

# Residential Care Facility for the Elderly (RCFE) 40-Hour Initial Certification

## *\*Core of Knowledge Guideline*

8-Hours	3-Hours	3-Hours	5-Hours	2-Hours	5-Hours	5-Hours	5-Hours	4-Hours
LAW & REGULATIONS	BUSINESS OPERATIONS	MANAGEMENT/ SUPERVISION OF STAFF	PSYCH/SOCIAL NEEDS	COMMUNITY & SUPPORT SERVICES	PHYSICAL NEEDS	MEDICATION	ADMISSION & ASSESSMENT RETENTION	ALZHEIMER'S & DEMENTIA TRAINING
<p>Health and Safety Code 1569</p> <p>Regulations Title 22, Div. 6, Chapter 8</p> <ul style="list-style-type: none"> <li>• Administrative responsibility/ accountability</li> <li>• Mandated reporting</li> <li>• Confidentiality</li> <li>• Personal rights</li> <li>• Complaint procedures</li> </ul> <p>State Fire Code Regulations</p> <ul style="list-style-type: none"> <li>• R2 Occupancies</li> </ul> <p>Conservatorship</p> <ul style="list-style-type: none"> <li>• Full</li> <li>• Limited</li> </ul> <p>Physical Plant</p>	<p>Liability issues</p> <p>Budgeting and fiscal documentation</p> <p>Monitoring of ongoing operations</p> <p>Funding sources</p> <p>Overview of labor laws</p> <p>Marketing a facility</p> <p>Rate setting/record keeping</p> <p>Other agencies</p> <ul style="list-style-type: none"> <li>• IRS</li> <li>• EDD</li> <li>• INS</li> </ul> <p>Audits:</p> <ul style="list-style-type: none"> <li>• Program</li> <li>• Financial</li> </ul> <p>Accounting &amp; tax filing requirements</p> <p>Fund raising:</p> <ul style="list-style-type: none"> <li>• What's legal?</li> <li>• Audits</li> <li>• How to mix with other funds</li> </ul>	<p>Staffing requirement/ratio</p> <p>Hiring practices:</p> <ul style="list-style-type: none"> <li>• Criminal background requirements</li> <li>• Use of volunteers/ interns</li> <li>• EEO requirements</li> <li>• General requirements</li> <li>• Other issues</li> <li>• Job descriptions</li> <li>• Federal/state requirements</li> </ul> <p>Employee performance evaluations</p> <p>Personnel policy manual</p> <p>Admin/staff training requirements</p> <ul style="list-style-type: none"> <li>• First Aid</li> <li>• CPR</li> <li>• HIV/TB</li> <li>• Water safety</li> <li>• OSHA</li> <li>• Illness/injury and violence prevention plan</li> <li>• Duties/ responsibility of staff</li> <li>• Employer responsibility</li> <li>• Staffing patterns</li> </ul>	<p>Identifying characteristics and special needs of client population</p> <p>Mental health issues</p> <p>Family involvement/ participation and dynamics</p> <p>Bereavement/stress issues</p> <p>Activities</p> <p>Dementia care</p>	<p>Responsibility &amp; expectations of referral agencies</p> <p>Mental health resources</p> <p>Ombudsman</p> <p>Adult Protective Services</p> <p>Other resources</p>	<p>Understanding the client needs</p> <ul style="list-style-type: none"> <li>• Nutrition</li> <li>• Assisting with ADLs</li> <li>• Health conditions</li> <li>• Aging process</li> </ul> <p>Individual health care needs</p> <ul style="list-style-type: none"> <li>• Dental</li> <li>• Vision</li> <li>• Podiatry</li> <li>• Hearing</li> <li>• Physical limitations</li> <li>• Hospice care/end of life issues</li> </ul> <p>Sexuality in the aging adult</p> <p>Nutritional support</p>	<p>Administration of medication</p> <ul style="list-style-type: none"> <li>• Technical aspects</li> </ul> <p>Regulatory requirements:</p> <ul style="list-style-type: none"> <li>• Storage</li> <li>• Documentation</li> <li>• Disposal</li> </ul> <p>Role of medications in treatment plan, including typical interactions &amp; staff's role</p> <p>Communication with pharmacists, MDs</p> <p>Drug interaction/ pharmacodynamics</p> <p>Common medications:</p> <ul style="list-style-type: none"> <li>• Infection control</li> <li>• Seizure disorder</li> <li>• Psychotropic</li> </ul> <p>Client advocacy related to medication use</p> <p>Medi-Cal</p> <p>Medical/dental funding</p>	<p>Program Statement</p> <p>Allowable vs. prohibited conditions/ IMS</p> <p>Appraisals:</p> <ul style="list-style-type: none"> <li>• Pre-admission</li> <li>• Physician's report</li> <li>• Functional</li> <li>• Social</li> <li>• Ongoing</li> </ul> <p>Needs and services plan:</p> <ul style="list-style-type: none"> <li>• Development</li> <li>• Review</li> </ul> <p>Charting and documentation</p> <p>Admission agreements</p> <p>Adult Protective Services/emergency placement</p> <p>Incidental medical services</p> <ul style="list-style-type: none"> <li>• Allowable</li> <li>• Restricted</li> <li>• Prohibited</li> </ul> <p>Client satisfaction</p> <p>Contract compliance</p> <p>Age exceptions</p> <p>Relocation/eviction</p>	<p>Overview of Alzheimer's Disease and dementia</p> <p>Understanding dementia-related behaviors</p> <p>Communications</p> <p>Personal care</p> <p>Medications</p> <p>Environment/ physical plant</p> <p>Individualized Service Plan (ISP)</p>

