

RCA/HFA HOPE
SPECIALIZED COURSE IN HEALTHCARE ADMINISTRATION
Daily Agenda- MARCH 5th – April 27th 2017

RESIDENTIAL CARE ADMINISTRATION

NOTE When reading textbook, be aware the author often addresses comprehensive facilities (nursing homes) relative to regulatory requirements, thus can be confusing regarding residential requirements.*

WEEK ONE

Date		Speaker
Monday 03/05	CLASS #1 Welcome/Introductions The Course – student expectations, class conduct, dress code, name placards/ Introduction to Classroom Resources Pre-test of Healthcare Knowledge, RCA/HFA Licensure Process. Dementia/Alzheimer’s/Understanding the Language of Behavior.	Terry Miller Guest
Tuesday 03/06	CLASS #2 Medical Terminology/ Nursing for Administration Introduction to Body Systems, Physiological Changes with Aging, Common Diagnosis; Rule 16.1- 1.1- Definitions which apply to Res & Comp	Rebecca Bartle
Wed 03/07	CLASS #3 Philosophy of Assisted Living; Residential Rules IAC 16.1-5; Advance Directives, Ombudsman Program	Rebecca Bartle
Thursday 03/08	CLASS #4 Residential Survey Process. How to Write a Plan of Correction (POC). Reportable: Unusual Occurrences. Using the Gateway System. Intro to OSHA.	Rebecca Bartle
Friday 03/09	INDEPENDENT STUDY Practical Application Assignment The student will be required to review residential survey citations and draft appropriate plans of correction for submission. The student will be provided varied scenarios considered as “reportable unusual occurrences” and shall draft the reports for submission.	

WEEK TWO

Monday 03/12	INDEPENDENT STUDY Text Reading/Review/Flashcards Completion of open book Residential Rule Review	
Tuesday 03/13	CLASS #5 Introduction to Basic Accounting Review of Independent Assignments (Residential POC and Reportable Unusual Occurrences)	Blue & Co
Wed 03/14	CLASS #6 Introduction to Financial Reporting	Blue & Co

Thursday 03/15	CLASS #7 Intro to SMDA and CLIA. Leadership & Management (Theories) Mission/Vision Statement/Governing Body Introduction to: Incontinence/Catheters, Pressure Ulcers, Dialysis. Physical Environment - Life Safety Code, Indiana State Rule Compilation Infection Control: Indiana Communicable Disease Rule. Indiana Retail Food Establishment Rule	Rebecca Bartle
Friday 03/16	INDEPENDENT STUDY Practical Application Assignment The student will be required to complete “open book” exercises, requiring application of knowledge of the residential rules, as well as financial management and physical environment. <ul style="list-style-type: none"> ▪ Locating the ISDH website and locating/conducting review of resource content as directed per assignment. ▪ Locating the Residential Facility Consumer Reports and completing assignment on at least twelve (12) different facilities. ▪ Completion of two (2) fill in the blank assignments: Resident Care/Quality of Life Vocabulary Review and Basic Accounting/Finance Review. 	

WEEK THREE

Monday 03/19	INDEPENDENT STUDY Text Reading/Review/Flashcards	
Tuesday 03/20 <i>NOTE*</i> <i>Order of legal topics subject to change due to speaker schedules</i>	CLASS #8 EEO Wage and Hour FMLA Unemployment Worker’s Compensation	FBD
Wed 03/21 <i>NOTE*</i> <i>Order of legal topics subject to change due to speaker schedules</i>	CLASS #9 Labor Law Hiring and Interviewing ADA HIPAA	FBD
Thursday 03/22	CLASS #10 Respiratory Care/Oxygen Use Review for Final Exams	Rebecca Bartle

Friday 03/23	CLASS #11 RCA Review RCA NAB and State FINALS <i>Note* A residential NAB and residential state final will be required to be passed by both RCA and HFA candidates.</i>	Rebecca Bartle
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TWO WEEK COURSE BREAK (03/24 – 04/08)

