

AL051419-W



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health care learning center

1200 LIBRA DR STE 100  
LINCOLN NE 68512-9628



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# ASSISTED LIVING ADMINISTRATOR TRAINING

*Appropriate for Initial Training*

May 14-16 and June 11-12, 2019

NHCA Office, Vetter Family Learning Center  
1200 Libra Drive, Suite 100, Lincoln, Nebraska 68512-9628  
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.

## HANDOUTS

Printed handouts will not be provided. **Handouts will be available online. Prior to the program, registrants will receive a link to the handouts. Please include your email address on the registration form.**

## EVALUATIONS

Please provide your feedback on the program by completing the evaluation. A link to the online evaluation will be emailed to registrants.

## 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 2018) for credit requirements. View and/or print this catalog at [nehca.org](http://nehca.org).

## LEAD INSTRUCTOR/FACILITATOR

Marcia Cederdahl, BS, RN, CHPN, Director of Regulatory Guidance, Nebraska Health Care Association, Lincoln, Nebraska

## 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 14

8:15 a.m. - 8:45 a.m. – Registration

8:40 a.m. - 8:45 a.m. – Welcome

8:45 a.m. - 4:00 p.m.

- Inspections
- Nursing in Assisted Living Facilities
- Transition of Care, Grievances, Customer Satisfaction, and Quality Improvement

### May 15

8:45 a.m. - 4:00 p.m.

- Nutrition and Food Code
- Resident Rights
- Medication Aides
- Continuing Care Retirement Communities, History of Assisted Living in Nebraska, and Staffing Requirements and Training

### May 16

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

- Federal Wage and Hour Requirements
- Aged and Disabled Waiver
- Resident Service Agreement: Assessment and Identification of Resident Needs/Power of Attorney, Health Care Power of Attorney, Durable Power of Attorney
- Abuse and Neglect and Reporting Requirements

### June 11

8:15 a.m. - 8:45 a.m. – Registration

8:45 a.m. - 4:00 p.m.

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

### June 12

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

- Gerontology and How it Affects Activities
- Insurance (Liability)/Workers' Compensation
- Marketing
- Employment Practices and Supervision



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# 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 2018). View and/or print this catalog at [nehca.org](http://nehca.org).

## REGISTER ONLINE, BY MAIL, OR FAX!

To register online, go to [nehca.org](http://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:**

Total Member Cost on/before April 29 .....\$449  
Total Member Cost after April 29 .....\$474  
Make-up Day, Member (cost per day) .....\$45

#### ► **Non-members (per person) for All Five Days:**

Total Non-Member Cost on/before April 29 .....\$898  
Total Non-Member Cost after April 29 .....\$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 handout link.
- ⇒ Rates apply whether or not the participant elects college credit.
- ⇒ Refer to the Absentee/Make-up Policy.



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

If a registrant has special dietary restrictions or requests, please notify us at least five days prior to the event.

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



## REFUND POLICIES

Students who withdraw from courses may receive a prorated 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 administrative fee is NOT refundable and all remaining costs will be refunded. After classes have begun, a \$150 administrative fee is NOT refundable and remaining costs will be refunded as follows:

- Day 1 – 50 percent refund of cost after \$150 administrative fee is assessed minus materials.
- Day 2 – 25 percent refund of cost after \$150 administrative fee is assessed minus materials.
- Day 3 – no refund of cost.

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 14-16, 2019, and June 11-12, 2019, training, a block of sleeping rooms is available for the nights of May 13-15 and June 10-11 at the hotels listed below.

Ask for the Nebraska Health Care Association group rate!

RESIDENCE INN • Phone 402-423-1555  
5865 Boboli Lane, Lincoln, Nebraska 68516  
Rate: \$99 per night • Release Date: April 30 and May 28, 2019

HAMPTON INN • Phone 402-420-7800  
5922 Vandervoort Drive, Lincoln, Nebraska 68516  
Rate: \$93 per night • Release Date: April 30 and May 28, 2019

HOLIDAY INN SOUTHWEST • Phone 402-421-1893  
2500 Tamarin Ridge Road, Lincoln, Nebraska 68512  
Rate: \$84.99 per night • Release Date: April 30 and May 28, 2019

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



# Nebraska Health Care Learning Center

Enrollment Form – Assisted Living Administrator Training

Dates: May 14-16 and June 11-12, 2019

Location: Lincoln, Nebraska

**Register online at [nehca.org](http://nehca.org). Payment for tuition and fees must be included with enrollment.**

**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 68512-9628.  
**Make a copy of this form for your records.**

**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) \_\_\_\_\_ (MI) \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

County \_\_\_\_\_ 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 Dependant Using Military Benefits:  Yes  No

Resident Status:  Resident of Nebraska  Non-resident of Nebraska

**Course Number: AL051419**

**Course Title: Assisted Living Administrator Training**

**Credit: 3.0 Quarter Credits**

**Total Cost on/before April 29:**  Member – \$449  Non-member – \$898

**Total Cost after April 29:**  Member – \$474  Non-member – \$923

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

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

**Payment must be included.**  
**NHCLC is unable to bill.**

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 68512-9628  
Phone 402-435-3551  
Fax 402-475-6289  
Email [education@nehca.org](mailto:education@nehca.org)

Cardholder's Name (PRINT) \_\_\_\_\_  
Credit Card # \_\_\_\_\_  
Expiration Date \_\_\_\_\_ CVC # \_\_\_\_\_  
Cardholder's Billing Address, City, State, Zip \_\_\_\_\_  
\_\_\_\_\_  
Cardholder's Email \_\_\_\_\_  
Signature \_\_\_\_\_  
Your signature on the line above will authorize this transaction. ↑

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](mailto:nhclc@nehca.org).

Signature \_\_\_\_\_ Date \_\_\_\_\_