

## Residential Care Facilities for the Elderly (RCFE) Administrator 80-Hour Initial Certification Core of Knowledge Training Standard\*

8-Hours	6-Hours	6-Hours	7-Hours	8-Hours	2-Hours	8-Hours	10-Hours	8-Hours	1 - Hour	4 - Hours	4 - Hours	8 – Hours
LAWS, REGULATIONS, POLICIES, AND PROCEDURAL STANDARDS IMPACTING RCFE	BUSINESS OPERATIONS	MANAGEMENT/ SUPERVISION OF STAFF	PSYCHOSOCIAL NEEDS OF THE ELDERLY	PHYSICAL NEEDS FOR ELDERLY PERSONS	COMMUNITY & SUPPORT SERVICES	MEDICATION MANAGEMENT	RESIDENT ADMISSION, RETENTION & ASSESSMENT PROCEDURES	MANAGING ALZHEIMER'S DISEASE AND RELATED DEMENTIAS	CULTURAL COMPETENCY AND SENSITIVITY TO AGING LGBT COMMUNITY	MANAGING THE PHYSICAL ENVIRONMENT	RESIDENTS' RIGHTS	POSTURAL SUPPORTS, RESTRICTED HEALTH CONDITIONS & HOSPICE CARE
<p>Health and Safety Code 1569</p> <p>Overview of Title 22, CCR, Div 6, Chapter 8, RCFE, Articles 1-15</p> <ul style="list-style-type: none"> <li>•Licensing Process</li> <li>•Non-transferability of License</li> <li>•Certification process</li> <li>•New Laws and Regulations</li> <li>•Administrative responsibility/ accountability</li> <li>•Mandated reporting</li> <li>•Confidentiality</li> <li>•Personal rights</li> <li>•Complaint procedures</li> <li>•Forms</li> <li>•Navigation of CCLD website</li> <li>•Agencies</li> </ul> <p>State Fire Code Regulations</p> <ul style="list-style-type: none"> <li>•R2 Occupancies</li> <li>•R3.1 Occupancies</li> </ul> <p>State/Federal Laws</p> <p>Program Flexibility</p> <p>Exceptions</p> <p>Waivers</p>	<p>Title 22, CCR, Div 6, Chapter 8, RCFE, Article 4 – Operating Requirements</p> <p>Wage Order 5</p> <p>Liability issues</p> <p>Insurance types</p> <p>Budgeting and fiscal documentation</p> <p>Monitoring of ongoing operations</p> <p>Overview of labor laws/Federal Requirements</p> <p>Personnel/Wages</p> <p>Classification of employees</p> <ul style="list-style-type: none"> <li>•Employments status</li> <li>•Live-in</li> <li>•Salary vs hourly</li> <li>•Contract vs employee</li> <li>•FMLA</li> </ul> <p>Marketing a facility</p> <ul style="list-style-type: none"> <li>•General requirements</li> <li>•Type of facility</li> </ul> <p>Rate setting/ record keeping</p>	<p>Title 22, CCR, Div 6, Chapter 8, RCFE, Article 6 – Background Check &amp; Article 7 - Personnel</p> <p>Staffing requirement/ Day/Night supervision</p> <p>Hiring practices:</p> <ul style="list-style-type: none"> <li>•Criminal background requirements</li> <li>•Use of volunteers and interns</li> <li>•EEO requirements</li> <li>•Job descriptions</li> <li>•Federal/ State requirements</li> <li>•Wages</li> <li>•Interviewing</li> <li>•Termination</li> <li>•Fact sheet 33</li> </ul> <p>Performance evaluations</p> <p>Personnel policy manual</p> <p>Personnel records requirements</p> <p>Admin/ staff training requirements</p> <ul style="list-style-type: none"> <li>•First Aid/CPR</li> <li>•Immunizations and health</li> <li>•Water safety</li> <li>•Cal-OSHA</li> <li>•Illness/injury prevention plan</li> </ul>	<p>Title 22, CCR, Div 6, Chapter 8, RCFE, Article 8 –Resident Assessments, Fundamental Services, and Rights</p> <p>Identifying characteristics and special needs of client population</p> <p>Evaluation and Observation</p> <ul style="list-style-type: none"> <li>•Initial</li> <li>•ongoing</li> </ul> <p>Mental health issues</p> <p>Family involvement/ participation and dynamics</p> <p>Bereavement/ stress issues</p> <p>Activities</p> <ul style="list-style-type: none"> <li>•Interests</li> <li>•Resident councils</li> </ul> <p>Basic services</p>	<p>Title 22, CCR, Div 6, Chapter 8, RCFE, Article 8 &amp; Article 11 – Health Background Check &amp; Article 7 - Personnel</p> <p>Hydration</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> </ul> <p>Sexuality in the aging adult</p> <p>Nutritional support/food service</p> <ul style="list-style-type: none"> <li>•Quality</li> <li>•Quantity</li> </ul>	<p>Responsibility &amp; expectations of referral agencies</p> <p>Mental health resources</p> <p>Ombudsman</p> <p>Adult Protective Services</p> <p>Resident and support services</p> <p>Suicide prevention</p> <p>Funding sources</p> <p>Other resources</p> <ul style="list-style-type: none"> <li>•Local area agencies on aging</li> <li>•Assisted living waiver program</li> <li>•DDS Regional centers</li> <li>•Free legal</li> <li>•Eye care</li> <li>•Dental</li> <li>•Transportation</li> <li>•PACE</li> </ul>	<p>Title 22, CCR, Div 6, Chapter 8, RCFE, Article 8 – Resident Assessments, Fundamental Services, and Rights</p> <p>Health &amp; Safety Code</p> <p>AB 1570</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>Misuse and adverse effects of medication</p> <p>Communication with pharmacists &amp; MIDs</p>	<p>Title 22, CCR, Div 6, Chapter 8, RCFE, Article 12 – Dementia</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>Title 22, CCR, Div 6, Chapter 8, RCFE, Article 8 – Resident Assessments, Fundamental Services, and Rights</p> <p>Non-pharmacologic person-centered approaches to dementia care</p> <p>Overview of Alzheimer's Disease and dementia</p> <p>Understanding dementia-related behaviors</p> <p>How the patient communicates</p> <p>Personal care</p> <p>Medications</p> <p>Environment &amp; physical plant</p> <ul style="list-style-type: none"> <li>•Egress</li> </ul>	<p>AB 663</p> <p>Issues related to the underserved again lesbian, gay, bisexual, and transgender community</p> <p>LGBT</p> <ul style="list-style-type: none"> <li>•Ethics &amp; values</li> <li>•Self-awareness</li> <li>•Education/ Skills/ Resources/ Advocacy</li> <li>• Staff Training Requirements</li> </ul> <p>Care – Equality</p>	<p>Title 22, CCR, Div 6, Chapter 8, RCFE, Article 5 – Physical Environment and Accommodations</p> <p>Maintenance Requirements</p> <p>Housekeeping Requirements</p> <p>Health and Safety Considerations</p> <ul style="list-style-type: none"> <li>• air/water temperature</li> <li>• lighting</li> <li>• grab bars</li> <li>• non-skid strips</li> <li>• signal system</li> </ul> <p>Disaster plan</p> <p>Capacity</p> <p>Use of space and storage</p> <ul style="list-style-type: none"> <li>•Poisons and pesticides</li> <li>•Firearms</li> <li>•Clear passageways</li> </ul> <p>Physical Plant</p>	<p>Title 22, CCR, Div 6, Chapter 8, RCFE, Article 8 – Resident Assessments, Fundamental Services, and Rights</p> <p>Statutory Personal Rights Afforded by AB 2171</p> <p>Initial and ongoing staff training to ensure residents' rights are fully respected and implemented</p> <p>Resident and Family Councils</p> <p>Basic services</p> <ul style="list-style-type: none"> <li>•Transportation</li> <li>•Handling of money</li> <li>•Protection from other residents</li> </ul>	<p>Postural Supports</p> <p>Restricted Health Conditions or Health Services</p> <p>Hospice Care</p> <ul style="list-style-type: none"> <li>•waiver</li> </ul> <p>Bedridden resident</p> <p>Exception Requests and Conditions for Them</p> <p>Total Care Waiver</p> <p>Home Health and other allied professional relationships</p>

