



CDSS

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ACS INSIDER WINTER 2015-16

Welcome to the latest Administrator Certification Section (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 (CCLD) certified facility administrators and training vendors.

Please regularly review and share this ACS *Insider* with members of your organization, as well as with others interested in vendor or administrator certification information.

HIGHLIGHTS OF THIS EDITION INCLUDE:

- *Welcome*
- *Legislation and Regulations Update*
- *ACS Winter Activities*
- *Important Updates and Information for Administrators*
- *Tips and Tools for Training Vendors*

WELCOME

The ACS recently welcomed Antonio Weary as the new ACS manager, and Irma Mejia as the new Office Support Staff Supervisor. Antonio comes to ACS from CDSS' Child Welfare Policy and Program Development Bureau, and prior policy and program work at the Departments of Health Care Services and Public Health. Irma joins us from the Board of Equalization. Welcome, Antonio and Irma!

LEGISLATION AND REGULATIONS UPDATE

As noted in prior issues of the *Insider*, the ACS is in the process of updating applicable sections of the California Code of **Regulations** (CCR) to align with recently enacted legislation and to clarify existing requirements. You can find a link to the final draft regulations (now under final review at the Office of Administrative Law) and watch for further information on the [ACS website](#). The proposed changes are anticipated to take

effect January 1, 2016 so please take a few minutes to review your program's sections (i.e., Group Homes (GH), Adult Residential Facilities (ARF), Residential Care Facilities for the Elderly (RCFE)). Highlights of key changes (with sections noted in *italics*) follow.

Administrator Certification Process –

- The updated regulations limit potential administrators to three (3) attempts to pass the CDSS exam (*Sections 84064.2(b)(2), 85064.2(b)(2), 87406(b)(2)*)
- Applicants found cheating on the administrator exam will be deemed to have failed the exam and may be denied certification (*Sections 84064.2(d) and (e), 85064.2(d) and (e), 87406(d) and (e)*)
- There is a sixty (60) day maximum for extensions on time to pass the exam and apply for certification (*Sections 84064.2(i), 85064.2(i), 87406(i)*)
- Applicants for RCFE/Nursing Home Administrator (NHA) certificates must complete specified numbers of hours (of the 12 total hours required) in each topic listed (*87406(a)(1)*)
- All the ACS forms have been updated so be sure to check the website for the current version before applying.
- Initial Certification Training Program (ICTP) vendors and their instructors who are seeking administrator certification cannot receive credit for attending the vendor's own ICTP (*84090(m), 85090(m), 87785(m)*)

Administrator Recertification Process –

- Of the 40 Continuing Education Units (CEUs) required to renew (or 20 for RCFE/NHA administrators), administrators must complete at least four (4) hours in laws, regulations, policies and procedural standards for their facility type, and, if not included in their ICTP, at least one (1) hour in cultural competency and sensitivity to the lesbian, gay, bisexual and transgender community (*84064.3(a), 85064.3(a), 87407(a)*)
- Only CEU courses approved by CDSS (or Regional Centers where applicable for GH and ARF administrators) will be accepted toward fulfilling CEU requirements (*84064.3(b), 85064.3(b), 87407(b)*)
- No more than ten (10) CEUs completed in a single day will be accepted (*84064.3(c)(1), 85064.3(c)(1), 87407(c)(1)*)
- Recertification applications cannot be submitted more than 90 days before certificate expiration (*84064.3(d), 85064.3(d), 87407(d)*). [Those received earlier will be held for processing within the 90-day period to balance workflow.]
- Form LIC 9215 is being replaced by LIC 9214. (*87102(i)*)
- CEU course vendors and their instructors who are certified administrators cannot receive CEU credit for attending the vendor's own CEU courses (*84091(o), 85091(o), 87788(o)*)

Vendor and Course Approval Processes –

- Note the definition of classroom setting and be sure your course locations comply (*84001(c), 85001(c), 87101(c)*)

