



COLORADO HEALTH CARE TRAINING & CONSULTING

Colorado Experience. Colorado owned and operated.
Administrator Training Written FOR Administrators BY Administrators

CHC Virtual Classroom - www.homehealthcerts.com

24/7



**In order to meet CEU requirements for Colorado Licensure,
check out this grid of courses that meet the criteria specified in regulations.**

Class A (Skilled Home Health)

First-time Administrator and alternate Administrator Training:

(A) A first-time administrator or alternate administrator shall complete a total of 24 hours of training in the administration of an agency before the end of the first 12 months after designation to the position.

(B) A first-time administrator or alternate administrator shall complete eight (8) clock hours of educational training in the administration of an agency within the first month of employment. The eight (8) clock hours shall include, at a minimum, the following topics:

<i>(1) Home care overview,</i>	<i>(2) Information on the licensing standards for the agency;</i>	<i>(3) Information on state and local laws applicable to the agency.</i>
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Basic 8-hour
Administrator
Course, 8 CEU



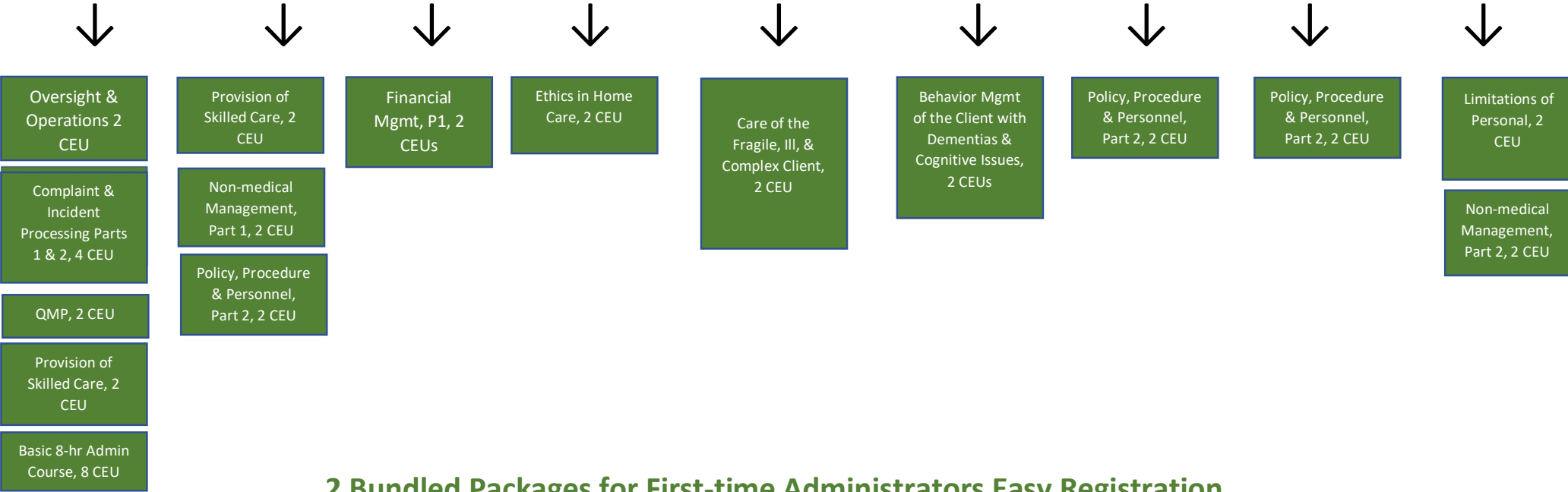
Basic 8-hour
Administrator
Course, 8 CEU



Basic 8-hour
Administrator
Course, 8 CEU

C. A first-time administrator or alternate administrator shall complete an additional 16 clock hours of educational training before the end of the first 12 months after designation to the position. Any of the 16 hours may be completed prior to designation if completed during the 12 months immediately preceding the date of designation to the position. The additional 16 clock hours shall include the following subjects and may include other topics related to the duties of an administrator:

(1) Consumer rights, governing body and administrator responsibilities, professional advisory committee, quality management plans, occurrence reporting, and complaint investigation and resolution process,	(2) Personnel qualifications, experience, competency and evaluations,	(3) Financial management,	(4) Ethics in healthcare,	(5) Needs of the fragile, ill and physically and cognitively disabled in the community setting with special training and staffing considerations,	(6) Behavior management techniques	(7) Staffing methodologies and oversight of scheduling,	(8) Staff training and supervision,	(9) Limitations of personal care versus health care services.
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2 Bundled Packages for First-time Administrators Easy Registration

- (1) Class A First-time Bundle with 24 CEUs
- (2) Class A First-time Bundle without Basic 8-hr Training with 16 CEUs

1 Bundled Package for Seasoned Administrators Easy Registration

(1) Class A Annual Training with 12 CEUs



Class B (Non-Skilled Home Care and Personal Care)