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<p>Accounting &amp; tax filing requirements</p> <ul style="list-style-type: none"> <li>• Bonding</li> <li>• IRS</li> <li>• Comingling</li> </ul> <p>Theft/Loss</p> <p>Plan of Operation</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>Legal fund raising:</p> <ul style="list-style-type: none"> <li>• Audits</li> <li>• Co-mingling of funds</li> </ul> <p>Phones/Vehicles</p>	<ul style="list-style-type: none"> <li>• Staff Duties and responsibilities</li> <li>• Employer responsibilities</li> <li>• Staffing patterns</li> </ul> <p>General personnel requirements</p> <p>Training</p> <ul style="list-style-type: none"> <li>• Types &amp; Frequency</li> </ul>	<p>Training</p> <ul style="list-style-type: none"> <li>• Types</li> <li>• Frequency</li> </ul> <p>Advanced Health Care Directives</p> <p>DNR Orders</p> <p>End of life planning</p>	<ul style="list-style-type: none"> <li>• Storage</li> </ul> <p>Basic services</p> <p>Annual Physical 602</p> <p>Ongoing assessment &amp; observation</p> <p>Areas of neglect in direct client care</p> <ul style="list-style-type: none"> <li>-Dehydration</li> <li>-Skin Breakdown</li> <li>-Malnutrition</li> </ul>	<ul style="list-style-type: none"> <li>• Medicare</li> <li>• Medi-Cal</li> <li>• 211</li> <li>• VA</li> <li>• Adult day care center</li> <li>• SSI</li> </ul>	<ul style="list-style-type: none"> <li>• Written instructions</li> </ul> <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>Required Training</p> <p>Common Medication Errors</p> <p>Address toxic medication precautions</p> <p>Hospice</p>	<p>Client satisfaction</p> <p>Contract compliance</p> <p>Age exceptions</p> <p>Relocation / eviction</p> <p>Evaluation and Observation</p> <ul style="list-style-type: none"> <li>• Initial</li> <li>• ongoing</li> </ul> <p>Assessment tools</p> <p>Home Health and other allied professional relationships</p>	<ul style="list-style-type: none"> <li>• Storage of dangerous items</li> </ul> <p>Individualized Service Plan (ISP)</p> <p>Marketing and advertising</p> <p>Dementia Care</p> <p>Dementia Plan of Operation</p>	<p>Changes to Plan of Operation</p> <p>Building and Safety Code</p> <p>State Fire Code Regulations</p> <p>R2 Occupancies</p> <p>R3.1 Occupancies</p>	<ul style="list-style-type: none"> <li>• Safeguard resident's cash, etc.</li> <li>• Accommodations</li> <li>• Observations</li> <li>• Advance Health Care Directives</li> <li>• DNR</li> <li>• dignity</li> </ul> <p>Conservatorship</p> <ul style="list-style-type: none"> <li>• Full</li> <li>• Limited</li> </ul> <p>Abuse Prevention</p> <p>Polst</p>
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