

Committee members present in-person:

Mark Cimino
Estrella Manio
Jung Pham

Committee members present via conference call:

FronD Hausey
Eric Brotman
Maureen Wilson
Carla Sidro
Denise Johnson
Megan Geremia
Milagros Buenviajes
Claire Matsushita
Evelyn Schaeffer

Department Staff:

Brenda Barner
Robert Bayles
Erik Santos
Trish Nishio
Gina De La Rosa
Jennifer Encalade
Traci Waters
Esmeralda Rivas

Call to order

Robert Bayles, Manager of the Administrator Certification Section (ACS), called the Administrator Certification Section 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. Esmeralda Rivas, ACS Vendor Analyst, recorded the meeting minutes.

Robert welcomed the group and thanked the committee members for their time. Members were reminded that the goal of the meeting is collaboration and communication among participants with varying expertise, and work experiences.

Robert called attention to the minutes from the last meeting, and requested that anyone with changes contact him or Tricia Nishio.

Robert began the business of the day by stating that the primary focus of the meeting would be the review of the Adult Residential Facility (ARF) Core of Knowledge (COK) Guidelines, looking at which competencies are relevant, which competencies need to be added, and to further define some competency areas and terms.

Brenda Barner, Technical Assistance Bureau Chief, asked if the hours assigned to each topic were mandated. Robert stated that the hours assigned to each competency area, as listed in individual columns of the COK, cannot be changed as they are mandated by statute and regulation. However, the time spent on topics/competencies within each column are not dictated, as long as the total number of hours for the competency area (column) are covered.

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

Maureen Wilson suggested adding ongoing monitoring visits and audits to Law & Regulations. The group agreed and *ongoing monitoring visits and audits* were added under “Law & Regulations”.

Mark Cimino suggested moving some of the competencies from “Business Operations” to “Law & Regulations” because only three hours are devoted to “Business Operations. Maureen agreed.

Eric Brotman stated that Regional Center questions are consuming a good chunk of time from “Law & Regulations” because people struggle to understand the difference between Title 17 and Title 22. Maureen stated that Regional Centers have their own orientation that licensees and administrators can take and suggested directing administrators to that orientation. Jennifer Encalade mentioned that administrators will not be tested on Title 17 and therefore vendors should not spend much time going over it. Robert Bayles asked the group whether vendors should mention during their ICTP that Regional Centers have their own orientation. Eric agreed, but also stated that as an educator, you should clarify the confusion between Title 17 and Title 22.

Denise Johnson suggested adding R3.1 Occupancies under State Fire Code Regulations. The group agreed and R3.1 Occupancies was added under “Law & Regulations”.

Claire Matsushita made a motion that *power of attorney* should be added under “Law and Regulations”. The group agreed and the motion passed.

Jung Pham suggested adding the limits of SSA Representative Payee under “Law and Regulations”. The group agreed and *SSA Representative Payee, limits of*, was added to “Law and Regulations”.

Maureen Wilson raised an issue of concern that conservatorship is under both “Law & Regulations” and “Admission & Assessment Retention”. Tricia Nishio stated that conservatorship can go under both if the individual has a Representative Payee. Estrella Manio stated that “Admission Agreements” is related to *Representative Payee*. Tricia Nishio agreed with Estrella and stated that Admission Agreements is in Title 22. Maureen suggested teaching an overview of conservatorship under “Law & Regulations” and then revisit conservatorship again in “Admission & Assessment Retention”. The group agreed.

Mark Cimino suggested taking fire code information and placing it as a subsection under “Physical Plant”. Maureen Wilson agreed and provided the example that *building & grounds* is, in some ways, fire safety, but physical plant can encompass other aspects with regards to *building & grounds*. Eric Brotman agreed and suggested also adding *alterations* under “Physical Plant”. The group agreed and *building permits, building & ground, and alterations to existing facility* were added under “physical plant”.

Robert Bayles made a motion to strike out *overview of labor laws* from “Business Operations” because it will be covered under “Law & Regulations”. The group agreed and the motion passed.

