ASSISTED LIVING ADMINISTRATOR TRAINING

Appropriate for Initial Training

May 24-26 and June 22-23, 2016

NHCA Office, Vetter Family Learning Center
1200 Libra Drive, Suite 100, Lincoln, Nebraska 68512-9332
Phone 402-435-3551
ASSISTED LIVING ADMINISTRATOR TRAINING

OVERVIEW
The assisted living administrator training consists of 30 actual classroom hours. The classroom content will cover topics generic to all administrators in assisted living.

OBJECTIVES
This program will meet the requirements of Nebraska Department of Health and Human Services for assisted living administrator training. A wide range of information will be covered including administration, financial management, resident care and services, social services, gerontology, and rules, regulations and standards relating to the operation of an assisted living facility.

At the completion of the assisted living administrator training, the participant will be able to:
1. Identify the roles and responsibilities of the administrator in managing the operation of the facility.
2. Discuss the philosophy and principles of assisted living.
3. Describe the responsibilities for an administrator related to the financial aspects of the facility.
4. Develop a system for identifying a resident’s needs and incorporating them into the Resident Service Agreement.
5. Relate the provision of services to a resident with changing needs.
6. Describe the normal aging process in relation to care and services.
7. Review the rules and regulations and standards of operation related to the assisted living facility.

REQUIREMENTS FOR DHHS
Successful completion of the assisted living administrator training will be based on attendance at all 30 hours of classroom instruction. The participant must be at least 21 years of age.

CONTINUING EDUCATION CREDIT
This training is appropriate for the educational requirement for assisted living administrators. This education program meets the continuing competency requirements of up to 30 hours for the renewal/reinstatement of a Nebraska Nursing Home Administrator’s license as granted by the Nebraska Board of Nursing Home Administrators.

Participants must stay in the education program the entire time to receive full credit.

Nurses: Please bring your nursing license number with you to the training.

This continuing nursing education activity was approved by the Midwest Multistate Division, an accredited approver by the American Nurses Credentialing Center’s Commission on Accreditation.

Evaluation forms will be handed out at the beginning of the training. To successfully complete this training, attendees must complete and submit the evaluation at the completion of the training.

COLLEGE CREDIT
Training may be taken as credit or non-credit. The Nebraska Health Care Learning Center will award 3.0 hours of college credit upon successful completion of 30 hours of classroom instruction. See the Nebraska Health Care Learning Center Catalog (Published: May 2015) for credit requirements. View and/or print this catalog at nehca.org.

LEAD INSTRUCTOR/FACILITATOR
Pam Truscott, MSN, Nurse Educator, RN, Director of Professional Development, Nebraska Health Care Association, Lincoln, Nebraska

There is no perceived or identified speaker or planning committee member conflict of interest.

AUDIENCE
This training is designed for any individual in an administrator/director/manager position in an assisted living facility.

This program has been approved by the Nebraska Department of Health and Human Services, Division of Public Health, Licensure Unit, and complies with 175 NAC 4-006.02A per 175 NAC 4-006.02C for the initial administrator training requirements.

SCHEDULE
May 24
8:30 a.m. - 8:50 a.m. – Registration
8:50 a.m. - 9:00 a.m. – Welcome
9:00 a.m. - 4:00 p.m.

● Inspections
● Nursing in Assisted Living Facilities
● Federal Wage and Hour Requirements

May 25
8:30 a.m. - 4:00 p.m.

● Nutrition and Food Code
● Resident Rights
● Medication Aides
● Gerontology and How it Affects Activities

May 26
8:30 a.m. - 3:45 p.m.

● Resident Service Agreement: Assessment and Identification of Resident Needs/Power of Attorney, Health Care Power of Attorney, Durable Power of Attorney
● Aged and Disabled Waiver
● Abuse and Neglect and Reporting Requirements
● Transition of Care, Grievances, Customer Satisfaction, and Quality Improvement

June 22
8:30 a.m. - 4:00 p.m.

● Revenue and General Accounting
● Occupational Safety and Health Administration
● Fire Safety/Life Safety Code

June 23
8:30 a.m. - 3:45 p.m.