## Adult Residential Facilities (ARF) 35-Hour Initial Certification

### \*Core of Knowledge Guideline

6-Hours	3-Hours	3-Hours	4-Hours	3-Hours	4-Hours	4-Hours	4-Hours	4-Hours
LAW & REGULATIONS	BUSINESS OPERATIONS	MANAGEMENT/ SUPERVISION OF STAFF	PSYCH/SOCIAL NEEDS	COMMUNITY & SUPPORT SERVICES	PHYSICAL NEEDS	MEDICATION	ADMISSION & ASSESSMENT RETENTION	EMERGENCY INTERVENT. NON-VIOLENT
<p>Health and Safety Code 1520</p> <p>Regulations Title 22, Div. 6, Chapter 1 &amp; 6</p> <ul style="list-style-type: none"> <li>• Administrative responsibility/ accountability</li> <li>• Mandated reporting</li> <li>• Confidentiality</li> <li>• Personal rights</li> <li>• Complaint procedures</li> </ul> <p>State Fire Code Regulations</p> <ul style="list-style-type: none"> <li>• R2 Occupancies</li> </ul> <p>Conservatorship</p> <ul style="list-style-type: none"> <li>• Full</li> <li>• Limited</li> </ul> <p>Physical Plant</p>	<p>Liability issues</p> <p>Budgeting and fiscal documentation</p> <p>Monitoring of ongoing operations</p> <p>Funding sources</p> <p>Overview of labor laws</p> <p>Marketing a facility</p> <p>Rate setting/record keeping</p> <p>Other agencies</p> <ul style="list-style-type: none"> <li>• IRS</li> <li>• EDD</li> <li>• INS</li> </ul> <p>Contract compliance</p> <p>Audits:</p> <ul style="list-style-type: none"> <li>• Program</li> <li>• Financial</li> </ul> <p>Accounting &amp; tax filing requirements</p> <p>Fund raising:</p> <ul style="list-style-type: none"> <li>• What's legal?</li> <li>• Audits</li> <li>• How to mix with other funds</li> </ul>	<p>Staffing requirement/ratio</p> <p>Hiring practices:</p> <ul style="list-style-type: none"> <li>• Criminal background requirements</li> <li>• Use of volunteers/ interns</li> <li>• EEO requirements</li> <li>• General requirements</li> <li>• Other issues</li> <li>• Job descriptions</li> <li>• Federal/state requirements</li> </ul> <p>Employee performance evaluations</p> <p>Personnel policy manual</p> <p>Admin/staff training requirements</p> <ul style="list-style-type: none"> <li>• First Aid</li> <li>• CPR</li> <li>• HIV/TB</li> <li>• Water safety</li> <li>• OSHA</li> <li>• Illness/injury and violence prevention plan</li> <li>• Staffing patterns</li> </ul>	<p>Identifying characteristics and special needs of client population</p> <p>Mental health issues</p> <p>Family involvement/ participation and dynamics</p> <p>Bereavement/stress issues</p> <p>Activities</p> <p>Dementia care</p>	<p>Responsibility &amp; expectations of referral agencies</p> <p>Overview of courts, welfare, probation, mental health</p> <p>Community integration, personal safety</p> <p>Collaboration/role with:</p> <ul style="list-style-type: none"> <li>• Police</li> <li>• Fire Dept.