



ASSISTED LIVING FACILITY MINIMUM CORE TRAINING CURRICULUM
 Core training must consist of a minimum of 26 hours pursuant to Rule 58A-5.0191(1)(a), F.A.C.

The assisted living facility (ALF) minimum core training curriculum is organized into 10 prescribed mandatory modules and 1 mandatory module of the provider's choice that must relate to assisted living facilities and aging issues. Under each module, specific objectives are included, which trainees are expected to achieve. Successful completion of the core training is intended to prepare the trainee for passage of the core examination and provide the basic tools for administering an ALF.

MODULE 1: GENERAL LICENSE ACTIVITY
PURPOSE: To familiarize trainees with the assisted living facility licensure process.
OBJECTIVES: Upon completion of this module, the trainee will be able to:

1.1	Define the term assisted living facility.
1.2	Demonstrate knowledge of the purpose and intent of assisted living facilities.
1.3	Explain the difference in services provided by facilities holding a standard license and specialty licenses such as extended congregate care (ECC), limited mental health (LMH), and limited nursing services (LNS).
1.4	Apply for an initial ALF license.
1.5	Know how often and where to apply for license renewal.
1.6	Demonstrate knowledge of the actions needed in case of transfer/change of ownership, closure of the ALF, or change of the administrator.
1.7	Understand the definition of licensed capacity and the need to operate within the established capacity.
1.8	Demonstrate knowledge of the regulations regarding ALF advertising.

MODULE 2: ADMINISTRATION OF AN ASSISTED LIVING FACILITY
PURPOSE: To teach trainees the administrative aspects of operating an ALF, including fire safety and emergency planning.
OBJECTIVES: Upon completion of this module, the trainee will be able to:

2.1	Demonstrate knowledge of the minimum requirements for an ALF administrator, how to maintain administrator credentials, and an administrator's responsibilities.
2.2	Understand the need for the facility's fiscal stability and actions required in case of fiscal instability.
2.3	Demonstrate an understanding of the guidelines for handling resident's finances and property.
2.4	Demonstrate knowledge of the minimum staffing requirements and how to calculate them.
2.5	Demonstrate knowledge of background screening requirements.
2.6	Identify the need for mandatory in-service training for various staff members, including, but not limited to, infectious disease, resident's rights and abuse, HIV/AIDS, CPR and first aid; and how to document training.
2.7	Define the term adverse incident and demonstrate knowledge of how to report it.
2.8	Demonstrate knowledge of the physical plant standards, including, but not limited to, building code compliance, minimum requirements for space, furnishings, and temperature.
2.9	Demonstrate knowledge of the requirements regarding compliance with local regulatory agencies (i.e. health department and fire authority), fire and elopement standards and drills, evacuation capability.
2.10	Explain the components of comprehensive emergency management plan/disaster preparedness, where to submit the plan, and how often to review it.
2.11	Demonstrate understanding of the uniform fire safety standards for ALFs.



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MODULE 3: RECORDS	
PURPOSE: To teach trainees the appropriate method to maintain records in an ALF.	
OBJECTIVES: Upon completion of this module, the trainee will be able to:	
3.1	Demonstrate an understanding of the components of a resident's record.
3.2	Demonstrate knowledge of requirement for staff and facility records, including record retention.

MODULE 4: RESIDENCY CYCLE	
PURPOSE: To teach trainees about admission, continued residency, and discharge criteria.	
OBJECTIVES: Upon completion of this module, the trainee will be able to:	
4.1	Demonstrate an understanding of ALF resident admission criteria.
4.2	Identify the components of the admission package (i.e., promotional brochure or copy of contract).
4.3	Demonstrate an understanding regarding a resident's health assessment requirements and timeframes.
4.4	Demonstrate an understanding of continued residency and exemptions (i.e. hospice resident).
4.5	Demonstrate knowledge of the admission requirements for mental health residents.
4.6	Demonstrate knowledge of the requirements for the involuntary examination/ hospitalization for mental illness.
4.7	Demonstrate knowledge regarding discharge criteria.
4.8	Demonstrate knowledge regarding the contribution solicitation prohibition regarding residents supported by state funds.
4.9	Demonstrate an understanding of the facility's responsibility in the case of facility closure.

MODULE 5: FOOD SERVICE	
PURPOSE: To teach trainees about basic nutritional responsibilities of an ALF.	
OBJECTIVES: Upon completion of this module, the trainee will be able to:	
5.1	Demonstrate an understanding of the responsibilities regarding the appointment of a food services supervisor.
5.2	Demonstrate knowledge of the food services in-service training and continuing education requirements and how to document the training.
5.3	Demonstrate an understanding of dietary standards for regular and special diets, therapeutic diet orders, and the responsibility to meet a resident's dietary needs.
5.4	Demonstrate an understanding of menu planning and requirements, menu accessibility to residents, and keeping the menu records.
5.5	Demonstrate an understanding of the regular and therapeutic menu review process.
5.6	Demonstrate an understanding of timely spacing of meals, food presentation and temperature, assistance with eating, use of catered services and availability of snacks.
5.7	Demonstrate an understanding of standards applying to food handling, storage, and sanitation guidelines, including dishwashing.
5.8	Demonstrate an understanding of the facility's responsibility and requirements when residents refuse therapeutic diets.
5.9	Demonstrate an understanding of requirements and the purpose of maintaining a non-perishable food supply.
5.10	Demonstrate knowledge of conditions warranting the services of a dietary consultant and documentation standards.
5.11	Demonstrate knowledge of methods to correct deficiencies related to dietary standards.



