

VIRTUAL PROGRAM EXPECTATIONS

The OHCA 40-hour ALF/RCF Administrator Training program was created to meet the requirements of OAR 853-035-0010 (Residential Care Administrator Training Requirements). This course is a 40-hour training program. Even though this program is being held virtually, **please plan to spend 40 hours completing this program**, just as you would if you attended this program in person. Each day will consist of:

- 9:00am – 2:00pm: Live webinar instruction with daily instructor
- 2:00pm – 2:30pm: BREAK
- 2:30pm – 5:30pm: Pre-reading, online learning modules, and study guide

COURSE COMPLETION REQUIREMENTS

Once you complete the course requirements, a certificate of completion will be available to download in the [OHCA Member Portal](#). **This is NOT a license.** This is to verify that you have met the requirements of OAR 853-035-000(6) and 411-054-0065(4)(a). For licensing information, please turn to page 10.

To complete the virtual 40-hour administrator training course, **attendees must complete the following items:**

1. Attend all live virtual instruction days. Monday – Friday, 9:00am – 2:00pm
2. Complete Daily Evaluations
3. Study guide due Friday BEFORE class
4. Online learning modules through Oregon Care Partners (*page 4-6 for details*)
5. Daily reading assignments (*page 3 for details*)

You may begin your reading and online learning at any time. We recommend that you begin your pre-service dementia care online training as soon as possible, as this is the longest module that will take up to 6 hours to complete.

DAILY EVALUATIONS

Each day, please complete the evaluation of your learning experience. Links to the daily evaluations can be found on the class [homework website](#).

ADMINISTRATIVE RULES STUDY GUIDE

This study guide is intended to be a tool to familiarize students with accessing the OARs and other key concepts from the course. **This is NOT your licensing exam.** For more information about the licensing exam, see page 8.

The study guide will be emailed to you after class on Day One (Monday). Please email your completed study guide to cvan@ohca.com BEFORE class on Day Five (Friday).

DAILY READING ASSIGNMENTS

All pre-reading items can be found in the Main Materials Handbook (both virtual and hard copy). The purpose is to familiarize yourself with the regulations which will be covered during the subsequent day.

CLASS DAY	READING ASSIGNMENTS
DAY ONE (Read Monday after class)	<u>Tab 2:</u> Watch “The Thin Edge of Dignity” video <u>Tab 17:</u> The Power of Ethical Marketing <u>Tab 18:</u> Consumer Guide <u>Tab 18:</u> Facility Comparison Tool <u>Tab 19:</u> Uniform Disclosure Statements <u>Tab 29:</u> Oregon Guide to Successful Transitions
DAY TWO (Read Tuesday after class)	<u>Tab 6, OARs – ALF/RCF Rules:</u> Resident Health Services section of OAR 411-054-0045 <u>Tab 6, OARs – ALF/RCF Rules:</u> Medication and Treatments section of OAR 411-054-0055 <u>Tab 22:</u> RN Delegation Rules Div. 47 <u>Tab 22:</u> RN Self-Study Guide for Nurse Delegation
DAY THREE (Read Wednesday after class)	<u>Table of Contents:</u> Survey Prep folder (Red Folder) <u>Tab 26:</u> CBC Survey Process Guide <u>Tab 27:</u> Community Based Care Plan of Correction Worksheet <u>Tab 28:</u> Fall Management and Investigation Resource Information
DAY FOUR (Read Thursday after class)	<u>Tab 6, OARs – ALF/RCF Rules:</u> <ul style="list-style-type: none"> • 411-154-1190 Fire and Life Safety • 411-054-0093 Emergency and Disaster Planning • 411-054-0200 Residential Care Facility Building Requirements • 411-054-0300 Assisted Living Facility Building Requirements <u>Tab 10:</u> DHS Adult Protective Services OAR 411-020-0000 <u>Tab 10:</u> CBC Abuse Reporting and Investigation Guide <u>Tab 29:</u> Revised 30-Day Move Out <u>Tab 29:</u> Revised Less than 30 Day Move Out <u>Tab 29:</u> Administrative Hearing Request
DAY FIVE (Read Friday after class)	<u>Tab 14:</u> Turning Complaints into Compliments Complete reading not finished earlier in the week

ONLINE LEARNING MODULES

Students must complete the following online learning modules **within 7 days of the course ending**.

