

Kansas Center for Assisted Living (KCAL) Proudly Presents:

ADULT CARE HOME OPERATOR COURSE



December 8-12, 2008

Holiday Inn Holidome 605 SW Fairlawn - Topeka

KCAL, an affiliate of Kansas Health Care Association (KHCA), has designed this Adult Care Home Operator Course to meet the needs of individuals wishing to become Assisted Living (AL) Residential Health Care (RHC) and Home Plus (HP) Operators in Kansas.

This course is recommended for current Operators as a beneficial update on the latest information in assisted living and residential health care.

As presenters of the first adult care home operator course in the state, KCAL and KHCA have been leaders in the AL/RHC/HP field since its inception in Kansas. Kansas AL/RHC professionals as well as state regulators will offer their knowledge on the elements necessary to successfully operate these facilities.

Attendance for the entire course is required to be eligible to sit for the Operator's Exam.

Course Faculty (invited)

Mary Lou Auer, RD/LD
Midwest Health Consultants

Judy Bagby, RN/LNHA
Medicalodges, Inc.

Cynthia Bailey,
KS LTC Ombudsman (Regional)

Gilbert Cruz, LNHA/RRT
KS LTC Ombudsman

Susan Fout, RN
Kansas Department on Aging

Ken Hartle, Owner/Operator
Deer Park Senior Group Homes

Jane Jepson, BA
Lexington Park Assisted Living

Christine Jordan, LMSW
ManorCare Health Services of
Topeka

Mary Jane Kennedy, LBSW
Kansas Department on Aging

Joleen Klausman, RN
Midwest Health Management

Cindy Luxem, BA
KHCA/KCAL President/CEO

Linda MowBray, BA
KHCA/KCAL Education Director

Joe Perkin, LNHA
Midwest Health Management

Pam Smith, JD, LNHA
Midwest Health Management

Rachel Storm, RN/LNHA
Cedar Lake Village

Kevin Unrein, LNHA
Lakepoint Augusta

Emily Wallingford, LPN/Operator
Rolling Hills Assisted Living

AGENDA

Day One December 8, 2008 - Holiday Inn (Topeka Room)

7:30 - 8:00

Participant registration and sign in

8:00 - 8:30

Welcome and Pre-Test (required) - *Linda MowBray, KCAL Education Director*

8:30 - 9:45

Principles of Assisted Living *Joleen Klausman, RN/Operator Midwest Health Mangement*

2.0 ADM

- A. Resident choice, autonomy and independence
- B. Home-like environment
- C. Housing with services
- D. By the book - statute vs. regulation

10:00 - 11:15

Fire Safety, Details & Finishing and More - *Ken Hartle, Linnwood Place*

1.5 ADM

- A. Reg review AL vs. RHC vs. Home Plus
- B. Safety Trends and annual drills
- C. When the reg says...Where to find it

11:15 - 12:30

LUNCH ON YOUR OWN

12:30 - 1:45

The Aging Process - *Judy Bagby, RN/LNHA Medicalodges, Inc*

1.5 RC

- A. Review of normal aging
- B. Common clinical problems found in older adults
 1. Arthritis, diabetes, cardiovascular disease and cancer
 2. Dementia, delirium and depression
 3. Incontinence
 4. Management of medications - an overview

2:00 - 3:15

Meeting Resident's Psychosocial Needs - *Jane Jepson, Lexington Park Assisted Living*

1.5 RC

- A. Development of a meaningful activity program
- B. Community Services
- C. Using volunteers

3:30 - 4:45

Infection Control and Resident Records - *Judy Bagby, RN/LNHA*

1.5 ADM

- A. Review regulations related to resident records
- B. Documentation of all incidents, symptoms and other indications of illness or injury
- C. Safe, sanitary environment
- D. Policies and procedures to prevent and control the spread of infection

8:00 - 9:45

Day 2 December 9, 2008 - Holiday Inn (Topeka Room) & Facilities Tour

2.0 ADM

Functional Capacity Screen - *Emily Wallingford, LPN/Operator - Rolling Hills AL*

- A. Regulatory requirements related to FCS
- B. Review of operational definitions used in performing the FCS
- C. Determining when a "Health Care Plan" is needed

10:00 - 12:00

Development of a Negotiated Service Agreement - *Emily Wallingford, Rolling Hills AL*

2.0 ADM

- A. Intent of a Negotiated Service Agreement
- B. Elements of the agreement (what the agreement includes)
- C. When to develop or revise
- D. Who participates
- E. Strategies for involving the resident and others in the development of the NSA

- F. Documenting the NSA
- G. Amended Service Agreement

12:00 - 1:00

LUNCH ON YOUR OWN

1:00 - 1:50

1.0 ADM

Funding Options in AL, RHC and HP - *Joe Perkin, Midwest Health Regional Director*

- A. Basics of waiver programs and points of access
- B. Waiting lists - fact and fiction
- C. Role of long term care insurance as a funding source