HEALTH FACILITY (COMPREHENSIVE) ADMINISTRATION

WEEK FOUR- Federal Regulations- Refer to Appendix PP/Federal Binder

Monday 04/09	CLASS #12 -(F540-F626) Federal Regs 540 Definitions Resident Rights, 550 Exercise of rights.551 Rights Exercised by Representative. 552 Right to be informed/Make treatment decisions. 553 Right to Participate in Planning Care. 554 resident Self-Admin Meds-Clinically Appropriate. 555 Right to Choose/Be Informed of Attending Physician. 557 Respect, Dignity/Right to have Personal Property. 558 Reasonable Accommodations of Needs/Preferences. 559 Choose/Be Notified of Room/Roommate Change. 560 Right to refuse Certain Transfers. 561 Self Determination. 562 Immediate Access to Resident. 563 Right to Receive/Deny Visitors. 564 Inform of Visitation Rights/Equal Visitation Privileges. 565 resident/Family Group and Response. 566 Right to Perform Facility Services or Refuse. 567 Protection/Management of Personal Funds.568 Accounting and Records of Personal Funds.569 Notice and Conveyance of Personal Funds. 570 Surety Bond – Security of Personal Funds. 571 Limitations on Charges to Personal Funds. 572 Notice of Rights and Rules. 573 Right to Access/Purchase Copies of Records. 574 Required Notices and Contact Information. 575 required Postings. 576 Right to Forms of Communication with Privacy. 577 Right to Survey Results/Advocate Agency Info. 578 Request/Refuse/Discontinue Treatment; Formulate Adv Di. 579 Posting/Notice of Medicare/Medicaid on Admission. 580 Notify Changes (Injury/Decline/Room, Etc.). 582 Medicaid/Medicare Coverage/Liability Notice. 583 Personal Privacy/Confidentiality of Records. 584 Safe/Clean/Comfortable/Homelike Environment. 585 Grievances. 586 Resident Contact with External Entities. 600 Free From Abuse and Neglect. 602 Free From Misappropriation/Exploitation. 603 Free From Involuntary Seclusion. 604 Right to be free from Physical Restraints. 605 Right to be Free from Chemical restraints. 606 Not Employ/Engage Staff with Adverse Actions. 607 develop/Implement Abuse/neglect, etc. Policies. 608 reporting of Reasonable Suspicion of a Crime. 609 Reporting of Alleged Violations. 610 Investigate/Prevent/Correct Alleged Violation. 620 Admissions Policy. 621 Equal Practices Regardless of Payment Source. 622 Transfer and Discharge Requirements. 623 Notice Requirements Before Transfer/Discharge. 624 Preparation for Safe/Orderly Transfer/Discharge. 625 Notice of Bed Hold Policy Before/Upon Transfer. 625 Notice of Bed Hold Policy Before/Upon Transfer. 626 Permitting Residents to Return to Facility.	Rebecca Bartle
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<p>Tuesday 04/10</p>	<p>CLASS #13 (F635-F700) 635 Admission Physician Orders for Immediate Care. 636 Comprehensive Assessments & Timing. 637 Comprehensive Assmt After Significant Change. 638 Quarterly Assessment At Least Every 3 Months. 69 Maintain 15 Months of resident Assessments. 640 Encoding/Transmitting Resident Assessment. 641 Accuracy of Assessments. 642 Coordination/Certification of Assessment. 644 Coordination of PASARR and Assessments. 645 PASARR Screening for MD and ID. 646 MD/ID Significant Change Notification. 655 Baseline Care Plan. 656 Develop/Implement Comprehensive Care Plan. 657 Care Plan Timing and Revision. 658 Services Provided Meet Professional Standards. 659 Qualified Persons. 660 Discharge Planning Process. 661 Discharge Summary. 675 Quality of Life. 676 Activities of Daily Living (ADLs)/Maintain Abilities. 67 ADL Care Provided for Dependent Residents. 678 Cardio-Pulmonary Resuscitation (CPR). 679 Activities Meet Interest/Needs of Each Resident. 680 Qualifications of Activity Professional. 684 Quality of Care. 685 Treatment/Devices to Maintain Hearing/Vision. 686 Treatment/Svcs to Prevent/Heal Pressure Ulcers. 687 Foot Care. 688 Increase/Prevent Decrease in ROM/Mobility. 689 Free of Accident Hazards/Supervision/Devices. 690 Bowel/Bladder Incontinence, Catheter, UTI. 691 Colostomy, Urostomy, or Ileostomy Care. 692 Nutrition/Hydration Status Maintenance. 693 Tube Feeding Management/Restore Eating Skills. 694 Parenteral/IV Fluids. 695 Respiratory/Tracheostomy care and Suctioning. 696 Prostheses. 697 Pain Management. 698 Dialysis. 699 {PHASE-3} Trauma Informed Care. 700 Bedrails.</p>	<p>Rebecca Bartle</p>
<p>Wednesday 04/11</p>	<p>CLASS #14 (F710-F791) 710 Resident's Care Supervised by a Physician. 711 Physician Visits-Review Care/Notes/Order. 712 Physician Visits-Frequency/Timeliness/Alternate NPPs. 713 Physician for Emergency Care. Available 24 Hours. 714 Physician Delegation of Tasks to NPP. 715 Physician Delegation to Dietitian/Therapist. 725 Sufficient Nursing Staff. 726 Competent Nursing Staff. 727 RN 8 Hrs/7 days/Wk, Full Time DON. 728 Facility Hiring and Use of nurse. 729 Nurse Aide Registry Verification, Retraining. 730 Nurse Aide Perform Review – 12HR/Year In-Service. 731 Waiver-Licensed Nurse 24Hr/Day and RN Coverage. 732 Posted Nurse Staffing Information. 740 Behavioral Health Services. 741 Sufficient/Competent Staff-Behav Health Needs. 742 Treatment/Service for Mental/Psychosocial Concerns. No Pattern of Behavior Difficulties Unless Unavoidable. 744 Treatment/Service for Dementia. 745 Provision of Medically Related Social Services. 755 Pharmacy Svcs/Procedures/Pharmacist/Records. Drug Regimen review, Report Irregular, Act on. 757 Drug Regimen is Free From Unnecessary Drugs. Free from Unnec Psychotropic Meds/PRN Use. Free of Medication Error Rates of 5% or More. 760 Residents are Free of Significant Med Errors. 761 Label/Store Drugs & Biologicals. 770 Laboratory Services. 771 Blood Blank and Transfusion Services. 772 Lab Services Not Provided On-Site. 773 Lab Services Physician Order/Notify of Results. 774 Assist with Transport Arrangements to Lab Services. 775 Lab Reports in Record-Lab Name/Address. 776 Radiology/Other Diagnostic Services. 777 Radiology Diagnostic Services Ordered/Notify Results. 778 Assist with Transport Arrangements to Radiology. 779 X-Ray/Diagnostic Report in Record-</p>	<p>Rebecca Bartle</p>