Please **READ AND FOLLOW** the instructions below carefully to access the online learning modules (approximately 11 hours). The modules are being hosted by Oregon Care Partners and are available at no additional cost. Once modules are complete email a copy of your completion certificate or completion transcript to cvan@ohca.com to verify completion.

Modules to Complete:

- Pre-Service Dementia Care Training for Direct Care Staff (6 hours)
- Monitoring Changes of Condition (1 hour)
- Service Plans for ALF (1 hour)
- Identifying Fall Risk in Assisted Living (1 hour)
- Elder Abuse Prevention, Investigation and Reporting (2 hours)

ACCESSING ONLINE LEARNING: OREGON CARE PARTNERS (OCP)/RELIAS

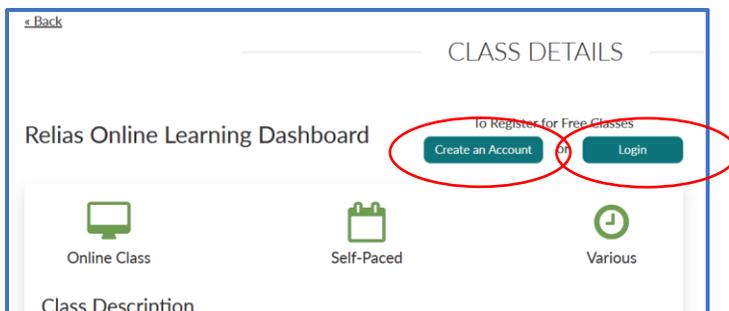
BEFORE YOU BEGIN, here are a few helpful tips to give you the best experience.

- **TIP #1:** *You MUST use Chrome as your browser. Other search engines will not work with the program.*
- **TIP #2:** *DO NOT ACCESS THE MODULES USING YOUR COMPANY SPECIFIC RELIAS LOG-IN. The modules are different and will not count towards this course.*
- **TIP #3:** *Online courses are NOT automatically assigned to you. You must follow steps 5-8 to access the correct modules*

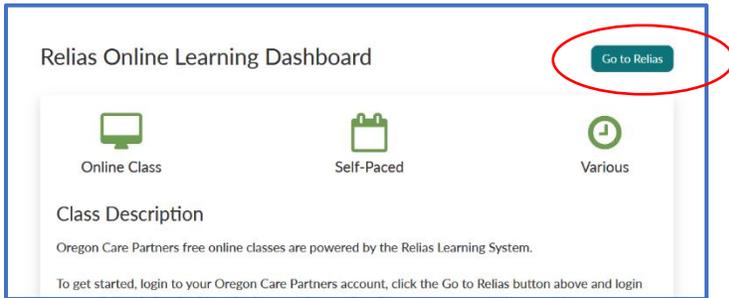
Step 1: Visit the OCP website: <https://oregoncarepartners.com/app/#/class-details/1492?type=ONLINE>

Step 2: Log in

- If you have an existing OCP profile, click "Login"
- If you are new to OCP, click "Create an Account" and follow the prompts to set up your free account. *Once you have created your account and verified your email address, go back to step 1.*



Step 3: Once Logged in, click “Go to Relias”

