

Business Section 3 Hours
Instructor: Eric Brotman PHD

Hour one of Business
Day one
8:AM

Requirements to Be ARF Administrator

Criminal Record Clearance
Certain felony crimes are not eligible for an exemption.
Many crimes are eligible with proof of rehabilitation.
21 Years of Age

Non-Exemptible Crimes: Review in Class
http://www.cclid.ca.gov/res/pdf/non_exempt.pdf

Background Check Instructions:
<http://www.cclid.ca.gov/res/pdf/BackgroundCheckInstructions.pdf>

B. How to Become An ARF Administrator

Complete ICTP course
Take Standardized Exam within 60 days
Extension Request for good reason: Title 22 85064.2
Pass exam with score of 70% (50 questions: multiple choice true/false)
If you fail take retake exam (three times)
Exam scored within 7 days
Do not hear from ACS in 14 days contact 916.653.9300
admincertinfo@dss.ca.gov

C. Test Taking Strategies

Associate regulation with the section.
We naturally think and organize into categories
Memory more efficient in recall with knowing larger category/section.

Examples from Regulations

Use of postural supports hails from 80072 Personal Rights
Temperature of freezer hails from 85076 Food Service
Requirement for nutritionist from 85076 Personnel Requirements
Mattresses are flame retardant 85088 Fixtures, Furniture Supplies
HIV AID TB Course Requirement 85064 Administrator Qualifications
30 day notice to evict client 80068.5 Eviction procedures
Talk about regulations. The more you talk the more you recall.

Introduce Workbook

Regulations presented in easy to read format.
Practice questions are a study aid.

Review Handouts:

Handout How to Become a Certified Administrator
<http://cclid.ca.gov/res/pdf/BecomeCertAdmin.pdf>

Handout: How to Register for Exam
<http://www.cclid.ca.gov/res/pdf/AdminExamInfo.pdf>

Handout Exam Schedule
<http://cclid.ca.gov/res/pdf/ACSTestSched.pdf>

Handout How to Check Exam Results
<http://cclid.ca.gov/res/pdf/HowToCheckTestResults.pdf>

Handout Request for Extension
<http://www.cclid.ca.gov/res/pdf/ExtensionRequest.pdf>

License Application

What Is an ARF

Non-Medical Facility that provides care and supervision to clients ages 18-59
Most facilities are small single family homes with capacity of 4 - 6.
Established in California has part of movement away from institutions.

Type of Residents

Clients with severe mental illness
Mental Health clients who are recovering from substance abuse dependence.
Developmentally Disabled
Veterans

License Application Steps

License is for the Property held by the licensee
Licensee must be fingerprinted and medical clearance on Lic 503 with TB and First Aid Certificate.

Licensed Program Analyst evaluates application.

90 days to respond to application. Most likely request new information or corrections

Online or Live Orientation by Community Care Licensing \$50.00 no expiration.

Hour 2 of Business

Day One

9:AM

License Application LIC 281 (embedded links to forms broken as of 11/4/2017.
Download individual forms. **(must have property)**

Overconcentration 300-foot rule:

Cannot be within 300 feet of another ARF or GH.

Ok within 300 feet of RCFE and Foster Care.

Check property distance with facility search.

Zoning approval not necessary unless capacity is over 6. Must then receive conditional use permit from building department.

Who is Licensee: LIC 200 (corporation or individual)

Background of Licensee (LIC 215)

Personal Financial Information: Assets and liabilities equals net worth.

Board of Directors for corporation (organizational chart)

Surety Bond: Required to protect client assets from theft or mishandling.

Facility Issues (LIC 200)

Capacity

Name of Facility

Non-Ambulatory (Unable to leave a building unassisted in emergency/unable to respond to oral instruction in an emergency)

Control of Property: Title or lease

Financial Plan (85018)

Show funds for three times operating budget.

Plan of Operation (85022)

To include community resources and consultants.

Advertisements License Number (Title 22, 80011)

False Claims: disseminate misleading or false information about services. (Title 22, 80012)

Posting of License: Only required if capacity is seven or over or more. **(Title 22, 85009)**

Staff

Job Descriptions: Are not etched in stone. Employee can perform other jobs as necessary (Handout Sample Job Description)

Staff Schedule reflects staff to client ratio. (Lic 500)

Personnel Policies: Must be specific to residential care and include, HIPPA policy and abuse reporting.

Staff Training Program: Attorney General Abuse Reporting Requirement, Medication, Housekeeping and Sanitation (Handout: 40 hour orientation training)

Administrator and staff required documentation

Medical screening with TB (LIC 503)
Fingerprint clear with LIC 508
First Aid Certificate

Sketch Detail Required: Exits, smoke detectors, fire extinguisher dimensions of rooms, outside area, exits. Sketch is posted at facility.

