

Adult Residential Facility (ARF) 35-Hour Initial Certification Training Program Core of Knowledge Guideline*

6-Hours	3-Hours	3-Hours	4-Hours	3-Hours	4-Hours	4-Hours	3-Hours	4-Hours	1-Hour
LAW & REGULATIONS	BUSINESS OPERATIONS	MANAGEMENT & SUPERVISION OF STAFF	PSYCHOSOCIAL NEEDS	COMMUNITY & SUPPORT SERVICES	PHYSICAL NEEDS	MEDICATION	ADMISSION & ASSESSMENT RETENTION	EMERGENCY INTERVENTION NON-VIOLENT	CULTURAL COMPETENCY
<p>Health and Safety Code 1520</p> <p>Regulations Title 22, Div 6, Chapters 1 & 6</p> <ul style="list-style-type: none"> • Administrator qualifications, responsibilities, and accountability • Mandated reporting • Confidentiality • Personal rights • Complaint procedures • Civil Penalties & Appeals • Ongoing monitoring visits and audits • Inspections • Corrective Action Plans <p>State Fire Code Regulations</p> <ul style="list-style-type: none"> • R2 Occupancies • R3.1 Occupancies <p>Conservatorship</p> <ul style="list-style-type: none"> • Full & Limited <p>Power of Attorney</p> <p>SSA Representative Payee</p> <ul style="list-style-type: none"> • Limits of <p>Physical Plant</p> <ul style="list-style-type: none"> • Building Permits • Building & Grounds • Alterations to Existing Facilities • ADA Accessibility <p>Department of Labor</p> <ul style="list-style-type: none"> • Labor Laws related to health insurance • Overtime • FLSA <p>Equal Employment Opportunity Commission (EEOC)</p>	<p>Liability issues</p> <p>Budgeting and fiscal documentation</p> <p>Monitoring of ongoing operations</p> <p>Funding sources</p> <p>Marketing a facility</p> <p>Record keeping</p> <p>Rate setting by agencies or organizations</p> <p>Basic services</p> <p>Other agencies</p> <ul style="list-style-type: none"> • IRS • EDD • Homeland Security (I.C.E.) • SSA <p>Audits:</p> <ul style="list-style-type: none"> • Program • Financial <p>Accounting & tax filing requirements</p> <p>Fund raising:</p> <ul style="list-style-type: none"> • What's legal? • Audits • How to mix with other funds <p>Itemization and protection of client property</p> <p>Neighborhood relations and business practices</p> <p>Personal and Incidental client funds accounting</p> <p>-Comingling of funds</p>	<p>Staffing requirement/ ratio</p> <p>Hiring practices:</p> <ul style="list-style-type: none"> • Criminal background requirements and exemptions • Use of volunteers/ interns • EEO requirements • Job descriptions • Federal/ State requirements • Third Party Contractors <p>Performance evaluations</p> <p>Staff Terminations</p> <p>Personnel policy manual</p> <p>Personnel records requirements</p> <p>On-call / Emergency coverage</p> <p>Overnight shifts and working off-the-clock</p> <p>Managing Overtime</p> <p>Admin/ staff training requirements</p> <ul style="list-style-type: none"> • First Aid/CPR • Immunizations and health • Water safety • Cal-OSHA • Illness/injury prevention plan • Staff Duties/ responsibilities • Employer responsibilities • Staffing patterns • Staff professional relationships and boundaries with clients 	<p>Identifying characteristics, common stigmas, and special needs of client populations</p> <ul style="list-style-type: none"> • Developmental Disabilities <ul style="list-style-type: none"> - Autism - Cerebral Palsy - Down Syndrome - Epilepsy - Fetal Alcohol Syndrome - Fragile X Syndrome - Intellectual Disability - Prader-Wili Syndrome - Schizophrenia - Schizo-Affective - Bi Polar Disorder - Depression & Anxiety • Dementia • Mental Health Issues <ul style="list-style-type: none"> - Drug and alcohol abuse - Bereavement and stress issues <p>Caring for and respecting clients' dignity</p> <p>Client rights</p> <p>Family involvement / participation and dynamics</p> <p>Resident Councils</p> <p>Religion and spirituality</p> <p>Value and requirements for activities</p> <p>Micro Enterprise</p> <p>Vendorization with DDS Regional Centers</p>	<p>Responsibilities & expectations of referral agencies</p> <p>Overview of courts, welfare, probation, and mental health</p> <p>Community integration, personal safety</p> <p>Role of Ombudsman</p> <p>Role of Adult Protective Services (APS)</p> <p>County mental health services</p> <ul style="list-style-type: none"> • Non-emergency <p>Educational/library programs</p> <p>Day treatment programs</p> <p>Collaboration/ role with:</p> <ul style="list-style-type: none"> • Police • Fire Dept. • Sheriff • Emergency medical response teams • Business sector • Local advocacy groups <p>Transportation</p> <p>Other resources</p>	<p>Food Services</p> <ul style="list-style-type: none"> • Nutrition • Food storage • Menu Planning • Special Diets <p>Specific health conditions</p> <ul style="list-style-type: none"> • Epilepsy • Obesity • Diabetes • Bedridden • Postural Supports <p>Managed care Medi-Cal coverage</p> <p>ADA Accessibility</p> <p>Reporting physical injuries & follow-up</p> <p>Pressure ulcers Wound care</p> <p>Assisting with ADLs</p> <p>Individual health care needs</p> <ul style="list-style-type: none"> • Dental • Vision • Podiatry • Hearing • Physical limitations • Hospice care <p>Universal precautions</p> <p>Sexuality</p>	<p>Administration of medication</p> <ul style="list-style-type: none"> • Technical aspects <p>Regulatory requirements:</p> <ul style="list-style-type: none"> • Storage • Documentation • Disposal <p>Role of medications in treatment plan, including typical interactions & 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"> • Infection control • Seizure disorder • Psychotropic <p>Use of chemical constraints</p> <p>Medi-Cal</p> <p>Medical/dental funding</p>	<p>Program Statement</p> <p>Appraisals:</p> <ul style="list-style-type: none"> • Pre-admission • Physician's report • Functional • Social • Ongoing <p>Medical/dental funding/Medi-Cal</p> <p>Needs and services plan:</p> <ul style="list-style-type: none"> • Development • Observations • Review • Conservator <p>Functional Assessment Plans and behavior plans for individualized crisis management</p> <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"> • Allowable • Restricted • Prohibited <p>Client satisfaction and retention</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"> • Management systems • Modification • Management of aggression • Behavior intervention plans <p>Use of physical restraints specific to Title 17 & 22 under age exceptions</p> <p>Other waivers</p> <ul style="list-style-type: none"> • Seat belts • Half rails <p>Awareness of public's and law enforcement's perception of client behaviors</p> <p>Overview of available crisis programs</p> <ul style="list-style-type: none"> • Pro-Act • CPI • PCMA • MANDT <p>Other resources</p>	<p>AB 663</p> <p>Issues related to the underserved lesbian, gay, bisexual, and transgender (LGBT) community</p> <ul style="list-style-type: none"> • Ethics & values • Self-awareness (gender identity) • Education • Skills • Resources • Advocacy <p>Staff Training Requirements</p> <p>Equality of care</p> <p>HIV Confidentiality</p>

*Subtopics within the basic curriculum may include, but are not limited to, the topics specified in this ARF Core of Knowledge Guideline.

**Adult Residential Facility (ARF) 35-Hour Initial Certification Training Program
Core of Knowledge Guideline***