- Vendors without current ACS-approved courses (ICTP or CEU, as applicable) cannot renew their ACS vendorship (84090(d)(1), 84091(d)(1), 85090(d)(1), 85091(d)(1), 87785(d)(1), 87788(d)(1))
- The ICTP content detailed in the regulations and Core of Knowledge (CoK) charts is updated to reflect various recent changes in statute. (84090(h), 85090(h), 87785(h) and CoKs).
- Certificates of completion for ACS-approved courses must include the vendor's name and vendor number, approved course number, vendor signature, and date(s), time(s) and location(s) of the course (84090(i)(3)(A), 84091(h)(1)(A), 85090(i)(3)(A), 85091(h)(1)(A), 87785(i)(3)(A), 87788(h)(1)(A))
- Course rosters must use LIC 9142A or include at least the same information and be submitted upon request to ACS (84090(i)(4), 84090(i)(5)(C), 84091(h)(2)(C), 85090(i)(4), 85090(i)(5)(C), 85091(h)(2)(C), 87785(i)(4), 87785(i)(5)(C), 87788(h)(2)(C))
- Courses held outside of California must be recorded (audio-visual) and the recording kept along with other required records (84090(i)(5)(E), 84091(h)(2)(E), 85090(i)(5)(E), 85091(h)(2)(E), 87785(i)(5)(E), 87788(h)(2)(E))
- Online courses, including Webinars, must meet specified levels of interactivity (84091(i)(1), 85091(i)(1), 87788(i)(1))
- Co-located CEU courses may be approved for different hours depending on the content (84091(n)(1), 85091(n)(1), 87788(n)(1))
- CEU course renewals (form LIC 9139) must be submitted at least thirty (30) days before course expiration. Course renewal requests received after the course expiration date will be denied, requiring the vendor submit the course for new approval using LIC 9140. (84091.1(c)(1)-(3), 85091.1(c)(1)-(3), 87789(c)(1)-(3)) [Note: Vendors planning to renew more than a few courses should allow plenty of time—probably at least 60 – 90 days—to avoid gaps between course expiration and approval dates during which the course may not be offered for CDSS administrator credit.]

The following **bills**—SB 238 and AB 403--were recently chaptered and will impact the GH administrator certification process. We are currently researching the specific changes so watch the [ACS](#) and [CCLD websites](#) for further information. The complete text of proposed, pending, and prior legislation can be viewed at www.leginfo.ca.gov/bilinfo.html. Summaries of prior years' chaptered legislation related to Community Care Licensing are available at www.cclid.ca.gov/PG3063.htm

ACS WINTER ACTIVITIES

- ACS recently launched a new administrator **exam registration** process. Registration is now completed via email through ACS, not the Regional Centers, and no walk-ins to exams are allowed. See the exam registration link <http://cclid.ca.gov/res/pdf/AdminExamInfo.pdf> on the ACS website for details. The exam schedule is also available on the [ACS website](#).

- ACS staff are continuing to catch up on administrator **certificate processing** which fell behind due to the retirement and transfers of some staff. The dates currently in process are posted on the [ACS website](#).
- ACS staff continue to **monitor vendors'** administrator training courses. Vendors should respond promptly when contacted by their analyst for course schedules and other information. Please see the prior two issues of the [Insider](#) for best practices and key “do’s and don’ts” from these reviews.

IMPORTANT UPDATES AND INFORMATION FOR ADMINISTRATORS

- Individuals who have started the **RCFE administrator certification** process prior to January 1, 2016 (40-hour Initial Certification Training Program – ICTP) must pass the associated RCFE administrator certification examination prior to January 1, 2016 in order for the 2015 laws and regulations to apply (i.e., 40-hour ICTP and 40-question RCFE Administrator Certification Examination). (See the ACS Notices on the changes in RCFE law at www.cclcd.ca.gov/PG4796.htm).
- The **exam schedule** is available in the Administrator Information section of the [ACS website](#) and is frequently updated, so check the site before registering for an exam. No walk-ins are allowed.
- The Criminal Record Statement form **LIC 508** was updated in July. All administrator applicants should now be submitting the LIC 508 (7/15) when required. Older versions of the form are no longer accepted.
- New tools for diagnosing **dementia** may help clients - www.washingtonpost.com/local/social-issues/fda-approves-marketing-of-convenient-tool-to-diagnose-dementia/2015/08/10/fe34689e-3d47-11e5-9c2d-ed991d848c48_story.html
- Information on **bedrails** recall due to entrapment hazards - <http://www.cpsc.gov/en/Recalls/2015/Bed-Handles-Inc-Reannounces-Recall-of-Adult-Portable-Bed-Handles/>

TIPS AND TOOLS FOR TRAINING VENDORS

- Vendors are requested not to hand out copies of the administrator **exam schedule** as it changes frequently but rather to refer students to the Administrator Information section of the [ACS website](#) to locate the most current schedule and to register for the exam.
- Vendors are reminded that **on-line courses** are approved for the amount of time it will typically take to complete them, not for a hypothetical time period based on

word count or on assumed participant reading of optional links from the course. If a vendor wants a course to include time for reading links to other material, the end-of-course test should include specific questions on that material as otherwise ACS cannot assume the participants will read them and cannot include the time to read them as part of the approved course hours.

- **Co-locating** of continuing education courses is authorized when the course can meet the needs of administrators from each of the program areas, not an over-generalized course originally meant for one program's administrators.
- Many administrators fail to correctly complete their initial (or renewal) **application form** (currently LIC 9214 and 9215; soon just LIC 9214). It would be helpful if ICTP vendors included information for their ICTP students on how to fill out the application completely and correctly and where to find all the current forms on the [ACS website](#).
- Vendors may sign on behalf of their instructors in the sections on page 2 of the **LIC 9140** but the information contained in these statements should still be true and correct.

SUMMARY

If you have any questions, suggestions, or best practices to share, please call the ACS main line at (916) 653-9300 or email AdminCertInfo@dss.ca.gov. You can 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