

ADULT CARE HOME OPERATOR REGISTRATION RENEWAL INSTRUCTIONS

Your Kansas Adult Care Home Operator registration will expire April 30 of the year that is less than two years from issuance. Thereafter, the registration will expire biennially.

Acquisition of 30 clock hours of continuing education in the “core of knowledge” subject area will be required to renew:

Administration – 15 hrs minimum **Resident Care** – 10 hrs minimum **Elective** – maximum of 5 hrs

Each registrant whose initial registration period is less than 24 months shall be required to obtain pro-rated continuing education for each month in the initial registration period. The total hours and breakdown of continuing education categories is as follows for registrations effective less than 24 months:

Month in which registration was issued	TOTAL	Administrative (50%)(Minimum)	Resident Care (34%)(Minimum)	Electives (16%)(Maximum)
June (23 month registration)	29	14	10	5
July (22 month registration)	28	14	9	5
Aug (21 month registration)	27	13	9	5
Sep (20 month registration)	25	13	8	4
Oct (19 month registration)	24	12	8	4
Nov (18 month registration)	23	11	8	4
Dec (17 month registration)	21	11	7	3
Jan (16 month registration)	20	10	7	3
Feb (15 month registration)	19	10	6	3
Mar (14 month registration)	17	8	6	3
Apr (13 month registration)	16	8	5	3

Please refer to the “Methods for Earning Continuing Education” sheet on the back of this letter. For a listing of approved continuing education programs, approved continuing education sponsorships, Core of Knowledge and NAB Domains of Practice visit our website at www.kdads.ks.gov. Please be familiar with CE requirements for your registration. Read the regulations for continuing education.

At least thirty days prior to expiration of your registration, the department will mail a renewal notice to you. Failure to receive the renewal notice does not alleviate you from responsibility for application. KAR 26-39-506 requires that you notify the department within 30 days of change of mailing address. Adherence to this regulation is imperative in keeping your record and registration current. If a registrant has a name change, he/she must submit documentation, e.g., marriage license, court decree, driver’s license. A new registration card will be issued upon request.

Should you have any questions concerning registration renewal or continuing education, please feel free to contact Brenda Kroll at Brenda.Kroll@kdads.ks.gov or (785) 296-0061 or 1(800) 432-3535.

METHODS FOR EARNING CONTINUING EDUCATION
Registered Adult Care Home Operator

Type of Educational Activity	Procedure/Definition
PRIOR APPROVED PROGRAMS	SPONSOR SUBMITS APPLICATION FOR PRIOR APPROVAL
Workshops, seminars, conferences, conventions, etc.	The department reviews application submitted by sponsor prior to presentation. Activity is approved according to time frame agenda (clock hours) and content per ACore of Knowledge® and/or NAB Domains of Practice. Sponsor is responsible for providing attendants with certificates of attendance documenting approval number, clock hours, and subject area.
Electives State or National Conventions	Five hours CE credit in electives, if verified by sponsor, at state or national annual LTC conventions, in addition to continuing education credit approved for individual sessions at such state or national conventions, up to a maximum of 5 hours per two-year licensure period.
LONG TERM CE SPONSORSHIPS	
www.kdads.ks.gov	Check this site for lists of KDADS approved sponsorships.
OTHER PROGRAMS	
Workshops, seminars and like educational activities	Clock hours are awarded per actual time spent on instruction in accordance to content in relation to ACore of Knowledge® and/or NAB Domains of Practice.
College semester credit hours from an accredited college or university	Fifteen (15) clock hours may be earned for each credit hour of college course satisfactorily completed. Course must be within the ACore of Knowledge® and/or NAB Domains of Practice.
Preparation and presentation of a new continuing education offering	Registered operators who serve as presenters at department approved continuing education activities shall receive two (2) clock hours of continuing education per hour of presentation. Clock hours are not awarded for repeat presentations of the same program.
Correspondence, telenet, audio tape, video tape, on-line courses	Clock hours considered for approval as requested by sponsor. Course content reviewed by the department for content appropriate to ACore of Knowledge® and/or NAB Domains of Practice. Course must have a posttest or method to measure learning outcomes.

Facility inservice meetings, and facility registrant specific training shall not be considered a continuing education activity for the purpose of license renewal. (KAR 28-38-23)

OPTIONAL Continuing Education Transcript Tool Kansas Adult Care Home Operator Registration

Because each registrant is responsible for keeping program documentation including proof of attendance or completion of programs, this optional continuing education transcript tool may be helpful to you in tracking CE as it is accumulated during your license period. This form can be saved to your computer hard drive and added to throughout the license period.

