2018 Certified Administrator's 120-Hour Program for North Carolina Adult Care/Assisted Living Facilities

Offered By North Carolina Assisted Living Consulting

This program meets the requirements of NCGS Chapter 90 Article 20

This material is intended to be used as a guideline

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Overview

This document is developed as a guide for candidates (hereafter referred to as AIT, Administrator In Training)for the ALM Certified Administrators Program. The document covers most areas pertinent to adult care home management and is intended to prepare AIT's for certification examination to become a Certified Administrator of an Adult Care Home. It will also help to prepare one to assume day to day management responsibilities of an Adult Care Home. Each chapter contains goals, objectives, recommended reading material list, work assignments, and chapter quizzes of the materials covered to allow the evaluation of the progress of the AIT student.

The required and recommended reading material for this program is listed in a Resource List and can be used to build a personal library for the AIT for future reference.

This ALM Certified Administrator's Program shall consist of at least (120) hours meeting the requirements of NCGS Chapter 90 Article 20.

THIS CURRICULUM CONSISTS OF:

1. Minimum of (100) contact hours of on-the-job training in a facility setting under the supervision of an approved preceptor

2. (16) Sixteen hours of instruction to include the following material: an overview of the program,including sub-chapter 13F licensing of homes for the aged and infirm, and sub-chapter 13G licensing of family care homes, Clinical Policy PCS, and GS131D. Also physical plant, human resources, organizational management, business financial management, resident care, OSHA, Wage and hour laws, Unemployment insurance, Pharmacy Act, Star Rating, history and an overview of laws, rules, policies, and procedures that is required for facility operations.

3. (4) Four hours of self-study concerning an overview of AIT course including a quiz to be evaluated on day one of class.

4. This program also includes an additional (50) hours of recommended study to enable the student to be thoroughly prepared to be successful.

PHASE 1 OF CURRICULUM:

1. (16) Sixteen hours of instruction to include the following material: an overview of the program, including sub-chapter 13F licensing of homes for the aged and infirm, and sub-chapter 13G licensing of family care homes, Clinical Policy PCS, and G.S. 131D. Also physical plant, human resources, organizational management, business financial management, resident care, OSHA, Wage and hour laws, Unemployment insurance, Pharmacy Act, Star Rating, history and an overview of laws, rules, policies, and procedures that is required for facility operations.

2. (4) Four hours of self-study concerning an overview of AIT course including a workbook and quiz to be evaluated on day one of class.

PHASE 2 OF CURRICULUM:

Phase 2 consists of (100) hours of internship under an approved preceptor in a free standing assisted living facility. The internship generally provides (30) contact hours in Resident Care Management, (30) contact hours with ancillary staff performing dietary tasks, menu management, food ordering, inventory, OSHA programs, chemical ordering, storage, safety, housekeeping, laundry and physical environment and (40) contact hours will be devoted to marketing, admissions process, company policy and procedure, personnel, residents funds and budget. There are work topics for the internship, which can be used as an assessment and guidance along with an evaluation process. All state forms must be completed.

A Preceptor must be an Administrator approved by the North Carolina Department of Health and Human Services Division of Health Service Regulation Adult Care Licensure Section and approved by the Program Coordinator of the AIT course.

The AIT will call Scott Ashley at 919-855-3781 to turn in their AIT packet after completing the course.

The AIT can complete both phases within a 4 week period (2 day in classroom, 3 1/2 weeks preceptor training)

The student has three months to complete the program. Extra time allowance can be pre-arranged and approved by the Program Coordinator.

Resource List for Adult Care Homes

1. http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/ByArticle/Chapter 90/Article 20A.pdf
   Assisted Living Administrator Act

2. http://reports.oah.state.nc.us/ncac/title%2010a%20-%20health%20and%20human%20services/chapter%2013%20-%20nc%20medical%20care%20commission/subchapter%20f/subchapter%20f%20rules.html
   Adult Care Licensure Rules 13 Subchapter F

3. http://www.ncga.state.nc.us/gascripts/statutes/StatutesTOC.pl?Chapter=0131D
   North Carolina General Statutes
   Chapter 131D
   Inspection and Licensing of Facilities

4. http://www.ncleg.net/EnactedLegislation/Statutes/HTML/ByArticle/Chapter 108A/Article 6.html
   Adult Protective Service Law

5. http://www.ncdhhs.gov/dhsr/acls/overview.html
   Adult Care Home Overview

6. http://www1.eeoc.gov//laws/practices/index.cfm?renderforprint=1
   EEOC

7. https://www.osha.gov/Publications/3439at-a-glance.pdf
   OSHA

8. http://www.ncleg.net/EnactedLegislation/Statutes/PDF/BySection/Chapter 143B/GS 143B-165.pdf
   Medical Care Commission

9. http://www.ncdhhs.gov/dhsr/hcpr/handbook/handbook2008.pdf
   Health Care Personnel Registry

10. http://www.ncdhhs.gov/dhsr/acls/pdf/memo/tbrulememo072012.pdf
    TB Rule and Memo

11. http://www.ncleg.net/EnactedLegislation/Statutes/HTML/ByArticle/Chapter 131E/Article 9.html
    Certificate of Need

12. http://www.ncmust.com/pasarr/definitionsandfaqs.jsp
    Pre-Screening Rule

13. http://www.ncbop.org/LawsRules/Statutes.pdf
    Pharmacy Act

14. http://ehs.ncpublichealth.com/docs/rules/294306-26-2600.pdf
    Sanitation Rules

15. https://ncdma.s3.amazonaws.com/s3fs-public/documents/files/0413 Special Bulletin Adult Care Homes IMD 042213.pdf
    IMD Criteria

16. http://www.nclabor.com/wh/fact%20sheets/Handy Ref Guide.pdf
    Department of Labor Wage and Hour Handy Reference

17. http://www.ncesc1.com/main/faqMain.asp
    Unemployment Insurance

18. http://www.ncdhhs.gov/dhsr/acls/faq.html
    http://www.ncdhhs.gov/dhsr/ahc/clia/cliafaq.html
    Frequently Asked Questions

19. http://www.nclabor.com/wh/fact%20sheets/meetings training.htm
    http://www.nclabor.com/wh/fact%20sheets/promisedwages.htm
    http://www.nclabor.com/wh/fact%20sheets/overtimepay.htm
    DOL Fact Sheets

NCALC
ADMINISTRATOR IN TRAINING PROGRAM
CLASS SCHEDULE

DAY ONE
8 hours
8am-5pm

8-9am: Review Pre-Study
9-11am: Chapter One
11-11:15am Break
11:20-1:30pm: Chapter Two
1:30-2pm: Lunch
2-4pm: Chapter Three
4-5pm: Chapter Review

DAY TWO
8 hours
8am-5pm

8-10am: Chapter Four
10-10:15am: Break
10:20-12:30pm: Chapter Five
12:30-1pm: Lunch
1-3pm: Chapter Six
3-5pm: Course Review