	Sign/Dated.790 Routine/Emergency Dental Service in SNFs. 791 Routine/Emergency Dental Services in NFs.	
Thursday 04/12	<p>CLASS #15 (F800-F949)</p> <p>800 Provided Diet Needs of Each Resident. 801 Qualified Dietary Staff. 802 Sufficient Dietary Support Personnel. 803 Menus Meet Res Needs/Prep in Advance/Followed. 804 Nutritive Value/Appear, Palatable/Prefer Temp. 805 Food in Form to Meet Individual Needs. 806 Resident Allergies, Preferences and Substitutes. 807 Drinks Available to Meet needs/Preferences/Hydration. 808 Therapeutic Diet Prescribed by Physician. 809 Frequency of Meals/Snacks at Bedtime. 810 Assistive Devices – Eating Equipment/Utensils. 811 Feeding Asst – Training/Supervision/resident. 812 Food Procurement, Store/Prepare/Serve – Sanitary. 813 Personal Food Policy. 814 Dispose Garbage & refuse Properly. 825 Provide/Obtain Specialized Rehab Services. 826 Rehab Services – Physician Order/Qualified Person. 835 Administration. 836 License/Comply w/Fed/State/Local Law/Prof Std. 837 Governing Body. 838 Facility Assessment. 839 Staff Qualifications. 840 Use of Outside Resources. 841 Responsibilities of Medical Director. 842 resident records – Identifiable Information. 843 Transfer Agreement. 844 Disclosure of Ownership requirements. 845 Facility closure-Administrator. 846 Facility closure. 849 Hospice Services. 850 Qualifications of Social Worker > 120 Beds. 851 Payroll based Journal. 865 QAPI Program/Plan, Disclosure/Good Faith Attempt. 866 {PHASE-3} QAPI/QAA Data Collection and Monitoring. 867 QAPI/QAA Improvement Activities. 868 QAA Committee. 880 Infection Prevention & Control. 881 Antibiotic Stewardship Program. 882 {PHASE-3} Infection Prevention Qualifications/Role. 883 Influenza and Pneumococcal Immunizations. 895 {PHASE-3} Compliance and Ethics Program. 906 Emergency Electrical Power System. 907 Space and Equipment. 908 Essential Equipment, Safe Operating Condition. 909 Resident Bed. 910 Resident Room. 911 Bedroom Number of Residents. 912 Bedroom Measure at Least 80 Square Ft/Resident. 913 Bedrooms Have Direct Access to Exit Corridor. 914 Bedroom Assure Full Visual Privacy. 915 Resident Room Window. Resident Room Floor Above Grade. 917 Resident Room Bed/Furniture/Closet. 918 Bedrooms Equipped/Near Lavatory/Toilet. 919 Resident Call System. 920 Requirement for Dining and Activity Rooms. 921 Safe/Functional/Sanitary/Comfortable Environment. 922 Procedures to Ensure Water Availability.923 Ventilation. 924 Corridors Have Firmly Secured handrails. 925 Maintain Effective Pest Control Program. 926 Smoking Policies. 940 {PHASE-3} Training Requirements – General. 941 {PHASE-3} Communication Training. 942 {PHASE-3} Resident’s Rights Training. 942 {PHASE-3} Resident’s Rights Training. 943 Abuse, Neglect, and Exploitation Training. 944 {PHASE-3} QAPI Training. 945 {PHASE-3} Infection Control Training. 946 {PHASE-3} Compliance and Ethics Training. 947 Required In-Service Training for Nurse Aides. 948 Training for feeding Assistants. 949 {PHASE-3} Behavioral Health Training.</p>	Rebecca Bartle
Friday 04/13	<p>INDEPENDENT STUDY</p> <p>Practical Application Assignment</p> <p>The student will be required to complete multiple “open book” exercises to verify knowledge of Requirements of Participation and ability to navigate regulatory websites.</p>	

