

**Group Home (GH) 40-Hour Initial Certification
Core of Knowledge Guideline***

LAW & REGULATIONS (6 Hours)	BUSINESS OPERATIONS (4 Hours)	MANAGEMENT/SUPERVISION OF STAFF (4 Hours)	PSYCH/SOCIAL & EDUCATION NEEDS (3 Hours)	COMMUNITY & SUPPORT SERVICES (3 Hours)	PHYSICAL NEEDS (2 Hours)
<ul style="list-style-type: none"> • Health and Safety Code 1522.41 • Regulations Title 22, Div 6, Chapter 1 & 5 <ul style="list-style-type: none"> ○ Administrative responsibility/accountability ○ Mandated reporting ○ Confidentiality ○ Personal rights ○ Complaint procedures • State Fire Code Regulations <ul style="list-style-type: none"> ○ R2 Occupancies • Clear understanding of rate calculations • Non-profit Law • W&I Code 300/600/632 	<ul style="list-style-type: none"> • Liability issues <ul style="list-style-type: none"> ○ Insurance • Budgeting and fiscal documentation Monitoring of ongoing operations <ul style="list-style-type: none"> ○ Transportation • Funding sources Overview of labor laws Marketing a facility Record keeping • Other agencies <ul style="list-style-type: none"> ○ IRS ○ EDD ○ ICE • CCL physical plant Requirements OSHA Requirements • Contract compliance • Audits: <ul style="list-style-type: none"> ○ Program ○ Financial ○ Fiscal • Accounting & tax filing requirements Fund raising: <ul style="list-style-type: none"> ○ What's legal? ○ How to mix with other funds 	<ul style="list-style-type: none"> • Staffing requirement/ ratio • Hiring practices: <ul style="list-style-type: none"> ○ Criminal background check requirements ○ Use of volunteers/ interns ○ EEO requirements ○ Job descriptions ○ Federal/state requirements ○ DMV • Performance evaluations Personnel policy manual <ul style="list-style-type: none"> ○ Supervision of staff ○ Discipline • Personnel records requirements Admin/staff training requirements <ul style="list-style-type: none"> ○ Initial/ongoing ○ First Aid/CPR ○ Immunizations and health ○ Water safety ○ Cal-OSHA ○ Illness/injury prevention plan ○ Staff duties/responsibilities ○ Employer responsibilities 	<ul style="list-style-type: none"> • Identifying characteristics and special needs of client population • Family involvement/ participation and dynamics • Trauma informed care Activities • Education: <ul style="list-style-type: none"> ○ General requirements ○ Understanding of special education ○ Assessment ○ Educational choices ○ Permanency ○ Education rights holders 	<ul style="list-style-type: none"> • Responsibility & expectations of referral agencies • Overview of courts, welfare, probation, mental health • Mental health managed care • Parental relationships: <ul style="list-style-type: none"> ○ Extended family ○ Siblings ○ Caregiver • Collaboration/ role with: <ul style="list-style-type: none"> ○ Law enforcement ○ Fire dept. ○ Emergency/ ongoing medical response teams ○ Business sector ○ Outside agencies/ services ○ Reporting - Law enforcement contact • Other resources 	<ul style="list-style-type: none"> • Illness/Injury prevention • Disaster plan • Food • Managed care • Recreation • Community integration

05/21 *Subtopics within the basic curriculum may include, but are not limited to, the subtopics specified in this GH Core of Knowledge Guideline.
^Removed one hour from Psych/Social to add one hour to Sexual and Reproductive healthcare information, including rights.

**Group Home (GH) 40-Hour Initial Certification
Core of Knowledge Guideline***

MEDICATION (6 Hours)	ADMISSION & ASSESSMENT RETENTION NON- DISCRIMINATION (5 Hours)	EMERGENCY INTERVENTION NON-VIOLENT (4 Hours)	CULTURAL COMPETENCY (1 Hour)	SAFETY OF FOSTER YOUTH (1 Hour)	SEXUAL AND REPRODUCTIVE HEALTH CARE AND INFORMATION (1 Hour)
<ul style="list-style-type: none"> • Administration of medication <ul style="list-style-type: none"> ○ Technical aspects • Regulatory requirements: <ul style="list-style-type: none"> ○ Storage ○ Documentation ○ Disposal • Role of medications in treatment plan <ul style="list-style-type: none"> ○ Typical interactions ○ Side effects ○ Staff's role ○ Monitoring ○ Reporting • Communication with pharmacists, MDs • Drug interaction/ pharmacodynamics • Common medications: <ul style="list-style-type: none"> ○ Infection control ○ Reproductive rights ○ Seizure disorder ○ Psychotropic ○ PRN • Medi-Cal • Medical/dental funding Medical rights • Integrated Medical Services (IMS) 	<ul style="list-style-type: none"> • Program statement • Assessment Allowable vs. • Prohibited conditions/ IMS • Needs and services plan: <ul style="list-style-type: none"> ○ Development ○ Review • Charting and documentation Admission agreements Termination • Discharge planning <ul style="list-style-type: none"> ○ Graduation ○ After care ○ Transitional housing ○ Emancipation ○ Independent living ○ Reunification ○ Education ○ Client satisfaction • Program outcome • Age exceptions • Non-discrimination or harassment • Client's rights 	<ul style="list-style-type: none"> • Special incident reporting – Law enforcement contact • 5150 • Behavioral support <ul style="list-style-type: none"> ○ De-escalation • Emergency intervention regulations Other resources 	<ul style="list-style-type: none"> • LGBTQ <ul style="list-style-type: none"> ○ AB 1856 Statutes of 2012 ○ Ethics & values ○ Self- awareness ○ Education/ skills/ resources/ advocacy ○ Staff ○ Training requirements ○ Diversity 	<ul style="list-style-type: none"> • CA Student Safety & Violence Prevention Act of 2000 • Resolving conflict <ul style="list-style-type: none"> ○ Early prevention ○ Bullying effects statistics ○ Cyber-bullying ○ Mediation techniques ○ Technology ○ Electronics ○ Social media 	<ul style="list-style-type: none"> • SB 89 (2017) HSC 1522.41 (c)(1)(L) • WIC Section 16521.5 (h)&(i) "...sexual and reproductive health care and information."

05/21 *Subtopics within the basic curriculum may include, but are not limited to, the subtopics specified in this GH Core of Knowledge Guideline.
^Removed one hour from Psych/Social to add one hour to Sexual and Reproductive healthcare information, including rights.