

**Adult Residential Facility (ARF) 35-Hour Initial Certification Training Program  
Core of Knowledge Guideline\***

<b>LAW &amp; REGULATIONS (6 Hours)</b>	<b>BUSINESS OPERATIONS (3 Hours)</b>	<b>MANAGEMENT &amp; SUPERVISION OF STAFF (3 Hours)</b>	<b>PSYCHOSOCIAL NEEDS (4 Hours)</b>	<b>COMMUNITY &amp; SUPPORT SERVICES (3 Hours)</b>
<ul style="list-style-type: none"> <li>• Health and Safety Code 1520</li> <li>• Regulations Title 22, Div 6, Chapters 1 &amp; 6</li> <li>• Administrator qualifications, responsibilities, and accountability               <ul style="list-style-type: none"> <li>○ Mandated reporting</li> <li>○ Confidentiality</li> <li>○ Personal rights</li> <li>○ Complaint procedures</li> <li>○ Civil Penalties &amp; Appeals</li> <li>○ Ongoing monitoring visits and audits</li> <li>○ Inspections</li> <li>○ Corrective Action Plans</li> <li>○ State Fire Code Regulations</li> <li>○ R2 Occupancies</li> <li>○ R3.1 Occupancies</li> <li>○ Conservatorship</li> <li>○ Full &amp; limited Power of Attorney</li> <li>○ SSA</li> <li>○ Representative Payee</li> <li>○ Limits of</li> <li>○ Physical Plant</li> <li>○ Building permits</li> <li>○ Building &amp; grounds</li> <li>○ Alterations to existing facilities</li> <li>○ ADA accessibility</li> </ul> </li> <li>• Department of Labor               <ul style="list-style-type: none"> <li>○ Labor Laws related to health insurance</li> <li>○ Overtime</li> <li>○ FLSA</li> </ul> </li> <li>• Equal Employment Opportunity Commission (EEOC)</li> </ul>	<ul style="list-style-type: none"> <li>• Liability issues</li> <li>• Budgeting and fiscal documentation</li> <li>• Monitoring of ongoing operations</li> <li>• Funding sources</li> <li>• Marketing a facility</li> <li>• Record keeping</li> <li>• Rate setting by agencies or organizations</li> <li>• Basic services</li> <li>• Other agencies               <ul style="list-style-type: none"> <li>○ IRS</li> <li>○ EDD</li> <li>○ Homeland Security (I.C.E.)</li> <li>○ SSA</li> <li>○ Audits:                   <ul style="list-style-type: none"> <li>○ Program</li> <li>○ Financial</li> </ul> </li> </ul> </li> <li>• Accounting &amp; tax filing requirements</li> <li>• Fund raising:               <ul style="list-style-type: none"> <li>○ What's legal?</li> <li>○ Audits</li> <li>○ How to mix with other funds</li> </ul> </li> <li>• Itemization and protection of client property</li> <li>• Neighborhood relations and business practices</li> <li>• Personal and Incidental client funds accounting               <ul style="list-style-type: none"> <li>○ Comingling of funds</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Staffing requirement/ ratio</li> <li>• Hiring practices:               <ul style="list-style-type: none"> <li>○ Criminal background requirements and exemptions</li> <li>○ Use of volunteers/ interns</li> <li>○ EEO requirements</li> <li>○ Job descriptions</li> <li>○ Federal/ State requirements</li> <li>○ Third party contractors Performance evaluations</li> <li>○ Staff terminations</li> <li>○ Personnel policy manual</li> <li>○ Personnel records requirements</li> </ul> </li> <li>• On-call / Emergency coverage</li> <li>• Overnight shifts and working off-the-clock</li> <li>• Managing overtime</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/ responsibilities</li> <li>○ Employer responsibilities</li> <li>○ Staffing patterns</li> <li>○ Staff professional relationships and boundaries with clients</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Identifying characteristics, common stigmas, and special needs of client populations</li> <li>• Developmental Disabilities               <ul style="list-style-type: none"> <li>○ Autism</li> <li>○ Cerebral Palsy</li> <li>○ Down Syndrome</li> <li>○ Epilepsy</li> <li>○ Fetal Alcohol Syndrome</li> <li>○ Fragile X Syndrome</li> <li>○ Intellectual Disability</li> <li>○ Prader-Wili Syndrome</li> <li>○ Schizophrenia</li> <li>○ Schizo-Affective</li> <li>○ Bi Polar Disorder</li> <li>○ Depression &amp; Anxiety</li> <li>○ Dementia</li> <li>○ Mental Health Issues</li> <li>○ Drug and alcohol abuse</li> <li>○ Bereavement and stress issues</li> </ul> </li> <li>• Caring for and respecting clients' dignity</li> <li>• Client rights</li> <li>• Family involvement / participation and dynamics</li> <li>• Resident Councils</li> <li>• Religion and spirituality</li> <li>• Value and requirements for activities</li> <li>• Micro Enterprise</li> <li>• Vendorization with DDS Regional Centers</li> </ul>	<ul style="list-style-type: none"> <li>• Responsibilities &amp; expectations of referral agencies</li> <li>• Overview of courts, welfare, probation, and mental health</li> <li>• Community integration, personal safety</li> <li>• Role of Ombudsman</li> <li>• Role of Adult Protective Services (APS)</li> <li>• County mental health services               <ul style="list-style-type: none"> <li>○ Non-emergency</li> </ul> </li> <li>• Educational/ library programs</li> <li>• Day treatment programs</li> <li>• Collaboration/               <ul style="list-style-type: none"> <li>role with:                   <ul style="list-style-type: none"> <li>○ Police</li> <li>○ Fire Dept.</li> <li>○ Sheriff</li> <li>○ Emergency medical response teams</li> <li>○ Business sector</li> <li>○ Local advocacy groups</li> </ul> </li> </ul> </li> <li>• Transportation</li> <li>• Other resources</li> </ul>

