

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

LAW, REGULATIONS, POLICIES, AND PROCEDURAL STANDARDS IMPACTING RCFE (8 Hours)	BUSINESS OPERATIONS (6 Hours)	MANAGEMENT/ SUPERVISION OF STAFF (6 Hours)	PSYCHOSOCIAL NEEDS OF THE ELDERLY (7 Hours)	PHYSICAL NEEDS FOR ELDERLY PERSONS (8 Hours)	COMMUNITY & SUPPORT SERVICES (2 Hours)
<ul style="list-style-type: none"> <li>• Health and Safety Code 1569</li> <li>• Overview of Title 22, CCR, Div 6, Chapter 8, RCFE, Articles 1-15               <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> </li> <li>• State Fire Code Regulations               <ul style="list-style-type: none"> <li>○ R2 Occupancies</li> <li>○ R3.1 Occupancies State/Federal Laws</li> </ul> </li> <li>• Program flexibility Exceptions Waivers</li> <li>• Accounting &amp; tax filing requirements               <ul style="list-style-type: none"> <li>○ Bonding</li> <li>○ IRS</li> <li>○ Comingling Theft/loss</li> </ul> </li> <li>• Plan of Operation</li> </ul>	<ul style="list-style-type: none"> <li>• Title 22, CCR, Div 6, Chapter 8, RCFE, Article 4 – Operating Requirements</li> <li>• Wage Order 5 Liability issues</li> <li>• Insurance types</li> <li>• Budgeting and fiscal documentation</li> <li>• Monitoring of ongoing operations</li> <li>• Overview of labor laws/Federal requirements</li> <li>• Personnel/wages               <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> </li> <li>• Marketing a facility               <ul style="list-style-type: none"> <li>○ General requirements</li> <li>○ Type of facility</li> </ul> </li> <li>• Rate setting/ record keeping</li> <li>• Other agencies               <ul style="list-style-type: none"> <li>○ IRS</li> <li>○ EDD</li> <li>○ INS</li> </ul> </li> <li>• Contract compliance Audits:               <ul style="list-style-type: none"> <li>○ Program</li> <li>○ Financial</li> </ul> </li> <li>• Legal fund raising:               <ul style="list-style-type: none"> <li>○ Audits</li> <li>○ Co-mingling of funds</li> </ul> </li> <li>• Phones/vehicles</li> </ul>	<ul style="list-style-type: none"> <li>• Title 22, CCR, Div 6, Chapter 8, RCFE, Article 6 – Background Check &amp; Article 7 - Personnel</li> <li>• Staffing requirement/ day/night supervision</li> <li>• Hiring practices:               <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 Performance evaluations Personnel policy manual</li> </ul> </li> <li>• Personnel records requirements</li> <li>• Admin/ staff training requirements               <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> <li>○ Staff duties and responsibilities</li> <li>○ Employer responsibilities</li> <li>○ Staffing patterns</li> </ul> </li> <li>• General personnel requirements Training               <ul style="list-style-type: none"> <li>○ Types &amp; frequency</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Title 22, CCR, Div 6, Chapter 8, RCFE, Article 8 –Resident Assessments, Fundamental Services, and Rights</li> <li>• Identifying characteristics and special needs of client population</li> <li>• Evaluation and observation               <ul style="list-style-type: none"> <li>○ Initial</li> <li>○ ongoing</li> </ul> </li> <li>• Mental health issues</li> <li>• Family involvement/ participation and dynamics</li> <li>• Bereavement/ stress issues</li> <li>• Activities               <ul style="list-style-type: none"> <li>○ Interests</li> <li>○ Resident councils</li> </ul> </li> <li>• Basic services</li> <li>• Training               <ul style="list-style-type: none"> <li>○ Types</li> <li>○ Frequency</li> </ul> </li> <li>• Advanced Health Care Directives</li> <li>• DNR Orders</li> <li>• End of life planning</li> </ul>	<ul style="list-style-type: none"> <li>• Title 22, CCR, Div 6, Chapter 8, RCFE, Article 