

Learning Objectives

- **General License Activity**

- 1.1 Define the term assisted living facility.
- 1.2 Demonstrate knowledge of the purpose and intent of assisted living facilities.
- 1.3 Differentiate services provided by facilities holding a standard license and specialty licenses such as extended congregate care (ECC), limited mental health (LMH), and limited nursing services (LNS).
- 1.5 Know how to apply for initial ALF license and how renew license.
- 1.6 Demonstrate knowledge of the actions needed in case of transfer/change of ownership, closure of the ALF, or change of the administrator.
- 1.7 Define ALF licensed capacity and recognize how to adhere to the established capacity.
- 1.8 Demonstrate knowledge of the regulations regarding ALF advertising.

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- **Administration of an Assisted Living**

- 2.1 Demonstrate knowledge of the minimum requirements for an ALF administrator, how to maintain administrator credentials, and an administrator's responsibilities.
- 2.2 Define fiscal stability and define actions required in case of fiscal instability.
- 2.3 Demonstrate an understanding of the guidelines for handling resident's finances and property.
- 2.4 Define the minimum ALF staffing required and how to calculate staffing needs.
- 2.5 List background screening requirements.
- 2.6 Identify the need for mandatory in-service training for various ALF staff members; and how to document training.
- 2.7 Define adverse incident and reporting requirements.
- 2.8 Demonstrate knowledge of the physical plant standards.
- 2.9 Demonstrate knowledge of the requirements regarding compliance with all regulatory agencies, fire and elopement standards and drills, evacuation capability.
- 2.10 Explain the components of comprehensive emergency management plan/disaster preparedness, where to submit the plan, and how often to review it.
- 2.11 Demonstrate understanding of the uniform fire safety standards for ALFs.

- **Records**

- 3.1 Define the required components of a resident's record and differentiate by license type.
- 3.2 Define ALF requirements for staff and facility records, including record retention and differentiate specific requirements by license type.

- **Residency Cycle:**

- 4.1 Define ALF resident admission criteria.
- 4.2 Identify the components of the admission package.
- 4.3 Demonstrate an understanding regarding a resident's health assessment requirements and timeframes.
- 4.4 Demonstrate an understanding of continued residency by license type and exemptions.
- 4.5 Demonstrate knowledge of the admission requirements for mental health residents.
- 4.6 Demonstrate knowledge of the requirements for the involuntary examination/ hospitalization for mental illness.
- 4.7 Demonstrate knowledge regarding discharge criteria.
- 4.8 Demonstrate knowledge regarding the contribution solicitation prohibition regarding residents supported by state funds.
- 4.9 Demonstrate an understanding of the facility's responsibility in the case of facility closure.

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- **Food Service**

- 5.1 Define the responsibilities of a food services supervisor.
- 5.2 Demonstrate knowledge of the food services in-service training and continuing education requirements and how to document the training.
- 5.3 Define dietary standards for regular and special diets, therapeutic diet orders, and the responsibility to meet a resident's dietary needs.
- 5.4 Define menu planning and requirements, menu accessibility to residents, and keeping the menu records.
- 5.5 Differentiate regular from therapeutic menus.
- 5.6 Define timely spacing of meals, food presentation and temperature, assistance with eating, use of catered services and availability of snacks.
- 5.7 Define food handling, storage, and sanitation guidelines, including dishwashing guidelines.
- 5.8 Define the facility's responsibility and requirements when residents refuse therapeutic diets.
- 5.9 Define the requirements and the purpose of maintaining a non-perishable food supply.
- 5.10 Define the conditions warranting a dietary consultant.
- 5.11 Develop plans to correct deficiencies related to dietary standards.

- **Medication Management**

- 6.1 Demonstrate an understanding of the scope of a facility's responsibilities regarding medications.
- 6.2 Demonstrate knowledge of medication administration responsibilities.
- 6.3 Identify staff and other persons that are qualified in various medication practices.
- 6.4 Demonstrate the activities in providing assistance with self-administration of medication.

- 6.5 Recognize residents experiencing problems with self-administration of medications.
- 6.6 Demonstrate knowledge of the training requirements for persons providing assistance with self-administered medications and how to document this training.
- 6.7 Demonstrate knowledge of medication records and record keeping, storage, and disposal requirements.
- 6.8 Demonstrate knowledge of the correct medication labeling and medication orders.
- 6.9 Demonstrate knowledge of rules regarding over-the-counter and sample prescription medications.
- 6.10 Demonstrate knowledge with the standards applying to the use of medications as chemical restraints.
- 6.11 Demonstrate knowledge of the conditions warranting the services of a licensed pharmacist and nursing consultant, and documentation standards.
- 6.12 Demonstrate knowledge of methods to correct deficiencies in medication practices.

- **Personal Care and Services**

- 7.1 Define activities of daily living (ADLs), personal services, and assistance with ADL.
- 7.2 Apply knowledge of the scope of ALF responsibilities in providing personal care services to residents.
- 7.3 Define the activities program requirements.

- **Special Needs Population**

- 8.1 Define mental disorder and mental health resident as applicable to the ALF regulations.
- 8.2 Define the ALF's responsibilities for meeting the needs of mental health residents.
- 8.3 Define the special requirements regarding care for hospice residents.
- 8.4 List Alzheimer's disease advertising disclosures.
- 8.5 List the special staffing and training requirements regarding care for Alzheimer's residents and how to document this training.
- 8.6 Define the additional special training requirements for each specialty license: LMH, ECC, and Alzheimer's disease and related disorders (ADRD) staff.

- **Residents Rights**

- 9.1 List components of the resident bill of rights.
- 9.2 Identify the ways for residents to file complaints; identify entities available for residents' advocacy and ways to inform residents about them.
- 9.3 Define the civil actions that may be taken to enforce rights.
- 9.4 List the statutes and rules regarding availability of third party services.
- 9.5 Define when and how residents may work in the facility.
- 9.6 List the mandatory abuse, neglect, and exploitation reporting requirements for ALF staff.

- 9.7 Define the standards applying to the use of physical restraints.
- 9.8 Define roles and responsibility of ALF when working with surrogate decision makers for residents, including guardians.
- 9.9 Identify the facilities policies and procedures regarding advance directives and do not resuscitate orders and how these meet state requirements.

- **Enforcement Activities**
- 10.1 List all the state departments and other entities that have the authority to conduct inspections, and define the allowed type of inspections, and under what circumstances.
- 10.2 Identify the types of sanctions that could be imposed on the facility.
- 10.3 List the penalties for operating without a license.
- 10.4 List the penalties for altering facility records.
- 10.5 Define injunctive proceedings and receivership proceedings.
- 10.6 Define a moratorium on admissions and the facility's responsibilities during a moratorium.
- 10.7 Define prohibited advertising and offering of services, and applicable penalties.
- 10.8 List the penalties for withholding evidence of financial instability.

- **Person-Centered Care**
- 11.1 Define resident-centered care
- 11.2 Compare and contrast three approaches to resident-centered care