● Insurance (Liability)/Workers’ Compensation
● Marketing
● Employment Practices and Supervision
● Continuing Care Retirement Communities, History of Assisted Living in Nebraska, and Staffing Requirements and Training

The Nebraska Health Care Learning Center (NHCLC) – A Division of the Nebraska Health Care Association
ASSISTED LIVING ADMINISTRATOR TRAINING

NEBRASKA HEALTH CARE LEARNING CENTER POLICIES

The Nebraska Health Care Learning Center policies regarding admission, withdrawal, attendance, grades, transcripts, and refunds are located in the Nebraska Health Care Learning Center Catalog (Published: May 2015). View and/or print this catalog at nehca.org.

REGISTER ONLINE, BY MAIL, OR FAX!

To register online, go to nehca.org.
To register by mail or fax, use the attached enrollment form.

TUITION AND FEES

for the Five-Day Assisted Living Administrator Training Program

Must register for the five-day training if applying for Nebraska Assisted Living Facility Administrator license.

- **Members* (per person) for All Five Days:**
  - Tuition .................................................... $165.00
  - Fees ........................................................ $284.00
  - **Total Member Tuition/Fees on/before May 9:** $449
  - **Total Member Tuition/Fees after May 9:** $474
  - Make-up Day, Member (cost per day) ........................... $45

- **Non-members (per person) for All Five Days:**
  - Tuition ..................................................... $165.00
  - Fees ........................................................ $733.00
  - **Total Non-member Tuition/Fees on/before May 9:** $898
  - **Total Non-member Tuition/Fees after May 9:** $923
  - Make-up Day, Non-Member (cost per day) ........................ $45

*Member rates apply to NNFA, NALA, LPNAN, and NHPCA members.

- **Payment must be included with registration.**
- **The tuition and fees payment includes lunch, breaks and handouts for all days.**
- **Rates apply whether or not the participant elects college credit.**
- **Refer to the Absentee/Make-up Policy.**

REFUND POLICIES

Students who withdraw from courses may receive a prorated tuition refund. Refunds shall be mailed within 30 days of official request. If the official request occurs within 72 hours of registration/enrollment, a full refund is appropriate. The request must be in writing and postmarked within 72 hours of registration/enrollment. If official request occurs after 72 hours of registration/enrollment but before classes have begun, a $150 registration fee is NOT refundable and all remaining tuition and fees will be refunded. After classes have begun, a $150 registration fee is NOT refundable and remaining tuition and fees will be refunded as follows:

  - Day 1 – 50% refund of tuition and fees over $150
  - Day 2 – 25% refund of tuition and fees over $150
  - Day 3 – no refund of tuition and fees

After classes have begun, costs associated with course materials are nonrefundable.

SUBSTITUTIONS

Substitutions are accepted until the event begins. Substitutions are not possible once the event has started.

ABSENTEE/MAKE-UP POLICY

In order to receive credit, participants must attend all five days of the training. If a day is missed, it must be made up by attending that day the next time the training is offered. It is the responsibility of the participant to make registration arrangements for make-up days. There will be a $45 charge for each make-up day.

RECORDING AND CELL PHONES

Material presented at this training is the property of the speakers or Nebraska Health Care Association. Therefore, recording of the sessions is not allowed. Cell phones should be turned off during education sessions.

HOTEL ROOM BLOCK

For the May 24-26, 2016, and June 22-23, 2016, training, a block of sleeping rooms is available for the nights of May 23-25 and June 21-22 at the hotels listed below.

- **HOLIDAY INN SOUTHWEST** • Phone 402-421-1893
  2500 Tamarin Ridge Road, Lincoln, Nebraska 68512
  Rate: $81.99 per night • Release Date: May 9, 2016
  Direct access to reserving overnight accommodations now available online. Directions at nehca.org (Events)

- **HAMPTON INN** • Phone 402-420-7800
  5922 Vandervoort Drive, Lincoln, Nebraska 68516
  Rate: $89 per night • Release Date: May 9, 2016

- **RESIDENCE INN** • Phone 402-423-1555
  5865 Boboli Lane, Lincoln, Nebraska 68516
  Rate: $89 per night • Release Date: May 9, 2016

To secure accommodations of your choice, please make reservations as soon as possible.

If a registrant has a disability that warrants special requirements, attach to the enrollment form a written description of the needs.

Please note any dietary restrictions or requests.

