy Johnson Henry
Quest for Excellence TM	1000075	Hernandez
Randy L. Cima	1000559	Judy Johnson
Redwood Caregiver Resource	1000255	Judy Johnson
Redwood Coast Regional Center	1000589	Judy Johnson Henry
Regional Continuity of Care Council	1000736	Hernandez
Renaissance Senior Living	1000548	Judy Johnson
Residential Care Resources	1000310	Judy Johnson
Resources for Continuing Education, Inc.	1000376	Mary James
Reverse Mortgage Consulting Group	1000785	Sandra Munt
Richard Ashton	1000715	Judy Johnson Henry
Ron Jon Associates LLC	1000116	Hernandez
Ron's Pharmacy Services	1000793	Mary James Henry
Ronald Salda	1000397	Hernandez
Roslyn Turner-Clark, Ed.D. LMTF	1000704	Sandra Munt
Ruffin Consultation Group	1000439	Judy Johnson
Russ Hansen	1000612	Sandra Munt
Ryan's way	1000753	Sandra Munt
S.F. Dept. of Public Health	1000019	Sandra Munt
S.J.C.O.E. Workforce Development	1000565	Mary James
Saddleback Memorial Medical Center	1000142	Mary James
Safety Net Training Solutions	1000763	Judy Johnson
San Diego Hospice	1000450	Judy Johnson
San Diego Regional Center	1000296	Mary James

San Joaquin County Care Providers' Association	1000083	Judy Johnson
San Joaquin Gardens	1000567	Judy Johnson
San Mateo County Mental Health Services	1000345	Judy Johnson
Sandra M. Hayhurst MA	1000748	Mary James
SCAN® Healthplan	1000671	Judy Johnson
Scripps/Mercy Hospital	1000259	Sandra Munt
Seneca Center	1000516	Judy Johnson
Senior Living Solutions	1000424	Judy Johnson
Sharp Mesa Vista Hospital	1000337	Mary James
Sierra Vista Child and Family Services	1000562	Mary James
Sign of the Dove	1000108	Judy Johnson
Silverado Senior Living	1000695	Judy Johnson
Silverchair Learning Systems	1000682	Judy Johnson
Small Provider Alliance	1000680	Mary James
Southern California Presbyterian Homes	1000094	Judy Johnson Henry
Southern California Trainers Network (SCTN) *	1000792	Hernandez
Staff Training Associates	1000213	Judy Johnson
Stanford Geriatric Education Center	1000676	Judy Johnson
Stephanie Young Consultants INC.	1000657	Mary James
T.A.C.T. Services	1000654	Mary James
The Arc of California	1000699	Mary James
The Concept of One, L.L.C.	1000678	Judy Johnson
The Dementia Whisperers	1000776	Sandra Munt
Thomas M. wilt	1000750	Sandra Munt
Thomas R. Ybarra & Associates	1000406	Sandra Munt
Total Health Solutions/ Elizabeth Sustachek	1000647	Judy Johnson
Tri-Counties Regional Center	1000243	Mary James
TSSI Pharmacy	1000685	Judy Johnson
Tuolumne General Hospital	1000247	Sandra Munt
U.S. Journal Training Inc.	1000458	Sandra Munt
UCSF Alzheimer's Disease Research Center	1000340	Sandra Munt
University of California, San Diego	1000153	Sandra Munt
V.B.R. Foundation	1000277	Sandra Munt

VA Greater Los Angeles Healthcare System (GLAHS)	1000615	Judy Johnson
VA San Diego Health Care Community Residential Care Program	1000698	Mary James
Value Care Pharmacy	1000579	Mary James
Velasco Consulting	1000419	Sandra Munt
Ventura County Behavioral Health	1000632	Judy Johnson
Veterans Administration Medical Center	1000630	Judy Johnson
Visiting Nurse Association of the Inland Counties	1000618	Judy Johnson
Vista Del Mar Child and Family Services	1000576	Mary James
Vitas Healthcare Corp. of Ca.	1000716	Sandra Munt
Vitas Healthcare Corporation	1000626	Judy Johnson
Wanda L. Brown	1000744	Sandra Munt
WATCH Resources, Inc.	1000779	Sandra Munt
Westlake Regional Project	1000261	Judy Johnson
William G. Hoy	1000789	Judy Johnson
Willie Hausey Training Institute	1000370	Sandra Munt
William Fobi, Pharm.D.	1000702	Mary James
Youth Connection of Ventura	1000342	Mary James
Yuba County Office of Education	1000658	Sandra Munt
Zhenwen (Kevin) Liang	1000515	Sandra Munt