

***Committee members present in-person:***

Mark Cimino  
Jane Van-Dyke Perez  
Joe Rodrigues  
Pam Healy  
Heather Harrison  
Shicara Shaw  
Denise Johnson  
Maria Morris  
Jim Morris  
Megan Geremia  
Estrella Manio

***Committee members present via conference call:***

Molly Valera  
Linda Conti  
Fronde Hausey

***Department Staff:***

Brenda Barner  
Robert Bayles  
Trish Nishio  
Bettye Griffin  
Henry Noriega  
Anastasia Fotis  
Gina De La Rosa  
Jennifer Encalade  
Cathy Ballantine  
Erik Santos

***Call to order***

Brenda Barner, Technical Assistance Bureau Chief and Robert Bayles, Manager of the Administrator Certification Section (ACS), called the Administrator Section Certification Advisory Committee (ACSAC) to order. The meeting was held in Office Building 9, Room 1429, Department of Social Services at 744 P Street, Sacramento, CA. Anastasia Fotis, ACS Analyst, recorded the meeting minutes.

Brenda and Robert welcomed the group and reminded everyone that the vision of the group is partnering and working with vendors, with a dedication to collaborating with an interest in a long-term commitment. Robert called attention to the minutes from the last meeting, and requested that anyone with changes contact ACS, and we would make changes.

Robert discussed the size of the committee, and whether or not to introduce new members. The group agreed to the current size of the committee, with possible room for feedback in the future from experts for perspective.

Robert requested approval from committee members to include their names in the Insider, the ACS quarterly newsletter. All were in agreement.

Robert began the business of the day with a recap of our goal: to review the RCFE Core of Knowledge (COK), and decide what competencies or topics are missing, what topics are still relevant, and what needs to be captured to have a complete draft version of the COK. Mention was made to the feedback that was received via email, and that some changes were made from the suggestions received. The meeting's focus was on the remaining sections on the COK as well as the hours for each section to equal 80 hours.

As the meeting progressed, changes were made to the remaining COK sections as follows:

- MEDICATION MANAGEMENT
  - Add: Required Training, Health and Safety Codes, Hospice
  - Look at AB1570 and determine how it relates to the topic of medications
- RESIDENT ADMISSION, RETENTION & ASSESSMENT PROCEDURES
  - Remove: Non-pharmacologic person-centered approaches to dementia care (and add to next column-MANAGING ALZHEIMER'S DISEASE AND RELATED DEMENTIAS)
  - Add: Assessment Tools, Home Health Relations
- MANAGING ALZHEIMER'S DISEASE AND RELATED DEMENTIAS
  - Add: Non-pharmacologic person-centered approaches to dementia care, Dementia-Plan of Operation
  - Remove: Dementia Care
- CULTURAL COMPETENCY AND SENSITIVITY TO AGING LGBT COMMUNITY
  - Care of Equality
- RESIDENTS' RIGHTS
  - Add: Abuse Prevention, POLST
- MANAGING THE PHYSICAL ENVIRONMENT
  - Add: Changes to Plan of Operation, State Fire Code Regulations, R2 R3 Occupancies, Building and Safety Code
- POSTURAL SUPPORTS, RESTRICTED HEALTH CONDITIONS & HOSPICE CARE

- Add: Exception Requests and Conditions, Total Care Waiver, Home Health and other allied Professional Relations, Medications, Title 22

Suggestions were made to raise awareness during training on the following subjects:

- Paperless record keeping
- Updating care plans
- Eviction procedures
- Looking for red flags during admission/assessment processes, and spending the time at the front end of the admission process for the health of the community
- Investigate what the law says about Megan's Law as it may apply to resident admission and the community
- Challenges associated with Home Health
- Communication (including, but not limited to topics such as what can and cannot be done by the facility) needed for a good relationship
- Research specifics relating to restricted/prohibited/allowable conditions
- Restraint vs postural support
- Ensure medical breakdown of regulations, keeping in mind that they are not being trained to be medical professionals

Robert began the discussion by asking the committee about how much time to devote to each column of the COK. Brenda added that the 80 hours will be spread throughout the COK, and posed the question about how vendors would like to spend the unspecified 20 hours beyond the 60 required hours. ACS analysts will look for quality, thereby leaving the 20 hours as an option for vendors. Focus 80 hours on COK with 20 hours being at the discretion of the vendor. A reminder was given that the number of questions on the test will represent the quantity of hours in each category. The group decided on hours for each column as follows:

**8 HOURS - LAWS, REGULATIONS, POLICIES, AND PROCEDURAL STANDARDS IMPACTING RCFE**

**6 HOURS - BUSINESS OPERATIONS**

**6 HOURS - MANAGEMENT/ SUPERVISION OF STAFF**

**7 HOURS - PSYCHOSOCIAL NEEDS OF THE ELDERLY**

**2 HOURS - COMMUNITY & SUPPORT SERVICES**

**8 HOURS - PHYSICAL NEEDS FOR ELDERLY PERSONS**

**8 HOURS - MEDICATION MANAGEMENT**

**10 HOURS - RESIDENT ADMISSION, RETENTION & ASSESSMENT PROCEDURES**

**8 HOURS - MANAGING ALZHEIMER'S DISEASE AND RELATED DEMENTIAS**

**1 HOUR - CULTURAL COMPETENCY AND SENSITIVITY TO AGING LGBT COMMUNITY**

**4 HOURS - RESIDENTS' RIGHTS**

**4 HOURS - MANAGING THE PHYSICAL ENVIRONMENT**

**8 HOURS - POSTURAL SUPPORTS, RESTRICTED HEALTH CONDITIONS & HOSPICE CARE**

Tricia called the meeting to a close, as we were out of time. A question was asked about a projection for the date of the next meeting. Brenda said that if we need to meet, we can call a meeting. Robert posed the question about how often to meet. The group agreed to meet quarterly. Brenda closed by stating that we have made much progress over the last year, and the new staff members are dedicated to the process and goals. Acknowledgement was given to the number of years of expertise at the table.

### ***Next Steps***

- Research AB1570 as it relates to Medications
- Research sex offenders in the community
- Heather offered to send out a side-by-side document on Residents' Rights.

### ***Next Meeting Date***

TBD. The group agreed to meet quarterly, unless a sooner meeting is required or requested.

Recorder:

Anastasia Fotis, ACS Analyst

*Addition from meeting held March 13, 2015:*

*Cathy Ballantine discussed AB 1570 and SB 911, as they relate to the Core of Knowledge.*