Please bring a sweater or jacket to ensure your comfort in the classroom.

nebraska health care learning center

The Nebraska Health Care Learning Center (NHCLC) – A Division of the Nebraska Health Care Association
Enrollment Form – Assisted Living Administrator Training  

Nebraska Health Care Learning Center  

Dates: May 24-26 and June 22-23, 2016  
Location: Lincoln, Nebraska

Payment for tuition and fees must be included with this enrollment form. Make a copy of this form for your records.

To enroll by mail: Complete this enrollment form, include payment (use any of the payment methods listed below), and mail to Nebraska Health Care Learning Center, 1200 Libra Dr Ste 100, Lincoln NE 68512-9332.

To enroll by fax: You must pay by credit card in order to enroll by fax. Complete this enrollment form, check “Credit Card” as payment method, complete credit card information, and fax the completed form to 402-475-6289.

A student’s Social Security number is required as a condition of enrollment. A student’s Social Security number constitutes an “educational record” under the Federal Educational Rights and Privacy Act (FERPA). That information will be disclosed only with the consent of the student or in those very limited circumstances when consent is not required by FERPA.

Please print

Social Security Number ___________________________ 

Student Name (Last) ___________________________ (First) ___________________________ (Ml) ___________________________

Home Address ___________________________ State ___________________________ Zip ___________________________

City ___________________________ Phone (Day) ___________________________ (Evening) ___________________________

Email ____________________________________________________________________________________________

Birth Date ______ /______ /__________ Gender: ☐ M ☐ F

Race (used for statistical purposes only): ☐ Asian/Pacific Island ☐ Black/African American ☐ Hispanic/Latino

☐ Native American ☐ White/Non-Hispanic ☐ Other

Veteran Status or Dependent Using Military Benefits: ☐ Yes ☐ No

Resident Status: ☐ Resident of Nebraska ☐ Non-resident of Nebraska

Course Number: AL052416  
Course Title: Assisted Living Administrator Training

Credit: 3.0 Quarter Credits  
Tuition and Fees on/before May 9: ☐ Member – $449 ☐ Non-member – $898

☐ Make-Up Day(s) – $45/Day – Circle Day(s): 1 2 3 4 5

Tuition and Fees after May 9: ☐ Member – $474 ☐ Non-member – $923

If paying “Member” tuition and fees through a facility membership, provide facility name and city:
Facility Name ___________________________ City ___________________________

Check One Box (For Credit or Not For Credit): ☐ For Credit (If requesting credit hours, must have high school transcript or equivalent on file with the Learning Center)

☐ Not For Credit

Billing Information: ☐ Check ☐ Cash ☐ Credit Card

If payment is by credit card, complete the credit card information in this box: ↓

Make checks and money orders payable to: Nebraska Health Care Learning Center 1200 Libra Drive, Suite 100 Lincoln, Nebraska 68512-9332 Phone 402-435-3551 Fax 402-475-6289 Email education@nehca.org

Cardholder’s Name (PRINT) ___________________________  
Credit Card # ___________________________ Expiration Date ___________________________ CVC # ___________________________

Cardholder’s Billing Address, City, State, Zip ___________________________

__________________________________________________________
Cardholder’s Email ___________________________

Signature ___________________________ Date ___________________________

Payment must be included. NHCLC is unable to bill.

Submission of this form indicates that I understand the following: My registration is complete and that I am accountable for the tuition and fees and subject to a grade in the courses listed. Should I officially drop, withdraw or cancel, any refund in tuition will be determined by the date I submit my request to the Learning Center. Failure to attend does not constitute an official drop/withdrawal. The personal information is correct as shown; changes in the personal information must include the appropriate documentation. Students enrolling in courses through the Nebraska Health Care Learning Center consent to being photographed and videotaped during educational sessions for the possible inclusion in educational materials published by the Learning Center, NHCF, NNFA, and NALA. It is the policy of the Nebraska Health Care Learning Center to provide equal opportunity and nondiscrimination in all admission, attendance and employment matters to all persons without regard to race, color, gender, religion, national origin, or disability. Inquiries concerning the Nebraska Health Care Learning Center policies on equal opportunity and nondiscrimination should be directed to the Director of the Nebraska Health Care Learning Center, 1200 Libra Drive, Suite 100, Lincoln, Nebraska 68512, phone 402-435-3551, fax 402-475-6289, or email nhclc@nehca.org.