



CDSS

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# ACS INSIDER SUMMER 2016

Welcome to the latest Administrator Certification Section's (ACS) *Insider!* Our continuing goal is to share timely and relevant information about issues that affect the California Department of Social Services (CDSS), Community Care Licensing Division's (CCLD) certified facility administrators and training vendors.

Please share the ACS *Insider* with members of your organization, and others interested in training vendor or administrator certification information. We look forward to continuing to publish the *Insider* quarterly to strengthen partnerships with administrators and vendors.

## HIGHLIGHTS OF THIS EDITION INCLUDE:

- *Legislation and Regulations Update*
- *ACS Recent Activities*
- *Important Updates and Information for Administrators*
- *Tips and Tools for Training Vendors*
- *Frequently Asked Questions (FAQs) and Best Practices*

## LEGISLATION AND REGULATIONS UPDATE

The recent updates to the **ACS regulations** in the California Code of Regulations took effect January 1, 2016, and are available via the [ACS website](#). The updated **forms** are also available on the new ACS forms page at [www.cclid.ca.gov/PG4912.htm](http://www.cclid.ca.gov/PG4912.htm). Please use the most current forms for all submissions to ACS.

Additionally, two **bills enacted** in 2015 took effect January 1, 2016, and have ACS impacts: Senate Bill (SB) 238 (Chapter 534, Statutes of 2015) and Assembly Bill (AB) 403 (Chapter 773, Statutes of 2015). SB 238 made minor changes to the Group Home (GH) Core of Knowledge (CoK), and [AB 403](#) incorporated these and added a new CoK for a new category of facilities: Short-Term Residential Therapeutic Programs, (STRTPs).

The ACS Advisory Committee (ACSAC) met this spring to develop the STRTP CoK chart, and the ACS has posted the draft chart on both its [Vendor Information](#) and [Administrator Information](#) web pages.

While the STRTP regulations are developed, STRTP will be governed by statute and by Interim Standards anticipated to be in place by July 2016. The **draft** ACS sections of the STRTP Interim Standards are posted on the [ACS website](#) and detail the same ACS processes as already in place for GH and other facilities but include the new STRTP CoK chart and the special provision for current GH administrators becoming STRTP administrators. ACS staff are now working with entities interested in becoming STRTP training vendors to develop initial and/or continuing education training courses.

The text of proposed, pending, and prior legislation can be viewed at <http://leginfo.legislature.ca.gov/> and summaries of prior years' chaptered legislation related to Community Care Licensing are available at [www.cclid.ca.gov/PG3063.htm](http://www.cclid.ca.gov/PG3063.htm).

### ACS RECENT ACTIVITIES

- As noted above, the ACSAC met in April to develop the **new STRTP CoK** chart. The draft STRTP CoK chart is available in both the Administrator and Vendor sections of the [ACS website](#) along with the draft ACS sections of the Interim Standards (functioning as interim regulations) for the STRTP. Thank you to all who participated in this meeting!
- The ACS staff are working to catch up on processing **administrator applications** which are backlogged due to the large number received at year-end. The dates of applications in process are posted on the [ACS website](#).

### IMPORTANT UPDATES AND INFORMATION FOR ADMINISTRATORS

- Administrators are reminded that **for continuing education courses taken beginning January 1, 2016**, ACS only accepts those courses approved by CDSS (or Regional Centers where applicable), toward administrator certificate renewal requirements. See sections 84064.3(b) (GH), 85064.3(b) (ARF), or 87407(b) (RCFE) of the [regulations](#) for details.
- The current administrator **exam registration** procedures and **exam schedule** are detailed on the ACS website (under Administrator Information – Testing) at [www.cclid.ca.gov/PG4794.htm](http://www.cclid.ca.gov/PG4794.htm).
- Remember to promptly notify the ACS by phone at (916) 653-9300 or mail within 30 days any **change of address or phone number**. This helps ensure you'll receive reminder notices in a timely manner and avoid the \$25 fee to replace a certificate, as well as help ensure the ACS can reach you by phone if there are questions about your application.

- Administrators were alerted that due to a change in the California Department of Justice (DOJ) process, it may take longer for CDSS to receive information regarding **background checks**. Beginning in September 2015, the DOJ only sends information to CDSS upon receipt of all applicable information. For example, if an administrator applicant is required to submit DOJ, Federal Bureau of Investigation (FBI), and Child Abuse Central Index (CACI) checks, the DOJ will submit a response to CDSS only when all the results are in. For more information see: [www.cclid.ca.gov/res/pdf/Delays\\_in\\_Receipt\\_of\\_Fingerprint\\_Information.pdf](http://www.cclid.ca.gov/res/pdf/Delays_in_Receipt_of_Fingerprint_Information.pdf)
- Administrators are reminded that they are responsible for being familiar with and implementing the current **laws and regulations** applicable to their program/facility type. If specific regulations are not yet updated to match recent changes in law, administrators are still responsible for following current law. Links to current program laws are available on the ACS website at [www.cclid.ca.gov/PG4794.htm](http://www.cclid.ca.gov/PG4794.htm).
- The Administration on Aging, Administration for Community Living recently released regulations to implement provisions of the Older Americans Act's **Long-Term Care Ombudsman** Program to help states more consistently operate the program. These regulations are effective on July 1, 2016 and available at: <https://www.federalregister.gov/articles/2015/02/11/2015-01914/state>

