

# NEW REGISTRATION REQUIREMENT FOR Adult Care Home OPERATORS

**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.

**TEMPORARY REGULATIONS** - K.A.R. 26-39-500 through 26-39-506 became effective September 2, 2014 and outline the requirements for obtaining registration as an Operator. The regulations can be found by going to [www.kdads.ks.gov](http://www.kdads.ks.gov).

## **OPERATORS SEEKING GRANDFATHER STATUS:**

Steps to apply for Operator Registration if the course was completed PRIOR TO JULY 1, 2014:

*From July 1, 2014 through July 1, 2016 those candidates who completed the operator course prior to July 1, 2014 and who apply for registration may be granted Registration by simply making application. The fee and education requirements will be waived.*

- 1) **Download application forms.** Visit: [www.kdads.ks.gov](http://www.kdads.ks.gov).
- 2) **Complete and submit application materials.** Completed notarized Application should be submitted along with a copy of the Operator Course Certificate of Completion to the Health Occupations Credentialing office at 612 S Kansas Avenue, Topeka, Kansas 66603
- 3) **Criminal Records Check.** If a criminal records check has not been conducted through the Kansas Department for Aging and Disability Services within the 12 months preceding the application for Registration the Criminal Record Check Request form must be completed and submitted along with a fee of \$10.00. Fee may be paid via check made payable to KDADS or by Visa or MasterCard using the Credit Card Authorization form.

*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.*

## **NEW OPERATORS:**

Steps to apply for Operator Registration when the course was completed AFTER JULY 1, 2014:

- 1) **Download application forms.** Visit [www.kdads.ks.gov](http://www.kdads.ks.gov).
- 2) **Complete and submit application materials.** Completed notarized Application for Registration should be submitted along with a copy of the Operator Course Certificate of Completion to the Health Occupations Credentialing office at 612 S Kansas Avenue, Topeka, Kansas 66603
- 3) **Criminal Records Check.** The Criminal Record Check Request form must be completed and submitted with the Application for Registration.

- 4) **Pay Fees.** The Fees document outlines the pro-rated fees for Registrations in effect for less than 24 months. Fees may be paid by check made payable to KDADS or via Visa or MasterCard by submitting the Credit Card Authorization form.
- 5) **Verify Education.** There are three options for meeting the education requirements to obtain Registration:
  - A) possess a baccalaureate degree (*original sealed transcripts or e-transcripts must be sent by the college or university directly to Health Occupations Credentialing*); or
  - B) possess an associate's degree in a \*relevant field, as determined by the Secretary (*original sealed transcripts or e-transcripts must be sent by the college or university directly to Health Occupations Credentialing*); or
  - C) possess a high school diploma or equivalent, with one year \*relevant experience, as defined by the Secretary (*high school diploma or equivalent must accompany the application along with verification of relevant work experience*)

\*Relevant experience and fields: 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.

**CREDENTIAL DOCUMENTS** A wall certificate which lists name, profession, the registration 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.

**ONLINE VERIFICATION** A printable verification of your Operator Registration can be obtained by going to [www.kdads.ks.gov](http://www.kdads.ks.gov) then selecting "Health Occupations Credentialing."