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PHYSICAL NEEDS (4 Hours)	MEDICATION (4 Hours)	ADMISSION & ASSESSMENT RETENTION (3 Hours)	EMERGENCY INTERVENTION NON- VIOLENT (4 Hours)	CULTURAL COMPETENCY (4 Hours)
<ul style="list-style-type: none"> <li>• Food services               <ul style="list-style-type: none"> <li>○ Nutrition</li> <li>○ Food storage</li> <li>○ Menu planning</li> <li>○ Special diets</li> </ul> </li> <li>• Specific health conditions               <ul style="list-style-type: none"> <li>○ Epilepsy</li> <li>○ Obesity</li> <li>○ Diabetes</li> <li>○ Bedridden</li> <li>○ Postural Supports</li> </ul> </li> <li>• Managed care</li> <li>• Medi-Cal coverage</li> <li>• ADA accessibility</li> <li>• Reporting physical injuries &amp; follow- up</li> <li>• Pressure ulcers</li> <li>• Wound care</li> <li>• Assisting with ADLs</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> <li>○ Hospice care</li> </ul> </li> <li>• Universal precautions</li> <li>• Sexuality</li> </ul>	<ul style="list-style-type: none"> <li>• Administration of medication               <ul style="list-style-type: none"> <li>○ Technical aspects</li> <li>○ Regulatory requirements:</li> <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>• Communication with pharmacists, MDs</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>• Use of chemical constraints</li> <li>• Medi-Cal</li> <li>• Medical/dental funding</li> </ul>	<ul style="list-style-type: none"> <li>• Program statement</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>• Medical/dental funding/Medi-Cal</li> <li>• Needs and services plan:               <ul style="list-style-type: none"> <li>○ Development</li> <li>○ Observations</li> <li>○ Review</li> <li>○ Conservator</li> </ul> </li> <li>• Functional Assessment Plans and behavior plans for individualized crisis management</li> <li>• Charting and documentation</li> <li>• Admission agreements</li> <li>• Adult Protective Services &amp; 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 and retention</li> <li>• Age exceptions</li> <li>• Relocation &amp; eviction</li> </ul>	<ul style="list-style-type: none"> <li>• Special incident reporting</li> <li>• 5150</li> <li>• Overview of behavior:               <ul style="list-style-type: none"> <li>○ Management systems</li> <li>○ Modification</li> <li>○ Management of aggression</li> <li>○ Behavior intervention plans</li> </ul> </li> <li>• Use of physical restraints specific to Title 17 &amp; 22 under age exceptions</li> <li>• Other waivers               <ul style="list-style-type: none"> <li>○ Seat belts</li> <li>○ Half rails</li> </ul> </li> <li>• Awareness of public's and law enforcement's perception of client behaviors</li> <li>• Overview of available crisis programs               <ul style="list-style-type: none"> <li>○ Pro-Act</li> <li>○ CPI</li> <li>○ PCMA</li> <li>○ MANDT Other resources</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• AB 663</li> <li>• Issues related to the underserved lesbian, gay, bisexual, transgender, and questioning (LGBTQ)</li> <li>• community</li> <li>• Ethics &amp; values               <ul style="list-style-type: none"> <li>○ Self- awareness (gender identity)</li> <li>○ Education</li> <li>○ Skills</li> <li>○ Resources</li> <li>○ Advocacy</li> </ul> </li> <li>• Staff training requirements</li> <li>• Equality of care HIV</li> <li>• Confidentiality</li> </ul>