Maureen Wilson suggested *adding itemizations and protection of client property, neighborhood relations and business practices, and personal and incidental client funds accounting* under “Business Operations”. The group agreed.

Brenda Barner made a motion to add *civil penalties* under “Law & Regulations”. Mark Cimino agreed and suggested also adding *appeal process* under “Law & Regulations”. The group agreed and both motions passed.

Eric Brotman suggested adding *audits* under “Law & Regulations” because other agencies have their own definition of audits and administrators should know the licensing definition of audits. Maureen Wilson asked what licensing would do if a business gets audited and is given a Corrective Action Plan. Tricia Nishio stated that complaints and inspections should be under “Law & Regulations, but that some of the other agencies that audit are separate and apart and she doesn’t believe ACS will be testing on them. Mark Cimino stated that *audits* should stay under “Business Operations”. The group agreed.

Maureen Wilson made a motion to add *personal and incidental client funds accounting* under “Business Operations”. The group agreed and the motion passed.

Tricia Nishio suggested clarifying *INS* under “Business Operations”. The group agreed and *INS* was replaced by *Homeland Security (I.C.E)*.

Claire Matsushita made a motion to *rate setting by agencies or organizations* under “Business Operations”. The group agreed and the motion passed.

Claire Matsushita made a motion to strike out *contract compliance* under “Business Operations”. The group was not able to identify *contract compliance* and agreed to remove from the COK.

Maureen Wilson made a motion to add *overnight shifts and working off-the-clock and managing overtime* under “Management & Supervision of Staff”. The group agreed and the motion passed. Mark Cimino made a motion to also add *overtime* under “Law & Regulations”. The group agreed and the motion passed.

Tricia Nishio made a motion to add *labor laws related to health insurance* and *FLSA* under “Law & Regulations”. The group agreed and both motions passed.

Claire Matsushita made a motion to add *staff terminations* and *on-call / emergency coverage* under “Management and Supervision of Staff”. The group agreed and both motions passed.

Tricia Nishio made a motion to add *third party contractors* under “Management & Supervision of Staff”. The group agreed and both motions passed.

Jung Pham made a motion to add *staff professional relationships* under “Management & Supervision of Staff”. Eric Brotman agreed and suggested adding *boundaries with clients* under “Management & Supervision of staff”. The group agreed and both motions passed.

Eric Brotman suggested adding *developmental disabilities* under “Psych//Social Needs”. The group agreed and the motion passed. Moreover, Autism, Cerebral Palsy, Down Syndrome, Epilepsy, Fetal Alcohol Syndrome, Intellectual Disability and Prader-Will Syndrome were added as subsections under *developmental disabilities*.

Claire Matsushita made a motion to add *drug and alcohol abuse* under mental health issues in “Psychosocial Needs”. The group agreed and the motion passed.

Eric Brotman asked for clarification on *activities* under “Psych/Social Needs” – is it referring to program activities or different population activities. Tricia Nishio stated that the term *activities* is very broad and that it can be both. Jennifer Encalade stated that *activities* is defined in regulations. Robert Bayles said ACS will look up the definition in regulations.

Eric Brotman made a motion to take out the word *care* from *dementia care* under “Psych/Social Needs”. The group agreed and the motion passed.

Resident Councils was added under “Psych/Social Needs” because it is in the ARF regulations.

Vendorization with Department of Developmental Services Regional Centers was added under “Community & Support Services”.

Robert Bayles stated that *other resources* was defined in the Residential Care Facility for the Elderly COK and suggested also defining *other resources* for the ARF COK.

Claire Matsushita made a motion to add *ombudsman* under “Community & Support Services”. The group agreed and the motion passed.

Eric Brotman made a motion to add *county mental health services* under “Community & Support Services”. The group agreed and the motion passed.

Jung Pham made a motion to add *local advocacy groups* under “Community & Support Services”. The group agreed and the motion passed.

Mark Cimino made a motion to add *educational/library programs* under “Community & Support Services”. The group agreed and the motion passed.

Claire Matsushita made a motion to add *transportation* under “Community & Support Services”. The group agreed and the motion passed.