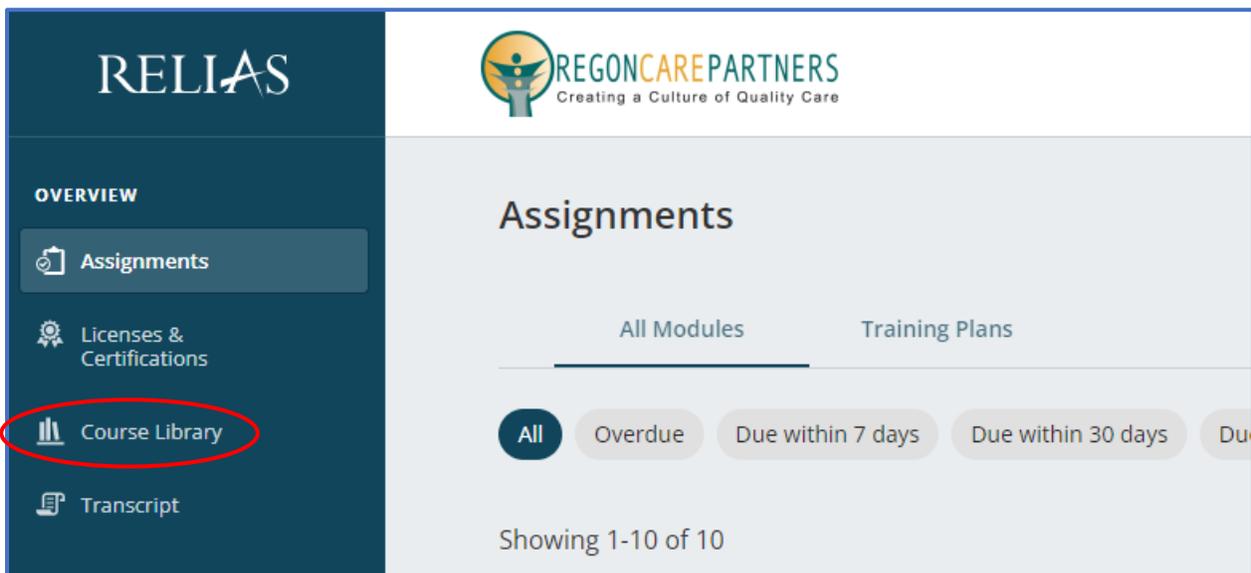


Step 4: A second log-in with the same username and password used in step 2



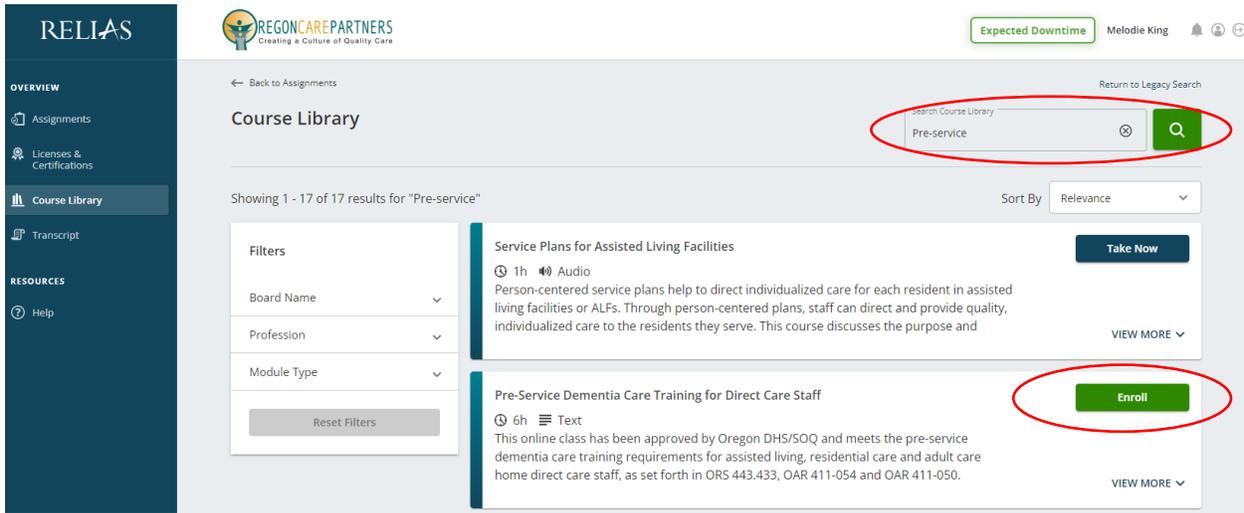
Step 5: On the left hand menu, click “Course Library”

- **TIP:** *Online courses are NOT automatically assigned to you. You must follow steps 5-8 to access the correct modules*