Emergency Disaster Plan: Relocation sites, physicians, law enforcements, mental health emergency. (LIC 613D)

Fire Inspection is last step: You are responsible for locating local fire inspection authority. LIC 999 Licensing makes request to fire dept. to conduct fire inspection

Capacity Determination 80028

Fire Clearance
Includes any other household members
Number of staff to meet care and supervision **need**

Facility Program Description: Narrative of medication policies, activity schedule, meals and basic services.

House Rules: Can be viewed as house values. No need to include obvious laws. Consider rules such as:
ABC care encourages clients to respect each other's property.
Residents must ask permission to use someone's things.
No cooking or storing food in rooms.

Admission and Retention: Responsible for assessment if clients is a good fit. Capabilities and functioning any physical limitations and ability to carry out tasks of daily living. Assessment Needs and Service Plan, Sample Admission Agreement Handout

Food Service: 30-day Sample Menu

Licensing Fees

Handout: Licensing Fees

Submission of New Application (Title 22, 80034)

Change in Ownership, Location, Sale Transfer of Majority Stock
Change in ambulatory status or Capacity (only need new fire clearance)

Forfeiture of License

Licensee decides to surrender license to department
Licensee moves from one location to another
Convicted of a crime
Licensee dies or abandons facility (see regulation for more detail)

Revocation or Suspension of License

Conduct that is inimical to health morals and welfare of those receiving services
Financial malfeasance
To protect residents from physical or mental abuse
Licensee has right to hearing to defend.

Operating Without A License is providing care and supervision to clients who need assistance with tasks of daily living. (Title 22 80006)

Exemption From License (ARF) Title 22 80008

Clinic
Health Care Facility
Church
Board and Care with No Supervision Title 22 80007

Regional Center Contract: Business Aspects

21 different Regional Centers (governed by Title 17)
Non-Profit entity contracts with DDS to provide services to DD population
Regional Centers operate by adherence to philosophy of normalization.

How To obtain a contract with Regional Center.

Title 17 experience requirement:

Level 2: 6 Months
Level 3: 9 Months
Level 4: 12 months
Levels equate with physical needs and behavior challenges and staffing ratio.
Handout: Rates
Handout: Staffing Matrix by levels

Identify catchment area of your property to see which Regional Center.
Attend Regional Center Organization
Write Letter of Intent to Resource Developer

Develop program design based on principles of normalization Title 17
Guidelines of generic design available Title 17
Each Regional Center publishes their own unique guidelines for program design.

Hour Three of Business

Day One

10:15AM

Steps to Forming Business

Handout Review in Class

<http://www.psi-ceu.com/wp-content/uploads/2015/09/b-forming-business.pdf>

Business Entity

For Profit Corporation/LLC Advantages

Sole Proprietor

Partnership

Non - Profit Benefits: Fund Raising and Grant Writing

Grant Writing

The Grantmanship Center

<https://www.tgci.com/>

Secretary of State Filing

CA Secretary of State Website

<http://www.sos.ca.gov/business-programs/business-entities/>

Business Guide Small Business Administration

<https://www.sba.gov/business-guide>

Liability and Insurance

Common Accidents in Residential Care

Medication, Falls, Sexual Abuse

Training Staff as Insurance

Lawsuits

Insurance Residential Care NEK Insurance Handout

<http://www.psi-ceu.com/wp-content/uploads/2015/09/b-insurance1.pdf>

Budgeting and Accounting

Three times operating expense for license application.

Budget is a forecast and always changing.

Consider using a bookkeeper.

Handout Bookkeeping

<http://www.psi-ceu.com/wp-content/uploads/2015/09/b-bookkeeping.pdf>

Sample Budget

<http://www.psi-ceu.com/wp-content/uploads/2015/09/budget-sample-lic-401-level-3.pdf>

(Avoid an Audit)

Maintaining records and receipts. Scanning system.

Use computer program or spreadsheet to track expenses and income.

Business Section 3 Hours

Smart Seminars

12/28/17

Don't mix personal expenses with business (separate accounts).

Surviving an IRS Audit

Next Ave Website

<http://www.nextavenue.org/irs-audits-your-odds-and-best-strategies/>

Homeland Security

I9 Form Employment Verification Form

<https://www.uscis.gov/i-9>

Citizen Green Card or Work Permit

Risks of hiring undocumented immigrants

Marketing Handout

<http://www.psi-ceu.com/wp-content/uploads/2015/09/b-marketing.pdf>

Who is your customer - small community

Who do you market to?

Marketing strategies.

Making a pitch. How to craft it.

Tracking marketing efforts and contacts

Communication Skills are correlated with success.

Brochure, Web Page, Facebook, Tweeter

How you treat your employees - the culture you create

Getting involved: Area Board Meetings, Vendor Advisory Committee

Interfacing with day programs and other services.

How you feed and take care of your clients is marketing.

Funding Sources

Regional Center

SSI rates

DDS Residential Rates published by DDS 2017

http://www.dds.ca.gov/Rates/docs/CCF_rate_January2017.pdf

SSI Rates Social Security Website

<https://www.ssa.gov/oact/cola/SSI.html>