</li> <li>• Sheriff</li> <li>• Emergency medical response teams</li> <li>• Business sector</li> </ul> <p>Adult Protective Services</p> <p>Other resources</p>	<p>Client needs</p> <ul style="list-style-type: none"> <li>• Nutrition</li> <li>• Assisting with ADLs</li> <li>• Health conditions</li> </ul> <p>Individual health care needs</p> <ul style="list-style-type: none"> <li>• Dental</li> <li>• Vision</li> <li>• Podiatry</li> <li>• Hearing</li> <li>• Physical limitations</li> <li>• Hospice care</li> </ul> <p>Sexuality</p>	<p>Administration of medication</p> <ul style="list-style-type: none"> <li>• Technical aspects</li> </ul> <p>Regulatory requirements:</p> <ul style="list-style-type: none"> <li>• Storage</li> <li>• Documentation</li> <li>• Disposal</li> </ul> <p>Role of medications in treatment plan, including typical interactions &amp; staff's role</p> <p>Communication with pharmacists, MDs</p> <p>Drug interaction/ pharmacodynamics</p> <p>Common medications:</p> <ul style="list-style-type: none"> <li>• Infection control</li> <li>• Seizure disorder</li> <li>• Psychotropic</li> </ul> <p>Medi-Cal</p> <p>Medical/dental funding</p>	<p>Program Statement</p> <p>Allowable vs. prohibited conditions/ IMS</p> <p>Appraisals:</p> <ul style="list-style-type: none"> <li>• Pre-admission</li> <li>• Physician's report</li> <li>• Functional</li> <li>• Social</li> <li>• Ongoing</li> </ul> <p>Needs and services plan:</p> <ul style="list-style-type: none"> <li>• Development</li> <li>• Review</li> </ul> <p>Charting and documentation</p> <p>Admission agreements</p> <p>Adult Protective Services/emergency placement</p> <p>Incidental medical services</p> <ul style="list-style-type: none"> <li>• Allowable</li> <li>• Restricted</li> <li>• Prohibited</li> </ul> <p>Client satisfaction</p> <p>Program outcome</p> <p>Age exceptions</p> <p>Relocation/eviction</p>	<p>Special incident reporting</p> <p>5150</p> <p>Overview of behavior:</p> <ul style="list-style-type: none"> <li>• Management systems</li> <li>• Modifications</li> </ul> <p>Other resources</p>