### TIPS AND TOOLS FOR TRAINING VENDORS

- Key **best practices** from the Spring vendor conference call include:
  - A course **over ten** (10) hours should be submitted as multiple course requests (e.g., a request for each component part).
  - For conferences, brief instructor **“bio’s”** are acceptable in lieu of resumes or curriculum vitae.
  - When requesting course approval, in Section 3 of form LIC 9140 locate at: <http://www.dss.cahwnet.gov/cdssweb/entres/forms/English/lic9140.pdf>, include the appropriate **CoK category** (i.e., subject area of the course) from the applicable list of CoK topics in statute and regulations (e.g., 84090(h)(1) for GH, 85090(h)(1) for ARF or 87785(h)(1) for RCFE). This helps ACS review the course content (which should fit the designated categories and appropriately code the course subject in our database).
  - **Course titles** should also clearly reflect course content. For example, a course on nutrition laws and regulations that is coded in the laws and regulations CoK category should have a title that clearly reflects that content, such as, “Regulations re: Nutrition and the Elderly.”
- The ACS has noticed that it may have inadvertently approved continuing education courses for students other than facility administrators (e.g., activity directors) and that such **approvals are invalid** as the ACS has no authority to approve training programs other than those for facility administrator certification. We will contact vendors to correct such problems when identified and vendors can assist with that

effort (and seek the appropriate approvals) by promptly contacting your vendor analyst if you think you have such a situation.

- Vendors who are submitting **more than one course request** are asked to staple each individual request so that the ACS staff opening mail can see there are multiple applications that need to be date stamped.
- Vendors who are organizing **conferences** and would like to give continuing education hours for sections on dementia, laws and regulations, or cultural sensitivity/LGBT should submit separate course requests for those conference sections so they can be assigned unique course codes.
- When preparing a **Renewal** of Continuing Education Course Approval (LIC 9139) located at: <http://www.dss.cahwnet.gov/cdssweb/entres/forms/English/lic9139.pdf>, please read the Vendor Certification carefully and be sure the content of courses listed is still “**current and accurate**” as indicated. Courses that have any changes should be submitted using the Request for Course Approval LIC 9140.
- Initial Certification Training Program vendors may want to remind their students that for the open book **RCFE administrator exam**, examinees will be provided appropriate materials to use during the exam. Use of outside materials is prohibited during the exam. For the **GH** and Adult Residential Facility (**ARF**) **exams**, examinees may not use any materials during the exam as these exams are not open book.
- Vendors are reminded to refer applicants to the ACS [website](#) to view the current administrator **exam schedule** as it changes frequently.
- Regulations require that all vendors submit their **course schedules** at least one quarter in advance. So all vendors should be submitting their schedules now for the **third quarter** of 2016.

## SUMMARY

If you have any questions, suggestions, or best practices to share, please email [AdminCertInfo@dss.ca.gov](mailto:AdminCertInfo@dss.ca.gov) or call the ACS main line at (916) 653-9300. You may also visit the main CCLD website at <http://www.CCLD.ca.gov> for CCLD office locations, laws, regulations, Information Releases or to learn more about licensing services in general.

Sincerely,

### ***Original signed by***

PAMELA DICKFOSS  
Deputy Director  
Community Care Licensing Division

Attachment



## FREQUENTLY ASKED QUESTIONS (FAQ) & BEST PRACTICES

*This section is dedicated to sharing questions and information so that we can all learn and exchange knowledge!*

### **From Administrators:**

**Question:** The check for my administrator certificate renewal was cashed but I haven't received my certificate. How long does it take?

*Response: The check will be cashed upon receipt and the application will be reviewed within 90 days. To assess where your application is in the queue, please see the "Application Processing Dates" on the ACS website at [www.cclld.ca.gov/pg471.htm](http://www.cclld.ca.gov/pg471.htm). Please wait to email [AdminCertInfo@dss.ca.gov](mailto:AdminCertInfo@dss.ca.gov) or to call ACS (916-653-9300) until after the receipt date of your application is posted there, and please only leave one message.*

### **From Training Vendors:**

**Question:** I want to be an ICTP vendor for the new STRTP administrators. When can I submit my application?

*Response: The draft STRTP Core of Knowledge charts and related ACS procedures are available on the ACS website [www.cclld.ca.gov/pg471.htm](http://www.cclld.ca.gov/pg471.htm). You may use this information to start preparing your application(s) for a STRTP ICTP and/or continuing education vendor. The complete STRTP Interim Standards that will govern the program until the permanent regulations are in place (and provide necessary programmatic detail), should also be available via the ACS website in July. Please watch the [ACS website](#) and contact your ACS vendor analyst for further information before submitting an application.*