8 &amp; Article 11 – Health Background Check &amp; Article 7</li> <li>• Personnel Hydration</li> <li>• Understanding the client needs               <ul style="list-style-type: none"> <li>○ Nutrition</li> <li>○ Assisting with ADLs</li> <li>○ Health conditions</li> <li>○ Aging process</li> </ul> </li> <li>• Individual health care needs               <ul style="list-style-type: none"> <li>○ Dental</li> <li>○ Vision</li> <li>○ Podiatry</li> <li>○ Hearing</li> <li>○ Physical limitations</li> </ul> </li> <li>• Sexuality in the aging adult</li> <li>• Nutritional support/food service               <ul style="list-style-type: none"> <li>○ Quality</li> <li>○ Quantity</li> <li>○ Storage</li> </ul> </li> <li>• Basic services</li> <li>• Annual Physical 602</li> <li>• Ongoing assessment &amp; observation</li> <li>• Areas of neglect in direct client care               <ul style="list-style-type: none"> <li>○ Dehydration</li> <li>○ Skin Breakdown</li> <li>○ Malnutrition</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Responsibility &amp; expectations of referral agencies</li> <li>• Mental health resources</li> <li>• Ombudsman</li> <li>• Adult Protective Services</li> <li>• Resident and support services</li> <li>• Suicide prevention</li> <li>• Funding sources</li> <li>• Other resources               <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> <li>○ Medicare</li> <li>○ Medi-Cal</li> <li>○ 211</li> <li>○ VA</li> <li>○ Adult day care center</li> <li>○ SSI</li> </ul> </li> </ul>

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<b>MEDICATION MANAGEMENT (8 Hours)</b>	<b>RESIDENT ADMISSION, RETENTION &amp; ASSESSMENT PROCEDURES (10 Hours)</b>	<b>MANAGING ALZHEIMER'S DISEASE AND RELATED DEMENTIAS (8 Hours)</b>	<b>CULTURAL COMPETENCY AND SENSITIVITY TO AGING LGBT COMMUNITY (1 Hour)</b>	<b>MANAGING THE PHYSICAL ENVIRONMENT (4 Hours)</b>	<b>RESIDENTS' RIGHTS (4 Hours)</b>	<b>POSTURAL SUPPORTS, RESTRICTED HEALTH CONDITIONS &amp; HOSPICE CARE (8 Hours)</b>
<ul style="list-style-type: none"> <li>• Title 22, CCR, Div 6, Chapter 8, RCFE, Article 8 – Resident Assessments, Fundamental Services, and Rights</li> <li>• Health &amp; Safety Code</li> <li>• AB 1570</li> <li>• Administration of medication               <ul style="list-style-type: none"> <li>○ Technical aspects</li> </ul> </li> <li>• Regulatory requirements:               <ul style="list-style-type: none"> <li>○ Storage</li> <li>○ Documentation</li> <li>○ Disposal</li> </ul> </li> <li>• Role of medications in treatment plan, including typical interactions &amp; staff's role</li> <li>• Misuse and adverse effects of medication Communication with pharmacists &amp; MDs               <ul style="list-style-type: none"> <li>○ Written instructions</li> </ul> </li> <li>• Drug interaction/ pharmacodynamics</li> <li>• Common medications:               <ul style="list-style-type: none"> <li>○ Infection control</li> <li>○ Seizure disorder</li> <li>○ Psychotropic</li> </ul> </li> <li>• Client advocacy related to medication use</li> <li>• Medi-Cal</li> <li>• Medical/dental funding</li> <li>• Required Training</li> <li>• Common medication errors</li> <li>• Address toxic medication precautions</li> <li>• Hospice</li> </ul>	<ul style="list-style-type: none"> <li>• Title 22, CCR, Div 6, Chapter 8, RCFE, Article 12 – Dementia</li> <li>• Program Statement</li> <li>• Allowable vs. Prohibited conditions/ IMS</li> <li>• Appraisals:               <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> </li> <li>• Needs and services plan:               <ul style="list-style-type: none"> <li>○ Development</li> <li>○ Review</li> </ul> </li> <li>• Charting and documentation</li> <li>• Admission agreements</li> <li>• Adult Protective Services / emergency