

**Adult Residential Facility (ARF) 35-Hour Initial Certification Training Program
Core of Knowledge Guideline***

LAW & REGULATIONS (6 Hours)	BUSINESS OPERATIONS (3 Hours)	MANAGEMENT & SUPERVISION OF STAFF (3 Hours)	PSYCHOSOCIAL NEEDS (4 Hours)	COMMUNITY & SUPPORT SERVICES (3 Hours)
<ul style="list-style-type: none"> • Health and Safety Code 1520 • Regulations Title 22, Div 6, Chapters 1 & 6 • Administrator qualifications, responsibilities, and accountability <ul style="list-style-type: none"> ○ Mandated reporting ○ Confidentiality ○ Personal rights ○ Complaint procedures ○ Civil Penalties & Appeals ○ Ongoing monitoring visits and audits ○ Inspections ○ Corrective Action Plans ○ State Fire Code Regulations ○ R2 Occupancies ○ R3.1 Occupancies ○ Conservatorship ○ Full & limited Power of Attorney ○ SSA ○ Representative Payee ○ Limits of ○ Physical Plant ○ Building permits ○ Building & grounds ○ Alterations to existing facilities ○ ADA accessibility • Department of Labor <ul style="list-style-type: none"> ○ Labor Laws related to health insurance ○ Overtime ○ FLSA • Equal Employment Opportunity Commission (EEOC) 	<ul style="list-style-type: none"> • Liability issues • Budgeting and fiscal documentation • Monitoring of ongoing operations • Funding sources • Marketing a facility • Record keeping • Rate setting by agencies or organizations • Basic services • Other agencies <ul style="list-style-type: none"> ○ IRS ○ EDD ○ Homeland Security (I.C.E.) ○ SSA ○ Audits: <ul style="list-style-type: none"> ○ Program ○ Financial • Accounting & tax filing requirements • Fund raising: <ul style="list-style-type: none"> ○ What's legal? ○ Audits ○ How to mix with other funds • Itemization and protection of client property • Neighborhood relations and business practices • Personal and Incidental client funds accounting <ul style="list-style-type: none"> ○ Comingling of funds 	<ul style="list-style-type: none"> • Staffing requirement/ ratio • Hiring practices: <ul style="list-style-type: none"> ○ Criminal background requirements and exemptions ○ Use of volunteers/ interns ○ EEO requirements ○ Job descriptions ○ Federal/ State requirements ○ Third party contractors Performance evaluations ○ Staff terminations ○ Personnel policy manual ○ Personnel records requirements • On-call / Emergency coverage • Overnight shifts and working off-the-clock • Managing overtime • Admin/ staff training requirements <ul style="list-style-type: none"> ○ First Aid/CPR ○ Immunizations and health ○ Water safety ○ Cal-OSHA ○ Illness/injury prevention plan ○ Staff Duties/ responsibilities ○ Employer responsibilities ○ Staffing patterns ○ Staff professional relationships and boundaries with clients 	<ul style="list-style-type: none"> • Identifying characteristics, common stigmas, and special needs of client populations • Developmental Disabilities <ul style="list-style-type: none"> ○ Autism ○ Cerebral Palsy ○ Down Syndrome ○ Epilepsy ○ Fetal Alcohol Syndrome ○ Fragile X Syndrome ○ Intellectual Disability ○ Prader-Wili Syndrome ○ Schizophrenia ○ Schizo-Affective ○ Bi Polar Disorder ○ Depression & Anxiety ○ Dementia ○ Mental Health Issues ○ Drug and alcohol abuse ○ Bereavement and stress issues • Caring for and respecting clients' dignity • Client rights • Family involvement / participation and dynamics • Resident Councils • Religion and spirituality • Value and requirements for activities • Micro Enterprise • Vendorization with DDS Regional Centers 	<ul style="list-style-type: none"> • Responsibilities & expectations of referral agencies • Overview of courts, welfare, probation, and mental health • Community integration, personal safety • Role of Ombudsman • Role of Adult Protective Services (APS) • County mental health services <ul style="list-style-type: none"> ○ Non-emergency • Educational/ library programs • Day treatment programs • Collaboration/ <ul style="list-style-type: none"> role with: <ul style="list-style-type: none"> ○ Police ○ Fire Dept. ○ Sheriff ○ Emergency medical response teams ○ Business sector ○ Local advocacy groups • Transportation • Other resources

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PHYSICAL NEEDS (4 Hours)	MEDICATION (4 Hours)	ADMISSION & ASSESSMENT RETENTION (3 Hours)	EMERGENCY INTERVENTION NON- VIOLENT (4 Hours)	CULTURAL COMPETENCY (1 Hour)
<ul style="list-style-type: none"> • Food services <ul style="list-style-type: none"> ○ Nutrition ○ Food storage ○ Menu planning ○ Special diets • Specific health conditions <ul style="list-style-type: none"> ○ Epilepsy ○ Obesity ○ Diabetes ○ Bedridden ○ Postural Supports • Managed care • Medi-Cal coverage • ADA accessibility • Reporting physical injuries & follow- up • Pressure ulcers • Wound care • Assisting with ADLs • Individual health care needs <ul style="list-style-type: none"> ○ Dental ○ Vision ○ Podiatry ○ Hearing ○ Physical limitations ○ Hospice care • Universal precautions • Sexuality 	<ul style="list-style-type: none"> • Administration of medication <ul style="list-style-type: none"> ○ Technical aspects ○ Regulatory requirements: ○ Storage ○ Documentation ○ Disposal • Role of medications in treatment plan, including typical interactions & staff's role • Communication with pharmacists, MDs • Drug interaction/ pharmacodynamics • Common medications: <ul style="list-style-type: none"> ○ Infection control ○ Seizure disorder ○ Psychotropic • Use of chemical constraints • Medi-Cal • Medical/dental funding 	<ul style="list-style-type: none"> • Program statement • Appraisals: <ul style="list-style-type: none"> ○ Pre-admission ○ Physician's report ○ Functional ○ Social ○ Ongoing • Medical/dental funding/Medi-Cal • Needs and services plan: <ul style="list-style-type: none"> ○ Development ○ Observations ○ Review ○ Conservator • Functional Assessment Plans and behavior plans for individualized crisis management • Charting and documentation • Admission agreements • Adult Protective Services & emergency placement • Incidental medical services <ul style="list-style-type: none"> ○ Allowable ○ Restricted ○ Prohibited • Client satisfaction and retention • Age exceptions • Relocation & eviction 	<ul style="list-style-type: none"> • Special incident reporting • 5150 • Overview of behavior: <ul style="list-style-type: none"> ○ Management systems ○ Modification ○ Management of aggression ○ Behavior intervention plans • Use of physical restraints specific to Title 17 & 22 under age exceptions • Other waivers <ul style="list-style-type: none"> ○ Seat belts ○ Half rails • Awareness of public's and law enforcement's perception of client behaviors • Overview of available crisis programs <ul style="list-style-type: none"> ○ Pro-Act ○ CPI ○ PCMA ○ MANDT Other resources 	<ul style="list-style-type: none"> • AB 663 • Issues related to the underserved lesbian, gay, bisexual, transgender, and questioning (LGBTQ) • community • Ethics & values <ul style="list-style-type: none"> ○ Self- awareness (gender identity) ○ Education ○ Skills ○ Resources ○ Advocacy • Staff training requirements • Equality of care HIV • Confidentiality