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MODULE 6: MEDICATION MANAGEMENT	
PURPOSE: To teach trainees the ALF's responsibilities for managing residents' medications and various methods of service delivery.	
OBJECTIVES: Upon completion of this module, the trainee will be able to:	
6.1	Demonstrate an understanding of the scope of a facility's responsibilities regarding medications.
6.2	Demonstrate knowledge of medication administration responsibilities.
6.3	Identify staff and other persons that are qualified in various medication practices.
6.4	Demonstrate the activities in providing assistance with self-administration of medication.
6.5	Recognize residents experiencing problems with self-administration of medications.
6.6	Demonstrate knowledge of the training requirements for persons providing assistance with self-administered medications and how to document this training.
6.7	Demonstrate knowledge of medication records and record keeping, storage, and disposal requirements.
6.8	Demonstrate knowledge of the correct medication labeling and medication orders.
6.9	Demonstrate knowledge of rules regarding over-the-counter and sample prescription medications.
6.10	Demonstrate knowledge with the standards applying to the use of medications as chemical restraints.
6.11	Demonstrate knowledge of the conditions warranting the services of a licensed pharmacist and nursing consultant, and documentation standards.
6.12	Demonstrate knowledge of methods to correct deficiencies in medication practices.

MODULE 7: PERSONAL CARE AND SERVICES	
PURPOSE: To teach trainees the extent of assistance with personal care that ALFs provide.	
OBJECTIVES: Upon completion of this module, the trainee will be able to:	
7.1	Demonstrate knowledge of the meaning of activities of daily living (ADLs), personal services, and assistance with ADLs.
7.2	Demonstrate knowledge of the scope of ALF responsibilities in providing personal care services.
7.3	Demonstrate knowledge of the activities program requirements.

MODULE 8: SPECIAL NEEDS POPULATION (ALZHEIMER'S DISEASE, MENTAL HEALTH, HOSPICE)	
PURPOSE: To teach trainees the scope of services ALFs are required to provide for special needs residents, including the definitions of various special needs groups.	
OBJECTIVES: Upon completion of this module, the trainee will be able to:	
8.1	Define mental disorder and mental health resident as applicable to the ALF regulations.
8.2	Demonstrate an understanding of the ALF's responsibilities for meeting the needs of mental health residents.
8.3	Demonstrate knowledge of the special requirements regarding care for hospice residents.
8.4	Demonstrate knowledge of Alzheimer's disease advertising disclosures.
8.5	Demonstrate knowledge of the special staffing and training requirements regarding care for Alzheimer's residents and how to document this training.
8.6	Demonstrate knowledge of the special training requirements for LMH, ECC, and Alzheimer's disease and related disorders (ADRD) staff.



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MODULE 9: RESIDENT RIGHTS	
PURPOSE: To teach trainees residents rights and the importance of enforcing those rights.	
OBJECTIVES: Upon completion of this module, the trainee will be able to:	
9.1	Demonstrate knowledge of the resident bill of rights.
9.2	Identify the ways for residents to file complaints; identify entities available for residents' advocacy and ways to inform residents about them.
9.3	Demonstrate knowledge of the civil actions that may be taken to enforce rights.
9.4	Demonstrate knowledge of the statutes and rules regarding availability of third party services.
9.5	Demonstrate knowledge of the conditions allowing residents to work in the facility.
9.6	Demonstrate knowledge of the mandatory abuse, neglect, and exploitation reporting requirements for ALF staff.
9.7	Demonstrate knowledge of the standards applying to the use of physical restraints.
9.8	Demonstrate knowledge and understanding of surrogate decision makers for residents, including guardianship, in order to protect the health, safety and welfare, including financial resources, of residents.
9.9	Demonstrate knowledge and understanding of the facilities policies and procedures regarding advance directives and do not resuscitate orders.

MODULE 10: ENFORCEMENT ACTIVITIES	
PURPOSE: To teach trainees the various enforcement activities as applicable to ALFs.	
OBJECTIVES: Upon completion of this module, the trainee will be able to:	
10.1	Demonstrate knowledge of the state departments and other entities that have the authority to conduct inspections, the type of inspections, and under what circumstances.
10.2	Demonstrate knowledge of the types of sanctions that could be imposed on the facility.
10.3	Demonstrate knowledge of the penalties for operating without a license.
10.4	Demonstrate knowledge of the penalties for altering facility records.
10.5	Demonstrate knowledge of injunctive proceedings and receivership proceedings.
10.6	Demonstrate an understanding of a moratorium on admissions and the facility's responsibilities during a moratorium.
10.7	Define prohibited advertising and offering of services, as well as demonstrate knowledge of applicable penalties.
10.8	Demonstrate knowledge of the penalties for withholding evidence of financial instability.

MODULE 11: INDIVIDUALIZED TOPIC OF TRAINER'S CHOICE	
PURPOSE: To teach trainees....	
OBJECTIVES: Upon completion of this module, the trainee will be able to:	
11.1	
11.2	
Etc.	