placement</li> <li>• Incidental medical services               <ul style="list-style-type: none"> <li>○ Allowable</li> <li>○ Restricted</li> <li>○ Prohibited</li> </ul> </li> <li>• Client satisfaction</li> <li>• Contract compliance</li> <li>• Age exceptions</li> <li>• Relocation / eviction</li> <li>• Evaluation and observation               <ul style="list-style-type: none"> <li>○ Initial</li> <li>○ ongoing</li> </ul> </li> <li>• Assessment tools</li> <li>• Home health and other allied professional relationships</li> </ul>	<ul style="list-style-type: none"> <li>• Title 22, CCR, Div 6, Chapter 8, RCFE, Article 8 – Resident Assessments, Fundamental Services, and Rights</li> <li>• Non- pharmacologic person-centered approaches to dementia care</li> <li>• Overview of Alzheimer's Disease and dementia</li> <li>• Understanding dementia-related behaviors</li> <li>• How the patient communicates</li> <li>• Personal care</li> <li>• Medications</li> <li>• Environment &amp; physical plant               <ul style="list-style-type: none"> <li>○ Egress</li> </ul> </li> <li>• Storage of dangerous items</li> <li>• Individualized Service Plan (ISP)</li> <li>• Marketing and advertising</li> <li>• Dementia care</li> <li>• Dementia Plan of Operation</li> </ul>	<ul style="list-style-type: none"> <li>• AB 663</li> <li>• Issues related to the underserved aging lesbian, gay, bisexual, and transgender community</li> <li>• LGBTQ               <ul style="list-style-type: none"> <li>○ Ethics &amp; values</li> <li>○ Self- awareness</li> <li>○ Education/ skills/ resources/ advocacy</li> <li>○ Staff</li> <li>○ training requirements</li> </ul> </li> <li>• Care – equality</li> </ul>	<ul style="list-style-type: none"> <li>• Title 22, CCR, Div 6, Chapter 8, RCFE, Article 5 – Physical Environment and Accommodations</li> <li>• Maintenance requirements</li> <li>• Housekeeping requirements</li> <li>• Health and safety considerations               <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</li> </ul> </li> <li>• System disaster plan</li> <li>• Capacity</li> <li>• Use of space and storage               <ul style="list-style-type: none"> <li>○ Poisons and pesticides</li> <li>○ Firearms</li> <li>○ Clear passageways</li> </ul> </li> <li>• Physical plant</li> <li>• Changes to plan of operation</li> <li>• Building and Safety Code</li> <li>• State Fire Code Regulations</li> <li>• R2 Occupancies R3.1 Occupancies</li> </ul>	<ul style="list-style-type: none"> <li>• Title 22, CCR, Div 6, Chapter 8, RCFE, Article 8 – Resident Assessments, Fundamental Services, and Rights</li> <li>• Statutory Personal Rights Afforded by AB 2171</li> <li>• Initial and ongoing staff training to ensure residents' rights are fully respected and implemented</li> <li>• Resident and Family Councils</li> <li>• Basic services               <ul style="list-style-type: none"> <li>○ Transportation</li> <li>○ Handling of money</li> <li>○ Protection from other residents</li> </ul> </li> <li>• Safeguard resident's cash, etc.               <ul style="list-style-type: none"> <li>○ Accommodations</li> <li>○ Observations</li> <li>○ Advance Health Care Directives</li> <li>○ DNR</li> <li>○ Dignity</li> </ul> </li> <li>• Conservator- ship               <ul style="list-style-type: none"> <li>○ Full</li> <li>○ Limited</li> </ul> </li> <li>• Abuse prevention</li> <li>• Polst</li> </ul>	<ul style="list-style-type: none"> <li>• Postural Supports</li> <li>• Restricted Health Conditions or Health Services</li> <li>• Hospice care               <ul style="list-style-type: none"> <li>○ Waiver</li> </ul> </li> <li>• Bedridden resident</li> <li>• Exception requests and conditions for them</li> <li>• Home health and other allied professional relationships</li> </ul>