2:00 - 5:00

3.0 ADM

Facility Visits - Transportation provided. Wear appropriate walking shoes

Creating a home-like, safe environment Joleen Klausman, RN/Operator

- A. Housekeeping/maintenance
- B. Enhancing the resident's personal space

Day Three December 10, 2008 - Holiday Inn (Topeka Room)

8:00 - 9:15

1.5 ADM

KDOA and The Survey Process - *Susan Fout, RN - KDOA Director MH & Res Care Programs*

- A. Discuss the role of KDOA in Licensed Only facilities
- B. Introduce the Survey process

9:30 - 11:15

2.0 RC

Medication Management - *Susan Fout, RN*

- A. Self-administration of medications
- B. Self-administration of medications with assistance
- C. Facility management of medications
- D. Role of the RN, LPN and CMA
- E. Ordering, labeling and storage
- F. Records
- G. Drug regimen review

11:15 - 12:30

LUNCH ON YOUR OWN

12:30 - 2:30

2.0 RC

Prevention of Abuse, Neglect and Exploitation - *Mary Jane Kennedy, LBSW*

- A. Definitions
- B. Staff treatment of residents
- C. Review of statutes and regulations related to abuse, neglect and exploitation of residents
- D. Mandatory investigation and reporting
- E. Required posting of information
- F. Educating staff on the prevention of abuse, neglect and exploitation of residents

2:45 - 3:45

1.0 ADM

Working with Health Care Professionals and Unlicensed Staff - *Judy Bagby, RN/ LNHA*

- A. Review of the Kansas Nurse Practice Act
- B. Models for providing nursing care

4:00 - 5:00

1.0 ADM

Admission, Transfer and Discharge of Residents- *Judy Bagby, RN/LNHA*

- A. Review Regulations
- B. Development of A.T.D. Criteria

Day Four December 11, 2008 - Holiday Inn (Topeka Room)

8:30 - 9:45

1.5 ADM

Designing Systems for Delivery of Services - *Rachel Storm, RN/LNHA Cedar Lake Village*

- A. Factors affecting the decision to provide or coordinate a service
- B. In-house services

- C. Coordination with outside service providers
 - D. Services provided by family and friends
 - E. Sufficient numbers of qualified personnel to ensure that residents receive services and care in accordance with the NSA.
- 10:00 - 11:45 **Nutrition and Food Preparation-** *Mary Lou Auer, RD/LD Midwest Health Management*
2.0 RC
- A. Basic nutritional needs of elders
 - B. Monitoring the resident's nutritional status
 - C. Meeting cultural, ethnic and regional food preferences
 - D. Involving residents in the development of menus
 - E. Basic principles of food sanitation
 - F. The role of the dietary manager and/or dietitian
- 11:45 - 1:00 **LUNCH ON YOUR OWN**
- 1:00 - 3:00 **Management of Behavioral Symptoms -** *Rachel Storm, RN/LNHA Cedar Lake Village*
2.0 RC
- A. Training staff to care for residents with behavioral symptoms
 - B. Role of the licensed nurse in providing services to residents with behavioral symptoms
- 3:15 - 5:00 **Working with Families and Caring for the Caregiver -** *Christine Jordan, LMSW*
2.0 RC
- A. Listening skills
 - B. Effective communication techniques
 - C. Assisting families to deal with grief/guilt
 - D. Resident rights versus family concerns
 - E. Developing family support groups
 - F. Principles of problem solving
 - G. Stress reducing strategies
 - H. Networking
- Day Five December 12, 2008 - Holiday Inn (Topeka Room)**
- 8:00 - 9:15 **Advanced Directives -** *Pam Smith, Midwest Health Management*
1.5 ADM
- A. Advanced Directives Living Wills and Guardianship
- 9:30 -10:30 **Human Resource Management -** *Cindy Luxem, KHCA/KCAL President*
1.0 ADM
- A. Review of statutes and regulations
 - B. Review inservice and training schedule
 - C. Review hire, fire and fair labor practices
 - D. Creating a work retention culture
- 10:45 - 12:15 **Emergency Preparedness -***Kevin Unrein, LNHA Lakepoint Augusta*
1.5 ADM
- A. What "the book" says
 - B. What you also need to know
- 12:15 - 1:15 **LUNCH ON YOUR OWN**
- 1:15 - 2:30 **Interacting with Residents -** *Gilbert Cruz, KS LTC Ombudsman and Cynthia Bailey, Regional LTC Ombudsman*
1.5 ADM
- A. Resident Rights
 - B. Identifying resident responsibilities to the facility
 - C. Development of an effective community governance system
 - D. Long-Term Care Ombudsman as a resource
- 2:45 - 4:30 **ADULT CARE HOME OPERATOR COURSE EXAM**



Kansas Center for Assisted Living ADULT CARE HOME OPERATOR COURSE

Program Location and Lodging:

Kansas Center for Assisted Living will hold its Adult Care Home Operator Course December 8-12, 2008 at the Holiday Inn Holidome 605 SW Fairlawn in Topeka. A block of rooms has been reserved at this location. Call 1-785-272-8040 for reservations. Mention the KHCA/KCAL Operator Course for a great rate of only \$73 per night!! Call Linda MowBray at the KHCA office (785) 267-6003 with questions.

