

Kansas Center for Assisted Living (KCAL) Proudly Presents:

ADULT CARE HOME OPERATOR'S COURSE



August 4-8, 2008

Holiday Inn Holidome 605 SW Fairlawn - Topeka

KCAL, an affiliate of Kansas Health Care Association (KHCA), has designed this Adult Care Home Operator's 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 Operator's as a beneficial update on the latest information in assisted living and residential health care.

As presenters of the first adult care home operator's 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.

This offering provides additional education above the state required minimum to address the practicalities of being an Operator.

Course Faculty (invited)

Mary Lou Auer, RD/LD
Midwest Health Consultants

Judy Bagby, RN/LNHA
Medicalodges, Inc.

Cynthia Bailey,
KS LTC Ombudsman (Regional)

Bev Blassingame, Operator
Rolling Hills Assisted Living

Susan Fout, RN
Kansas Department on Aging

Denise German, RN, LNHA
Skilled Healthcare -Vintage Park

Ken Hartle, Owner/Operator
Linnwood Place & Deer Park
Senior Living

Christine Jordan, LMSW
ManorCare of Topeka

Mary Jane Kennedy, LBSW
Kansas Department on Aging

Kathy Lantz, LNHA
The Gran Villas Regional VP

Cindy Luxem, BA
KHCA/KCAL President/CEO

Elaine McDaniel, ADM
Cherry Creek Retirement

Joe Perkin, LNHA
Midwest Health Management

Pam Smith, JD, LNHA
Midwest Health Management

Kevin Unrein, LNHA
Lakepoint Augusta

Emily Wallingford, LPN/Operator
Rolling Hills Assisted Living

AGENDA Day One Aug. 4, 2008 - Holiday Inn (Topeka Room)

7:30 - 8:00 *Participant registration and sign in*

8:00 - 8:30 Pre-Test and Welcome - *Linda MowBray, KCAL Education Director*

8:30 - 9:45 **Principles of Assisted Living** *Denise German, Skilled Healthcare - Vintage Parks*

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

- 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

11:15 - 12:30 **LUNCH ON YOUR OWN**

12:30 - 1:30 **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

1:45 - 3:00 **Infection Control and Resident Records** - *Judy Bagby, RN/LNHA*

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

3:15 - 4:30 **Meeting Resident's Psychosocial Needs** - *Bev Blessingame, KCAL Chairman of the Board*

- 1.5 RC
- A. Development of a meaningful activity programs
 - B. Community Services
 - C. Using volunteers

Day 2 Aug. 5, 2008 - Holiday Inn (Topeka Room)

8:00 - 9:45 **Functional Capacity Screen** - *Bev Blessingame, Emily Wallingford & Elaine McDaniel*

- 2.0 ADM
- 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 - 5:00 Facility Visits (Transportation and evening meal provided)

4.0 ADM

Principles of Assisted Living in Action
Creating a home-like, safe environment

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

Day Three Aug. 6, 2008 - Holiday Inn (Topeka Room)

8:30 - 9:20

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

1.0 ADM

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

9:30 - 11:15

Medication Management - *Susan Fout, RN*

2.0 RC

- 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 - 2:15

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

2.0 RC

- 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 resident

2:30 - 3:20

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

1.0 ADM

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

3:30 - 4:20

Designing Systems for Delivery of Services - *Kathy Lantz, The Gran Villas*

1.0 ADM

- 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.

8:30 - 9:45

Day Four Aug, 7, 2008 - Holiday Inn Select (South Ballroom)

1.5 RC

Nutrition and Food Preparation- *Mary Lou Auer, RD/LD*

- 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

10:00 - 11:45
2.0 RC

Management of Behavioral Symptoms -

- A. Training staff to care for residents with behavioral symptoms
- B. Role of the licensed nurse in providing services to residents with behavioral symptoms

LUNCH ON YOUR OWN

11:45 - 1:30

Emergency Preparedness -Kevin Unrein, Lakepoint Augusta

1:30 - 3:00
1.5 ADM

- A. What "the book" says
- B. What you also need to know

Working with Families and Caring for the Caregiver - Christine Jordan, LMSW

3:15 - 5:00
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 Aug 8, 2008 - Holiday Inn (Topeka Room)

Advanced Directives - Pam Smith, Midwest Health Management

8:30 - 9:45
1.5 ADM

- A. Advanced Directives Living Wills and Guardianship

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

10:00 -10:50
1.0 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

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

11:00 - 11:50
1.0 ADM

- 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

LUNCH ON YOUR OWN

11:50 - 1:00

Interacting with Residents - Cynthia Bailey, Regional LTC Ombudsman

1:00 - 2:30
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

Regulation Review - Linda MowBray - KCAL Education Director

2:45 - 3:00
3:00 - 4:30

ADULT CARE HOME OPERATOR COURSE TEST



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 August 4-8, 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's 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 July 30, 2008*** course fees are:

| | |
|-----------------------------------|------------------|
| Course & Exam | \$450 per person |
| Course Only | \$400 per person |
| <i>After July 30, 2008</i> | |
| Course & Exam | \$500 per person |
| Course Only | \$450 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 July 30, 2008

\$150 per day after July 30, 2008

The course registration fee includes thirty-four 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 Wednesday, ***July 30, 2008*** for an 80% refund. No refunds will be made for cancellations after this date. Substitutes are welcome.

Dress:

Participants are encouraged to dress comfortably - casual attire is appropriate. KCAL recommends that participants dress in layers, as room temperatures at meeting facilities vary.

Operators: 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. Current Operators who attend the entire course will be issued a certificate for **thirty-four and one-half (34.5) clock hours** of continuing education credit from the Kansas Health Care Association.

Continuing Education Credit

Administrators: This course is approved for thirty-four and one-half (34.5) continuing education credit hours for adult care home administrators who attend the entire course. Administrators will be granted **twenty-one (21) hours** in the core area of **Administration** and **thirteen and one half (13.5) 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-four and one-half (34.5) 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-four and one-half (34.5) clock hours** of continuing education. Consult your licensing board or certifying agency for approval.

Kansas Center for Assisted Living ADULT CARE HOME OPERATOR'S COURSE

August 4-8, 2008

Holiday Inn Holidome - Topeka

REGISTRATION FORM



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 July 30, 2008

- | | |
|--|--|
| <input type="checkbox"/> \$450 Course & Exam | <input type="checkbox"/> \$400 Course Only (Administrators Only) |
| <input type="checkbox"/> \$125 August 4th Only | <input type="checkbox"/> \$125 August 5th Only |
| <input type="checkbox"/> \$125 August 6th Only | <input type="checkbox"/> \$125 August 7th Only |
| <input type="checkbox"/> \$125 August 8th Only | |

AFTER July 30, 2008

- | | |
|--|--|
| <input type="checkbox"/> \$500 Course & Exam | <input type="checkbox"/> \$450 Course Only (Administrators Only) |
| <input type="checkbox"/> \$150 August 4th Only | <input type="checkbox"/> \$150 August 5th Only |
| <input type="checkbox"/> \$150 August 6th Only | <input type="checkbox"/> \$150 August 7th Only |
| <input type="checkbox"/> \$150 August 8th 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 July 30, 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.

