Adult Care Home Operator Course

Register online by going to www.khca.org and clicking “Education”

December 3rd-5th, and 8th-10th, 2014
8:00am—5:00pm daily
KHCA/KCAL Office
Garden Level Education Center
1100 SW Gage Blvd.,
Topeka, KS 66604
Continuing Education Credit

Administrators: This course is approved for forty-five (45) continuing education credit hours for adult care home administrators who attend the entire course. Administrators will be granted thirty (30) hours in the core area of Administration and fifteen (15) 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 forty-five (45) 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 forty-five (45) clock hours of continuing education. Consult your licensing board or certifying agency for approval.

Recording & Cell Phones
Material presented at this education program is the property of the speakers or Kansas Health Care Association/Kansas Center for Assisted Living. Therefore, taping of the program is not allowed. KHCA/KCAL also asks that all cellular phones and pagers be turned off during education programs.

Operators: Class begins at 8:00am daily and runs until 5:00pm. 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 3135. Additional registration through KDADS is required to complete the process.

This class is based on the principles of assisted living as outlined in the KDADS regulation manual. This course provides knowledge and insight on the rules, regulations and responsibilities governing the operation of a licensed only adult care home.

A detailed agenda will be emailed to attendees prior to the start of the class.

**The Course does not provide a business plan for opening an assisted living, residential health care or home plus.**

Kansas Center for Assisted Living
ADULT CARE HOME OPERATOR COURSE

Program Location:
Kansas Center for Assisted Living will hold its Adult Care Home Operator Course December 3—10, 2014 (Saturday & Sunday off) at the KHCA/KCAL Office
Garden Level Education Center
1100 SW Gage Blvd
Topeka, KS 66604
Phone: 785-267-6003

Fees and Registration:
Please call 785-267-6003 with questions regarding this class and registration.

Before 5:00 pm on November 19, 2014: (Course & Exam)
Non-Member $775 per person
KHCA/KCAL Member $675 per person

After November 19, 2014 (Course & Exam)
Non-Member $875 per person
KHCA/KCAL Member $775 per person

The course registration fee includes forty-five and one-half clock hours of instruction, program handout materials, breaks and Operator’s Manual. KDADS Registration fee is not included in this amount.

Payment is accepted in the form of cash, check, Visa, MasterCard, or purchase order and is required at the time of registration unless you are a KHCA/KCAL member. KHCA/KCAL members may ask to be billed without penalty.

Mail check to:
KHCA/KCAL
1100 SW Gage Blvd
Topeka, KS 66604-1761
Phone: (785) 267-6003
Fax: (785) 267-0833.

Cancellations and Refunds:
Cancellations must be received by 5:00 pm November 19, 2014 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 in your building during the dates of the course.

Dress: Please Bring a Sweater or Jacket.
Participants are encouraged to dress comfortably - casual attire is appropriate. KCAL recommends that participants dress in layers, as room temperatures at facilities vary. Come prepared for walking during the facilities tour. Provided nametag should be worn the entire week.
FREQUENTLY ASKED QUESTIONS

Q. Do I have to attend all six days of the course?
YES - all 45 hours are required to sit for the exam.

Q. How do I apply for Operator Registration?

After successfully completing the course and exam, visit www.kdads.ks.gov. Download the application, complete and submit it to the Health Occupations Credentialing office at 612 S Kansas Avenue, Topeka, Kansas 66603. You must be 21 years of age to register to be an Operator.

Q. Are the required continuing education categories for Operator Registration renewal different than the categories for Kansas licensed Adult Care Home Administrators?
No. The categories are the same: Administration, Resident Care and Electives. However, Registered Operators are required to obtain fewer hours. Operators must earn 30 CE’s in a two year licensing period.

Q. How long does the test take?
Students have up to 2 hours to take the exam. Many finish in under an hour.

Q. If I fail, can I retake it/ How many times? Do I have to pay for a retake?
If you fail the exam, you may retake it once. There is no fee to retake the exam. If you fail a second time, you must retake the course. The same fees apply to retake the course.

Q. Are there education requirements to becoming an Operator?
Yes. Candidates for Kansas Adult Care Home Operator Registration who take the Operator course and pass the test after July 1, 2014 must meet the following requirements:

1. Possess a high school diploma or equivalent, with one year relevant experience, as defined by the Secretary;
2. Possess an associate’s degree in a relevant field, as determined by the Secretary; or
3. Possess a baccalaureate degree.

Q. What experience will be accepted as relevant and what fields are considered relevant?

Planning, developing, organizing and implementing and directing the facility’s programs and activities
Delegation or development of written policies and procedures that govern the operation of the facility
Maintaining a liaison with families and residents
Preparation of operating budgets
Ensuring that residents rights to fair and equitable treatment, self-determination, individuality, privacy, property, and civil rights are well established and maintained
Documentation, including charting and resident records
Admission, transfer and discharge of residents, and understanding of Advance Directives
Understand the issues involved in abuse/neglect and exploitation, including prevention and reporting requirements
Understand basic principles in providing for the nutritional needs of older adults and safe food service management
Knowledge of infection control practices
Responsibilities in medication management
Have a basic understanding of fire safety and emergency procedures
Develop strategies for helping residents deal with behavioral symptoms, including those of dementia
Understand the role of the surveyor
Basic knowledge of needs which may develop as a result of the aging process and common chronic diseases found in older adults

Kansas Adult Care Home Operators are responsible to direct the day-to-day functions of the facility in accordance with current federal, state, and local standards, guidelines and regulations that govern adult care homes.
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