Fees and Registration:

For participants who register before 5:00 pm on December 1, 2008 course fees are:

Course & Exam \$450 per person

Course Only \$400 per person

After December 1, 2008

Course & Exam \$550 per person

Course Only \$500 per person

Current licensed administrators may register for the course only. All others must complete the course and the exam to become an Operator.

Individual days of the training will be offered as a refresher course for experienced operators.

Fees are:

\$125 per day before December 1, 2008

\$150 per day after December 1, 2008

The course registration fee includes thirty-six and one-half clock hours of instruction, program hand-out materials, breaks and Operator's Manual.

Payment is accepted in the form of cash, check, Visa, Mastercard, or purchase order and is required at the time of registration. Please complete the enclosed registration form and either mail or fax to: Kansas Health Care Association/KCAL, 117 SW 6th Ave Suite 200 Topeka, KS 66603. Phone: (785) 267-6003, Fax: (785) 267-0833.

Cancellations and Refunds:

Cancellations must be received by 5:00 pm December 1, 2008 for an 80% refund. No refunds will be made for cancellations after this date. Substitutes are welcome. Special dispensation will be given with proof of survey.

Dress:

Participants are encouraged to dress comfortably - casual attire is appropriate however, provided nametag should be worn the entire week. KCAL recommends that participants dress in layers, as room temperatures at meeting facilities vary.

Operators: Class begins at 8:00am daily and participants must attend all sessions and successfully complete a comprehensive examination to meet the requirements to be an Operator as established by the Kansas Department of Health and Environment, Bureau of Health Facilities Sponsorship number 3067, Course approval number 25579.

Continuing Education Credit

Administrators: This course is approved for thirty-six and one-half (36.5) continuing education credit hours for adult care home administrators who attend the entire course. Administrators will be granted **twenty-three and one half (23.5)** hours in the core area of *Administration* and **thirteen (13.0)** hours in the core area of *Resident Care* by the Kansas Department of Health and Environment. KDHE Health Occupations Credentialing approved sponsorship number LTS-A0001.

Nurses: The Kansas Health Care Association is an approved provider of continuing education by the Kansas State Board of Nursing. This course offering is approved for **thirty-six and one-half (36.5) contact hours** applicable for RN and LPN relicensure. Kansas State Board of Nursing Approved Provider Number: LT0030-0338.

Social Workers and Others: Social workers and others attending the entire course will receive a certificate for **thirty-six and one-half (36.5) clock hours** of continuing education. Consult your licensing board or certifying agency for approval.

Kansas Center for Assisted Living ADULT CARE HOME OPERATOR COURSE



December 8-12, 2008
Holiday Inn Holidome - Topeka
REGISTRATION FORM

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Facility: _____

Address: _____ City/State _____ Zip _____

Telephone : _____ work email address _____

First Name _____ Last Name _____

Name tag should read _____

Title _____ License type _____ License number _____

Home address _____ City/St/Zip _____

(required for exam) Social Security # _____ Date of Birth _____

Attendance for the entire course is required to be eligible to sit for the Operator Exam.

FEES: BEFORE December 1, 2008

- | | |
|---|--|
| <input type="checkbox"/> \$450 Course & Exam | <input type="checkbox"/> \$400 Course Only (Administrators Only) |
| <input type="checkbox"/> \$125 December 8th Only | <input type="checkbox"/> \$125 December 9th Only |
| <input type="checkbox"/> \$125 December 10th Only | <input type="checkbox"/> \$125 December 11th Only |
| <input type="checkbox"/> \$125 December 12th Only | |

AFTER December 1, 2008

- | | |
|---|--|
| <input type="checkbox"/> \$550 Course & Exam | <input type="checkbox"/> \$500 Course Only (Administrators Only) |
| <input type="checkbox"/> \$150 December 8th Only | <input type="checkbox"/> \$150 December 9th Only |
| <input type="checkbox"/> \$150 December 10th Only | <input type="checkbox"/> \$150 December 11th Only |
| <input type="checkbox"/> \$150 December 12th Only | |

Amount Enclosed: \$ _____

Method of Payment:

*KHCA/KCAL Members take \$25 off the total
when taking the entire course!!*

Check: (make payable to Kansas Health Care Association)

Credit Card: ___ MasterCard ___ VISA Exp. Date _____

Card # _____

Name _____

Signature _____

Please Bill: (KHCA/KCAL Members Only)

All fees should accompany registration. Cancellations must be received by 5:00 pm on December 1, 2008 for an 80% refund. No refunds will be made after this date unless proof of survey is provided. Please send payment and registration form to KHCA, 117 SW 6th Ave. Suite 200, Topeka, KS 66603. For credit card payments, please fax form to (785) 267-0833. For questions about the course, call KHCA at (785) 267-6003 and ask for Linda MowBray.

