

Frequently Asked Questions

Adult Care Home OPERATOR REGISTRATION

Q. I took the Adult Care Home Operator course years ago. Why do I have to apply for Registration?

A. House Bill 2418 passed the 2014 legislative session and requires that on and after July 1, 2014, no adult care home shall be operated unless under the supervision of an operator who holds a valid registration as an operator or an adult care home administrator who holds a valid license.

Q. I took the Adult Care Home Operator course and passed the examination years ago. Do I have to repeat the course to gain Registration? Do I have to pay a fee? Do I have to meet specific education requirements?

A. From July 1, 2014 through July 1, 2016 candidates who have previously completed the operator course and passed the examination and who apply for registration may be granted Registration by simply making application. The fee and degree requirements will be waived. However, a \$10.00 payment for completion of a criminal records check will be required for applicants that have not had a criminal records check completed through the Kansas Department for Aging and Disability Services within the 12 months preceding the application for registration.

Note: A person who has completed the operator course and passed the examination and does not apply by July 1, 2016 shall be considered to have a registration that has lapsed for failure to renew and would be required to: Complete a course of study approved by the Secretary, pass the examination and pay applicable registration fees.

Q. How do I apply for Operator Registration?

A. Visit www.kdads.ks.gov Download the application, complete and submit to the Health Occupations Credentialing office at 612 S Kansas Avenue, Topeka, Kansas 66603.

Q. Once I obtain Adult Care Home Operator Registration what type of facilities can I operate?

A. A Kansas Registered Adult Care Home Operator may oversee an Assisted Living Facility or Residential Health Care Facility with fewer than 61 residents, a Home Plus or Adult Day Care Facility.

Q. Are the required continuing education categories for Operator Registration renewal different than the categories for Kansas licensed Adult Care Home Administrators?

A. No. The categories are the same: Administration, Resident Care and Electives. However, Registered Operators are required to obtain fewer hours.

Q. Do approved continuing education providers for licensed Adult Care Home Administrators have to apply separately with KDADS for approval for Operators?

A. No. KDADS approved Long-Term Sponsors of continuing education are also automatically approved to provide continuing education for Operators.

Q. Will providers of individual continuing education programs be required to apply separately for KDADS approval of programs for Adult Care Home Administrator licensure and Adult Care Home Operator Registration?

A. No. Programs approved for Adult Care Home Administrators will automatically be approved for Operators as well.

Q. If an individual holds both an Adult Care Home Operator Registration and an Adult Care Home Administrator Licensure can they count CE hours obtained for one profession to renew the second profession as well?

A. Yes. As long as the hours were accumulated between the effective and expiration dates of both credentials.

Q. Will I receive a paper credential once meeting registration requirements?

A. Yes. A wall certificate which lists your name, the profession, the credential number and effective date along with a wallet sized card listing the same information as well as the expiration date will be mailed to Registered Operators.

Q. If I need to verify my Operator Registration what do I do?

A. A printable verification of your Operator Registration can be obtained at www.kdads.ks.gov then select "Health Occupations Credentialing" to find the link.

Q. The education requirements that apply to those candidates for Kansas Adult Care Home Operator Registration who take the Operator course and pass the test after July 1, 2014 include:

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

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

A. 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.

Responsibilities may include:

- 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

Experience should be relevant to these activities. Associate degree fields should be relevant to these activities and responsibilities.