Adult Residential Facility (ARF) 35-Hour Initial Certification Training Program
Core of Knowledge Guideline*

6-Hours	3-Hours	3-Hours	4-Hours	3-Hours	4-Hours	4-Hours	3-Hours	4-Hours	1-Hour
LAW & REGULATIONS	**BUSINESS OPERATIONS**	**MANAGEMENT & SUPERVISION OF STAFF**	**PSYCHOSOCIAL NEEDS**	**COMMUNITY & SUPPORT SERVICES**	**PHYSICAL NEEDS**	**MEDICATION**	**ADMISSION & ASSESSMENT RETENTION**	**EMERGENCY INTERVENTION NON-VIOLENT**	**CULTURAL COMPETENCY**
Health and Safety Code 1520	Liability issues	Staffing requirement/ ratio	Identifying characteristics, common stigmas, and special needs of client populations	Responsibilities & expectations of referral agencies	Food Services • Nutrition • Food storage • Menu Planning • Special Diets	Administration of medication • Technical aspects	Program Statement	Special incident reporting	AB 663
Regulations Title 22, Div 6, Chapters 1 & 6 •Administrator qualifications, responsibilities, and accountability •Mandated reporting •Confidentiality •Personal rights •Complaint procedures •Civil Penalties & Appeals •Ongoing monitoring visits and audits •Inspections •Corrective Action Plans	Budgeting and fiscal documentation	Hiring practices: •Criminal background requirements and exemptions •Use of volunteers/ interns •EEO requirements •Job descriptions •Federal/ State requirements •Third Party Contractors	•Developmental Disabilities - Autism - Cerebral Palsy - Down Syndrome - Epilepsy - Fetal Alcohol Syndrome - Fragile X Syndrome - Intellectual Disability - Prader-Wili Syndrome - Schizophrenia - Schizo-Affective - Bi Polar Disorder - Depression & Anxiety	Overview of courts, welfare, probation, and mental health	Specific health conditions • Epilepsy • Obesity • Diabetes • Bedridden • Postural Supports	Regulatory requirements: • Storage • Documentation • Disposal	Appraisals: • Pre-admission •Physician's report •Functional •Social •Ongoing	5150	Issues related to the underserved lesbian, gay, bisexual, and transgender (LGBT) community
	Monitoring of ongoing operations			Community integration, personal safety		Role of medications in treatment plan, including typical interactions & staff's role	Medical/dental funding/Medi-Cal	Overview of behavior: •Management systems •Modification •Management of aggression •Behavior intervention plans	•Ethics & values •Self-awareness (gender identity) •Education •Skills •Resources •Advocacy
	Funding sources			Ombudsman					
	Marketing a facility			Adult Protective Services			Needs and services plan: • Development • Observations • Review • Conservator		
	Record keeping	Performance evaluations				Communication with pharmacists, MDs			
State Fire Code Regulations •R2 Occupancies •R3.1 Occupancies	Rate setting by agencies or organizations	Staff Terminations	•Dementia	County mental health services •Non-emergency	Managed care Medi-Cal coverage	Drug interaction/ pharmacodynamics	Functional Assessment Plans and behavior plans for individualized crisis management	Use of physical restraints specific to Title 17 & 22 under age exceptions	Staff Training Requirements
Conservatorship • Full & Limited	Basic services	Personnel policy manual	•Mental Health Issues - Drug and alcohol abuse - Bereavement and stress issues	Educational/library programs	ADA Accessibility	Common medications: • Infection control • Seizure disorder • Psychotropic	Charting and documentation		Equality of care
Power of Attorney	Other agencies •IRS •EDD •Homeland Security (I.C.E.) •SSA	Personnel records requirements On-call / Emergency coverage Overnight shifts and working off-the-clock		Day treatment programs	Reporting physical injuries & follow-up			Other waivers • Seat belts • Half rails	HIV Confidentiality
SSA Representative Payee • Limits of	Audits: •Program •Financial	Managing Overtime	Caring for and respecting clients' dignity	Collaboration/ role with: •Police •Fire Dept. •Sheriff •Emergency medical response teams •Business sector •Local advocacy groups	Pressure ulcers Wound care	Use of chemical constraints	Admission agreements	Awareness of public's and law enforcement's perception of client behaviors	
Physical Plant •Building Permits •Building & Grounds •Alterations to Existing Facilities •ADA Accessibility	Accounting & tax filing requirements Fund raising: •What's legal? •Audits •How to mix with other funds	Admin/ staff training requirements •First Aid/CPR •Immunizations and health •Water safety •Cal-OSHA •Illness/injury prevention plan •Staff Duties/ responsibilities •Employer responsibilities •Staffing patterns •Staff professional relationships and boundaries with clients	Client rights Family involvement / participation and dynamics Resident Councils Religion and spirituality		Assisting with ADLs Individual health care needs •Dental •Vision •Podiatry •Hearing •Physical limitations •Hospice care	Medi-Cal Medical/dental funding	Adult Protective Services & emergency placement Incidental medical services • Allowable •Restricted •Prohibited	Overview of available crisis programs • Pro-Act • CPI • PCMA • MANDT	
Department of Labor •Labor Laws related to health insurance •Overtime •FLSA	Itemization and protection of client property Neighborhood relations and business practices		Value and requirements for activities Micro Enterprise				Client satisfaction and retention		
Equal Employment Opportunity Commission (EEOC)	Personal and Incidental client funds accounting -Comingling of funds		Vendorization with DDS Regional Centers	Other resources	Universal precautions Sexuality		Age exceptions Relocation & eviction		

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