Claire Matsushita made a motion to add *day treatment programs* under “Community & Support Services”. The group agreed and the motion passed.

Maureen Wilson made a motion to add *managed care and Medi-Cal coverage* under “Community & Support Services”. The group agreed and both motions passed.

Maureen Wilson made a motion to add *reporting physical injuries & follow-up* under “Physical Needs”. The group agreed and the motion passed.

Claire Matsushita made a motion to add *pressure ulcers* and *wound care* under “Physical Needs”. The group agreed and both motions passed.

Eric Brotman suggested adding *specific health conditions* under “Physical Needs”. Eric further suggested adding *epilepsy, obesity, diabetes, hypertension and bedridden* as subtopics under *specific health conditions*. Estrella Manio agreed and also suggested adding *postural support* as a subtopic for *specific health conditions*. The group agreed and specific health conditions along with all subtopics were added under “Physical Needs”.

Maureen Wilson made a motion to add *universal precautions* under “Physical Needs”. The group agreed and the motion passed.

Eric Brotman made a motion to add food services as a competency under “Physical Needs” and also suggested adding *food storage*, *menu planning* and *special diets* as subtopics under food services. The group agreed and the motion passed.

Mark Cimino raised an issue of concern with regards to the ARF Initial Certification Training Program (ICTP) being only 35 hours – Mark further suggested increasing the hours for the ARF ICTP because 35 hours will not be enough to cover all topics.

Jung Pham made a motion to add the *chemical restraints* under “psychotropic” in “Medication”. Mark Cimino and Estrella Manio agreed.

Mark Cimino asked the group if vendors spend a lot of time under medication going over *Medi-Cal* under “Medication”. Maureen Wilson stated that *Medi-Cal* should be under “Medication” because most Regional Center clients are on *Medi-Cal* and administrators need to know how it works. Claire Matsushita asked if *Medi-Cal* and *medical/dental funding* would be better under “Admission & Assessment Retention”. Mark Cimino, Eric Brotman and Jennifer Encalade agreed with Claire. *Medi-Cal* and *medical/dental funding* was removed from “Medication” and added to “Admission & Assessment Retention”.

Megan Geremia asked if the ARF regulations have a requirement for *pharmacy review*. Estrella Manio stated that *pharmacy review* is currently not included in the ARF regulations.

Maureen Wilson made a motion to add *functional assessment plans* under “Admission & Assessment Retention”. Tricia Nishio asked if functional assessment plans were part of the appraisals. Claire Matsushita stated that functional assessment plans are part of the assessment. Eric Brotman and Estrella Manio both shared that there’s actually a required ARF form for assessment plans. *Functional assessment plans* was added under “Admission & Assessment Retention”.

Incidental Medical Services (IMS) was added twice under “Admission & Assessment Retention” and the group agreed to only include it once in the AFR COK.

Tricia Nishio asked for clarification on the meaning behind *client satisfaction* under “Admission & Assessment Retention”. Mark Cimino stated that *client satisfaction* referred to *quality assurance*. Claire Matsushita made a motion to add *retention to client satisfaction* under “Admission & Assessment Retention”.

Use of physical restraints specific to Title 17 &22 under age expectations was added under “Emergency Intervention Non-Violent”.

Eric Brotman made a motion to add *management of aggression and behavior intervention plans* under “Emergency Intervention Non-Violent”. The group agreed and both motions passed.

HIV and confidentiality were added under “Cultural Competency”.

AB 663 was added under “Cultural Competency”.

Jung Pham asked for clarification on *self-awareness* under “Cultural Competency”. The group agreed to further explain *self-awareness* by adding *gender identity* as a subsection.

Robert Bayles thanked everyone for their support and participation.

Next Steps

Robert stated that he will put together a draft ARF COK document to include recommendations from the meeting and send it out to all members for their review. If there are many suggestions for changes or conflicts in suggestions between members, Robert will set up another ACSAC meeting.

Next Meeting Date

To be determined

Recorder:

Esmeralda Rivas, ACS Vendor Analyst