

**RCA/HFA HOPE**  
**SPECIALIZED COURSE IN HEALTHCARE ADMINISTRATION**  
**September 11th - November 3rd**

*The following provides a course which incorporates:*

- *Traditional classroom lecture (Indicaed by CLASS #1, CLASS #2 & Ect)*
- *Directed independent review of Domain content provided on the NAB website*
- *Independent practical application assignments. These assignments are designed to guide the student to locate necessary information on the ISDH and other regulatory websites (which will be necessary when serving as an Administrator), as well as locate and interpret information found on consumer websites.*
  - *NOTE- Each student will be required to submit a signed affidavit attesting he/she spent the required time in independent study and submit assignments indicative of completion of assignments.*

**RESIDENTIAL CARE ADMINISTRATION**

**WEEK ONE-** Domain I (Client/Resident Services Management/Person Centered Care)  
 -Indiana Residential Rules/Survey Process

Monday 9/11	Tuesday 9/12	Wednesday 9/13	Thursday 9/14	Friday
CLASS #1 Course Intro	CLASS #2	CLASS #3	CLASS #4	Practical Application Assignment (6 hours)

**WEEK TWO-** Domain III (Financial Management)  
 Domain IV (Physical Environment)

Monday	Tuesday 9/19	Wednesday 9/20	Thursday 9/21	Friday
Independent Study/ Web Module Review (6 hours)	CLASS #5	CLASS #6	CLASS #7	Practical Application Assignment (6 hours)

**WEEK THREE-** Domain II (Human Resources Management) Acts, Laws & Regulation  
 Domain V (Leadership & Governance)

Monday	Tuesday 9/26	Wednesday 9/27	Thursday 9/28	Friday 9/29
Independent Study/ Web Module Review (6 hours)	CLASS #8	CLASS #9	CLASS #10	CLASS #11 RCA FINALS

*NOTE\* Domain II purposefully moved out of order, in an effort to cover "with" discussions on leadership and governance.*

**TWO WEEK BREAK (9/30-10/15)-A two week break between course components will allow the student to schedule and meet personal obligations.**

## HEALTH FACILITY (COMPREHENSIVE) ADMINISTRATION

### WEEK FOUR- Federal Regulations

Monday 10/16	Tuesday 10/17	Wednesday 10/18	Thursday 10/19	Friday
CLASS #12	CLASS #13	CLASS #14	CLASS #15	Practical Application Assignment (6 hours)

### WEEK FIVE- Continued Federal Regulations/QIS Survey/Enforcement/Appendix Q Indiana State Rule Variances; Rule 6; Rule 7 Elder Justice Act, Corporate Compliance

Monday	Tuesday 10/24	Wednesday 10/25	Thursday 10/26	Friday
Independent Study/ Web Module Review (6 hours)	CLASS #16	CLASS #17	CLASS #18	Practical Application Assignment (6 hours)

### WEEK SIX- MDS/RUGs/Medicare/Medicaid Billing & Collections

Monday	Tuesday 10/31	Wednesday 11/1	Thursday 11/2	Friday 11/3
Independent Study/ Web Module Review (6 hours)	CLASS #19 Practical Application Assignment (6 hours)	CLASS #20	CLASS #21  FINALS	ISDH Initiatives Presentation  Graduation Luncheon

#### Summary of Hours of Training

- Classroom/lecture- 9 a.m.- 4:30 p.m. (30 minutes for lunch)
- Independent Study/Practical Application- 6 hours, affirmed via signed affidavit and submission of completed assignments

Residential Care Administration= 101 hours (77 hours classroom; 24 hours independent study)  
Comprehensive Care Administration= 205 hours (147 hours classroom; 48 hours independent study)