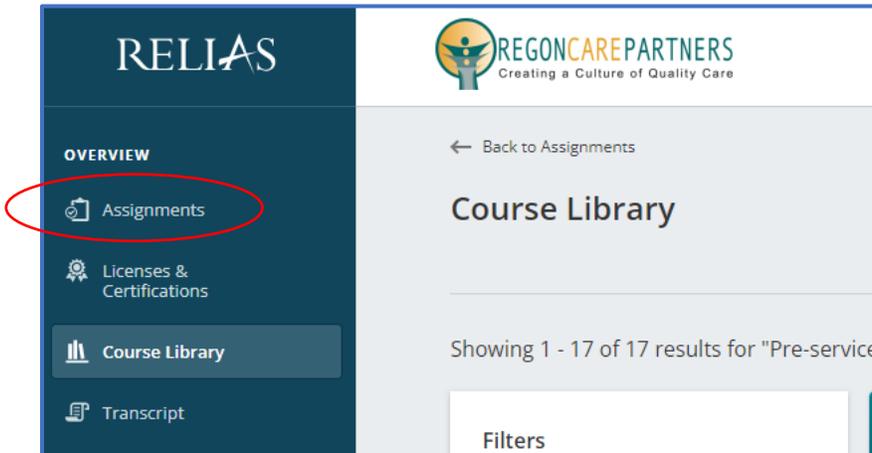


Step 6: In the “Search Course Library” box, type in the name of the course you would like to attend. Click “Enroll”

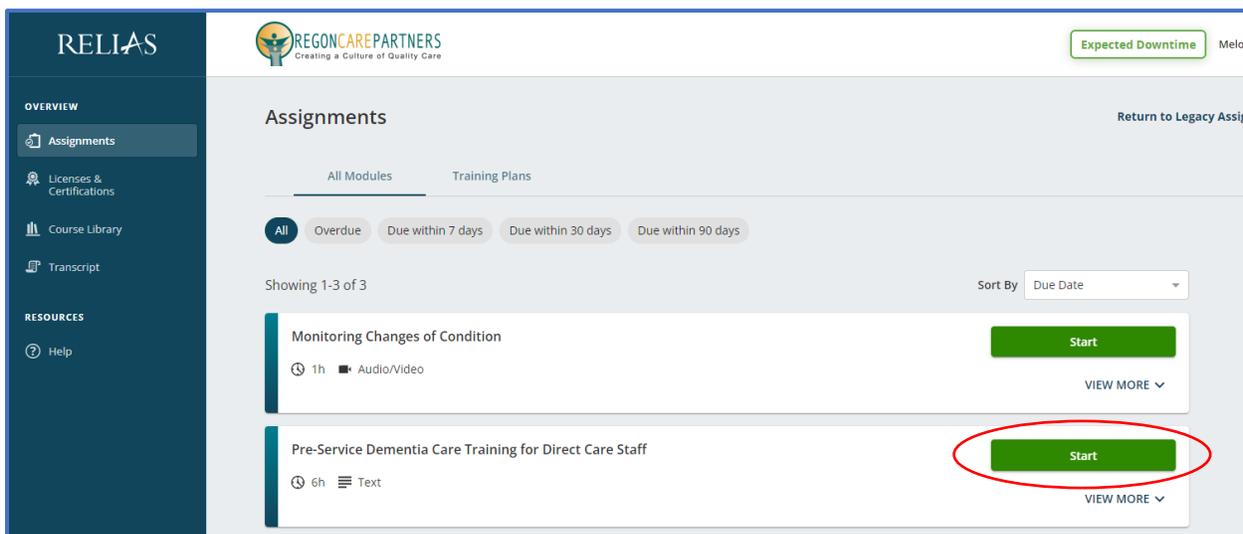
- **TIP:** type in the first few words of the course. You may need to scroll down on the webpage to find the correct course.
 - Pre-Service Dementia Care Training for Direct Care Staff (6 hours)
 - Monitoring Changes of Condition (1 hour)
 - Service Plans for Assisted Living Facilities (1 hour)
 - Identifying Fall Risk in Assisted Living (1 hour)
 - Elder Abuse Prevention, Investigation and Reporting (2 hours)



Step 7: Click “Assignments”



Step 8: Click “Start” to begin the module



Additional Support:

- Frequently Asked Questions: <https://oregoncarepartners.com/about/faq/>
- Additional Support: info@oregoncarepartners.com or 800-930-6851

Certificates of Completion for Online Modules:

For each module, email a PDF copy of your certificate of completion to cyan@ohca.com.