While this tool is optional and will not be required as a condition for renewal, it may be helpful if your renewal application is randomly selected for CE audit as it would be a listing of accumulated CE. This tool could be submitted, if desired, along with the required proof of attendance or completion for all programs and course content, objectives, time frame agendas for programs not KDADS prior approved. *(KDADS cannot accept NAB approval numbers in place of KDADS prior approval numbers.)*

Registration # _____ Name _____

For registrations in effect 24 months at least 30 hours of continuing education are required; 10 hrs minimum in resident care; 15 hrs minimum in administration. The remainder may be obtained in elective or be extra hrs from the other two categories.

KDADS Approval Number <i>ONLY required if program was pre-approved. If not, leave this column blank.</i>	Program Title	Date	Resident Care 10 Hours minimum	Administration 15 Hours minimum	Electives maximum 5 hours
Total					

CORE OF KNOWLEDGE*

GENERAL ADMINISTRATION

1. Applicable standards of environmental health and safety:
 - a. Hygiene and sanitation
 - b. Communicable diseases
 - c. Management of isolation
 - d. The total environment (noise, color, orientation, stimulation, temperature, lighting, air circulation)
 - e. Elements of accident prevention
 - f. Special architectural needs of nursing home residents
 - g. Drug handling and control
 - h. Safety factors in oxygen usage
2. Local health and safety regulations: Guidelines vary according to local provisions.
3. General administration:
 - a. Institutional administration
 - b. Planning, organizing, directing, controlling, staffing, coordinating, and budgeting
 - c. Human relations:
 - (i) Management/employee interrelationships
 - (ii) Employee/employee interrelationships
 - (iii) Employee/resident interrelationships
 - (iv) Employee/family interrelationships
 - d. Principles of supervision
 - e. Personnel management:
 - (i) Training of personnel
 - (ii) Training of employees to become sensitive to resident needs
 - (iii) Ongoing inservice training/education
 - (iv) Personnel policies
 - f. Legal aspects
 - g. State and federal laws and regulations
8. Department organization and management:
 - a. Criteria for coordinating establishment of departmental and unit objectives
 - b. Reporting and accountability of individual departments to administrator
 - c. Criteria for departmental evaluation (nursing, dietary, therapeutic services, maintenance, housekeeping, and administration)
 - d. Techniques of providing adequate professional, therapeutic, supportive, and administrative services
 - e. The following departments may be used in relating matters or organization and management:
 - (i) Nursing
 - (ii) Housekeeping
 - (iii) Dietary
 - (iv) Laundry
 - (v) Pharmaceutical services
 - (vi) Social service
 - (vii) Business office
 - (viii) Recreation
 - (ix) Medical records
 - (x) Admitting
 - (xi) Physical therapy
 - (xii) Occupational therapy
 - (xiii) Medical and dental services
 - (xiv) Laboratories
 - (xv) X-ray
 - (xvi) Maintenance
9. Community interrelations:
 - a. Community medical care, rehabilitative, and social services resources
 - b. Other community resources:
 - (i) Religious institutions
 - (ii) Schools
 - (iii) Service agencies
 - (iv) Government agencies
 - c. Third-party payment organizations
 - d. Comprehensive health planning agencies
 - e. Volunteers and auxiliaries

RESIDENT CARE

4. Psychology of resident care:

- a. Anxiety
- b. Depression
- c. Drugs, alcohol, and their effect
- d. Motivation
- e. Separation reaction

5. Principles of medical care:

- a. Anatomy of physiology
- b. Psychology
- c. Disease recognition
- d. Disease process
- e. Nutrition
- f. Aging processes
- g. Medical terminology
- h. Materia Medica
- i. Medical social service
- j. Utilization review
- k. Professional and medical ethics

6. Personal and social care:

- a. Resident and resident care planning
- b. Activity programming
 - (i) Resident participation
 - (ii) Recreation
- c. environmental adjustment: Interrelationships between resident and:
 - (i) Resident
 - (ii) Staff (staff sensitivity to resident needs as a therapeutic function)
 - (iii) Family and friends

- (iv) Administrator
- (v) Management (self-government/resident council)

d. Rehabilitation and restorative activities:

- (i) Training in activities of daily living
- (ii) Techniques of group therapy

e. Interdisciplinary interpretation of resident care to:

- (i) The resident
- (ii) The staff
- (iii) The family

7. Therapeutic and supportive care and services in long-term care:

- a. Individual care planning as it embraces all therapeutic care and
- b. Meaningful observation of resident behavior as related to total
- c. Interdisciplinary evaluations and revision of resident care plans and procedures
- d. Unique aspects and requirements of geriatric care
- e. Professional staff interrelationships with physician
- f. Professional ethics and conduct
- g. Rehabilitative and remotivational role of individual therapeutic and supportive services
- h. Psychological, social, and religious needs, in addition to physical needs of resident
- i. Needs for dental service

10. ELECTIVES

- a. State or national annual conventions
- b. Other health-related areas applicable to geriatrics

*Federal Register, Volume 37, # 61, Part II,
March 29, 1972, 252.20(i)(1-9), page 6452