WEEK FIVE

<p>Monday 04/16</p>	<p>INDEPENDENT STUDY Website Search- The student will be directed to specific websites and consumer reports with proof of knowledge assessment. Study must include, but not be limited to, the following:</p> <p><u>Federal:</u> -Thorough and repeated review of “Federal Comprehensive Rule Language”- highlighting specifics to commit to memory and/or developing flashcards/tools for study.</p> <p><u>State:</u> -Completion of IAC 16.2-3.1 Comprehensive Care Facilities Rule open book “fill-in-the-blank” exercise.</p> <p><u>NAB Glossary:</u> -Complete a thorough review and note any terms which remain unfamiliar.</p>	
<p>Tuesday 04/17</p>	<p>CLASS #16 MDS, RUGs, Reimbursement</p>	
<p>Wednesday 04/18</p>	<p>CLASS #17 Medicare/Medicaid/Billing & Collections; ADRs</p>	<p>Guest Speaker</p>
<p>Thursday 04/19</p>	<p>CLASS #18 Person Centered Care/Introduction to Collaboratives/QIO Preceptor/AIT Applications</p>	<p>Guest Speaker</p>
<p>Friday 04/20</p>	<p>INDEPENDENT STUDY Practical Application Assignment- Principles in test-taking; Practice NAB Questions for completion</p>	

WEEK SIX

<p>Monday 04/23</p>	<p>INDEPENDENT STUDY Text Review <u>Study must include, but not be limited to, the following:</u></p> <p>-Review of Appendix PP- making (or reviewing your already prepared) flashcards or summary notes for facts to remember</p> <p>-Review and familiarize yourself with the NAB website found at http://www.nabweb.org/</p> <p>-Review the NAB Candidate Handbook (provided, but also found on NAB website)</p>	
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	<p>-Review the NAB Glossary distributed in class (arranged alphabetically by domain) -Suggested to review terms at least three times</p>	
Tuesday 04/24	<p>CLASS #19 Indiana State Rules (Variances from Federal Regulation) Rule 6/ Rule 7. Elder Justice Act. Corporate Compliance.</p>	Rebecca Bartle
Wednesday 04/25	<p>CLASS #20 QIS Survey Process. Enforcement/Appendix Q</p>	Rebecca Bartle
Thursday 04/26	<p>CLASS #21 FINAL EXAMS NOTE* HFA students must pass a NAB final exam and a state final exam</p>	Rebecca Bartle
Friday 04/27	<p>FINAL SESSION ISDH Initiatives- Presentation by representatives of ISDH Graduation Luncheon</p>	Terry Whitson