- To access your transcript or certificates, visit the [Oregon Care Partners website](#)
- In the top right navigation bar under your name, select “My Dashboard” from the drop-down menu options.
- Find the section titled, “My completed classes”, select “Download Certificate” to the right of the class details to download, view, save and print your certificate.

Please note: Information transfer between Relias Online Learning and your Oregon Care Partners account may not be immediate. We ask for your patience.

ZOOM MEETING ACCESS INFORMATION

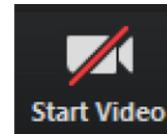
[Click Here](#) for Zoom System Requirements

Step 1: Visit <https://zoom.us/join>

Step 2: Enter the Meeting ID number OHCA provided you.

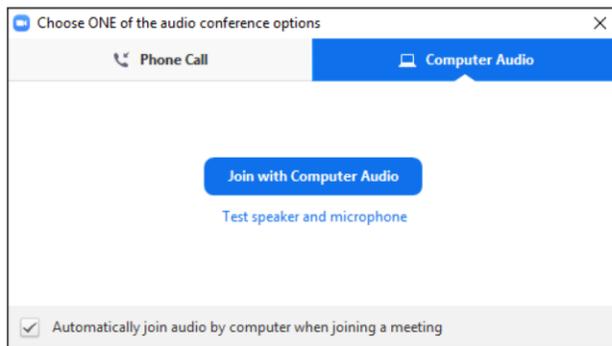
Step 3: Follow the additional prompts to complete your log-in process

Step 4: Your video should start automatically. If it doesn't, hover your mouse near the bottom of the Zoom window, the control bar will become visible. Select "Start Video." [Click here for troubleshooting tips](#)



Step 5: Select, "Join with Computer Audio."

- If you prefer to join by conference call, click "Phone Call" to receive the dial-in information.
- [Click here for troubleshooting tips](#)



Step 6: Test your speaker and microphone. From the control bar to the right of the microphone icon, select "^", then select "Test Speaker and Microphone..." and follow the prompts.

Additional Zoom Meeting tips:

- **Control Bar:** Attendees may need to locate the control bar that is sometimes hidden from view to be able to access the chat.
- **Chat:** Attendees can send chats directly to the host and panelist or to the host, panelists and attendees. Be aware that chat messages that are sent directly to the host/panelists are not visible to all attendees. We encourage using the chat feature for added interaction with your fellow attendees!
- **Polls:** Once the host has launched a poll, attendees will complete all the questions within that poll and then select submit. Attendees may see an option to "Skip Poll" in their Zoom window.
- **Mute Your Audio:** To minimize background noise and interruptions, we recommend you mute your audio until you need to speak to the group.

LICENSURE INFORMATION

Oregon Health Care Association (OHCA) is **NOT** the licensing entity for ALF/RCF Administrators. ALF/RCF administrator licensing is coordinated through the Oregon Health Authority Health Licensing Office (OHA-HLO). OHLA website here: <https://www.oregon.gov/oha/PH/HLO/Pages/Board-Longterm-Care-Administrators-Residential-Care-License.aspx>

For licensing qualification questions, contact Qualification Specialist Dee Humphries at dee.l.humphries@dhsoha.state.or.us or (503) 934-5009.

Once you complete this course you will receive a certificate of completion. ***This is NOT a license.*** This is to verify that you have met the requirements of OAR 853-035-000(6) and 411-054-0065(4)(a).

Please note that mandatory licensure of ALF/RCF Administrators is MANDATORY through the Oregon Health Licensing Agency.

To complete the licensure process and become an official ALF/RCF Administrator, you MUST do the following:

- Submit licensure application and application fee: <https://www.ohca.com/files/2020/03/TAB-5-A-LTC-RCFA-Residential-Care-Facility-Adminstrator-License-Application-8-2019-Post-July-1.pdf>
 - The application includes a list of items which must be included with the application.
- Schedule and pass licensure examination and pay exam fee
- Pay license fee to obtain permanent license.
- Additional tips and frequently asked questions are available here: <https://www.ohca.com/events/ongoing-education/>