## Group Home (GH) 40-hour Initial Certification

### \*Core of Knowledge Guideline

6-Hours	4-Hours	4-Hours	4-Hours	4-Hours	2-Hours	6-Hours	6-Hours	4-Hours
LAW & REGULATIONS	BUSINESS OPERATIONS	MANAGEMENT/ SUPERVISION OF STAFF	PSYCH/SOCIAL & EDUCATION NEEDS	COMMUNITY & SUPPORT SERVICES	PHYSICAL NEEDS	MEDICATION	ADMISSION & ASSESSMENT RETENTION	EMERGENCY INTERVENT. NON-VIOLENT
<p>Health and Safety Code 1522.41</p> <p>Regulations Title 22, Div. 6, Chapter 1 &amp; 6</p> <ul style="list-style-type: none"> <li>• Administrative responsibility/ accountability</li> <li>• Mandated reporting</li> <li>• Confidentiality</li> <li>• Personal rights</li> <li>• Complaint procedures</li> </ul> <p>State Fire Code Regulations</p> <ul style="list-style-type: none"> <li>• R2 Occupancies</li> </ul> <p>Physical Plant</p> <p>Clear understanding of rate calculations</p> <p>Non-profit law</p> <p>W&amp;I Code 300/600/632</p>	<p>Liability issues</p> <p>Budgeting and fiscal documentation</p> <p>Monitoring of ongoing operations</p> <p>Funding sources</p> <p>Overview of labor laws</p> <p>Marketing a facility</p> <p>Rate setting/record keeping</p> <p>Other agencies</p> <ul style="list-style-type: none"> <li>• IRS</li> <li>• EDD</li> <li>• INS</li> </ul> <p>Contract compliance</p> <p>Audits:</p> <ul style="list-style-type: none"> <li>• Program</li> <li>• Financial</li> </ul> <p>Accounting &amp; tax filing requirements</p> <p>Fund raising:</p> <ul style="list-style-type: none"> <li>• What's legal?</li> <li>• Audits</li> <li>• How to mix with other funds</li> </ul>	<p>Staffing requirement/ratio</p> <p>Hiring practices:</p> <ul style="list-style-type: none"> <li>• Criminal background requirements</li> <li>• Use of volunteers/ interns</li> <li>• EEO requirements</li> <li>• General requirements</li> <li>• Other issues</li> <li>• Job descriptions</li> <li>• Federal/state requirements</li> </ul> <p>Employee performance evaluations</p> <p>Personnel policy manual</p> <p>Admin/staff training requirements</p> <ul style="list-style-type: none"> <li>• First Aid</li> <li>• CPR</li> <li>• Water safety</li> <li>• OSHA</li> <li>• Illness/injury and violence prevention plan</li> <li>• Duties/responsibility of staff</li> <li>• Employer responsibility/ requirements</li> <li>• Staffing patterns</li> </ul>	<p>Identifying characteristics and special needs of client population</p> <p>Family involvement/ participation and dynamics</p> <p>Bereavement/stress issues</p> <p>Activities</p> <p>Education:</p> <ul style="list-style-type: none"> <li>• General requirements</li> <li>• Understanding of special education</li> <li>• Administrator responsibilities</li> <li>• Assessment</li> <li>• Educational choices</li> </ul>	<p>Responsibility &amp; expectations of referral agencies</p> <p>Overview of courts, welfare, probation, mental health</p> <p>Mental health managed care</p> <p>Parental relationships:</p> <ul style="list-style-type: none"> <li>• Extended family</li> <li>• Siblings</li> <li>• Caregiver</li> </ul> <p>Collaboration/role with:</p> <ul style="list-style-type: none"> <li>• Police</li> <li>• Fire Dept.</li> <li>• Sheriff</li> <li>• Emergency medical response teams</li> <li>• Business sector</li> </ul> <p>Other resources</p>	<p>OSHA requirements</p> <p>Illness/injury plan</p> <p>Disaster plan</p> <p>Food</p> <p>Managed Care</p> <p>Recreation</p> <p>Community integration</p> <p>CCL physical plant requirements</p>	<p>Administration of medication</p> <ul style="list-style-type: none"> <li>• Technical aspects</li> </ul> <p>Regulatory requirements:</p> <ul style="list-style-type: none"> <li>• Storage</li> <li>• Documentation</li> <li>• Disposal</li> </ul> <p>Role of medications in treatment plan, including typical interactions &amp; staff's role</p> <p>Communication with pharmacists, MDs</p> <p>Drug interaction/ pharmacodynamics</p> <p>Common medications:</p> <ul style="list-style-type: none"> <li>• Infection control</li> <li>• Seizure disorder</li> <li>• Psychotropic</li> </ul> <p>Medi-Cal</p> <p>Medical/dental funding</p>	<p>Program Statement</p> <p>Allowable vs. prohibited conditions/ IMS</p> <p>Needs and services plan:</p> <ul style="list-style-type: none"> <li>• Development</li> <li>• Review</li> </ul> <p>Charting and documentation</p> <p>Admission agreements</p> <p>Termination</p> <p>Graduation</p> <p>Emancipation: Independent living</p> <p>Transition housing</p> <p>Discharge/after care</p> <p>Client satisfaction</p> <p>Program outcome</p> <p>Age exceptions</p>	<p>Special incident reporting</p> <p>5150</p> <p>Overview of behavior:</p> <ul style="list-style-type: none"> <li>• Management systems</li> <li>• Modifications</li> </ul> <p>Emergency intervention regulations</p> <p>Other resources</p>