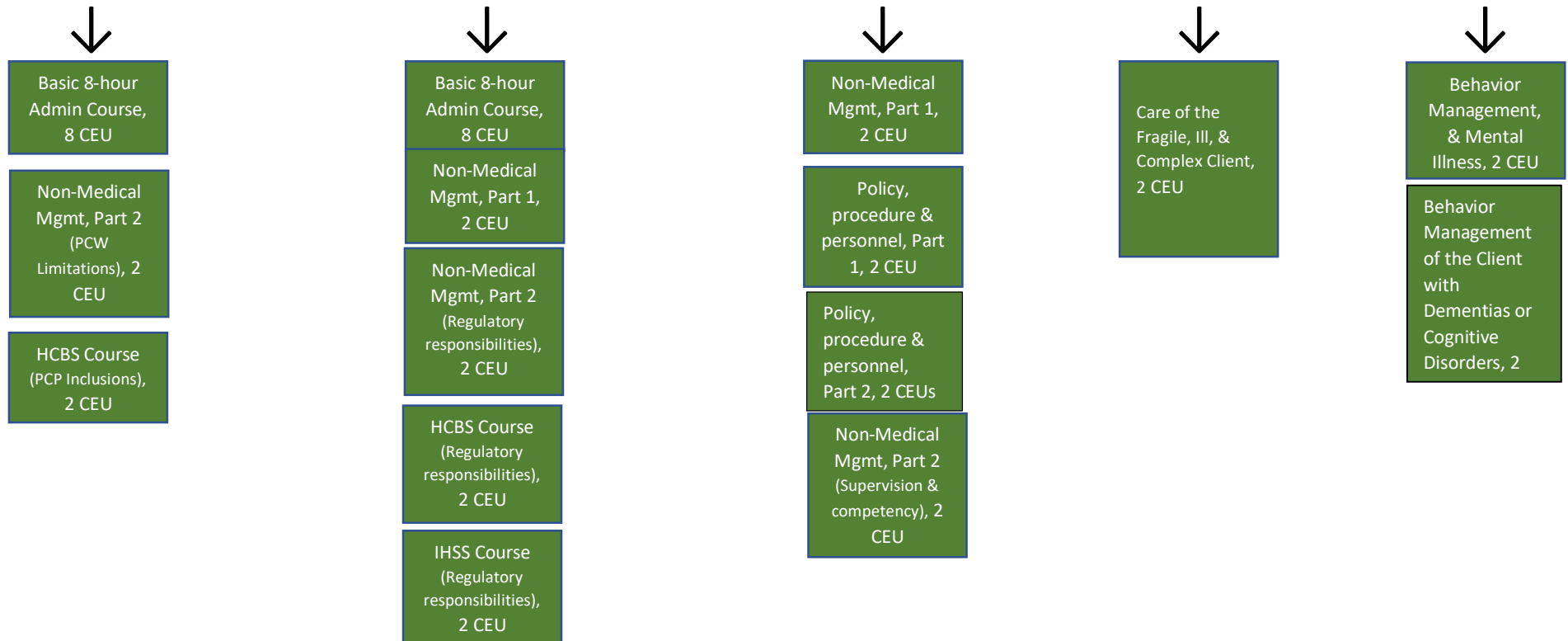
First-time Administrator and alternate Administrator Training:

Have successfully completed an eight (8) hour agency manager training course.

Additional related annual training that equals 12 hours shall be required in the first year and annually thereafter;

(2) Instruction includes, at a minimum, discussion of each the following topics:

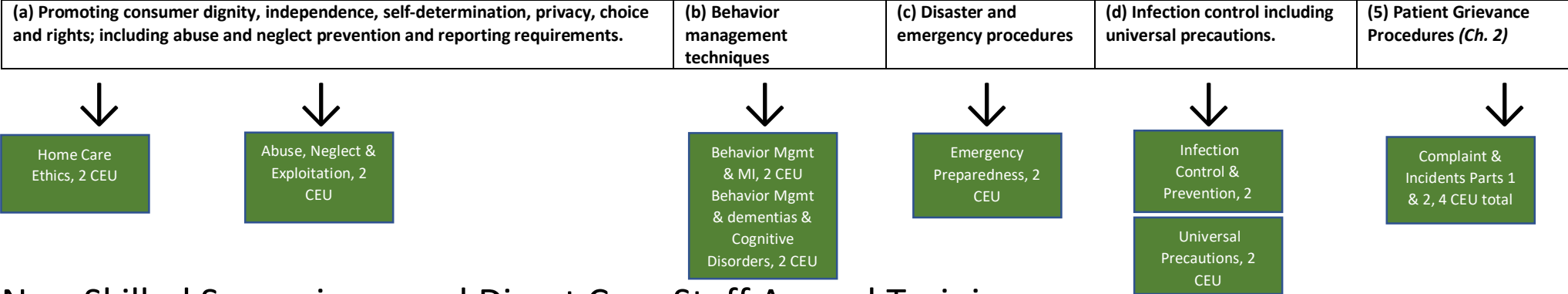
(a) Home care overview including other agency types providing services and how to interact and coordinate with each including limitations of personal care versus health care services,	(b) Regulatory responsibilities and compliance including, but not limited to, (i) Consumer rights, (ii) Governing body responsibilities, (iii) Quality management plans, (iv) Occurrence reporting, and (v) Complaint investigation and resolution process.	(c) Personnel qualifications, experience, competency and evaluations, staff training and supervision,	(d) Needs of the fragile, ill and physically and cognitively disabled in the community setting regarding special training and staffing considerations,	(e) Behavior management techniques.
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Skilled Direct Care Staff Annual Training

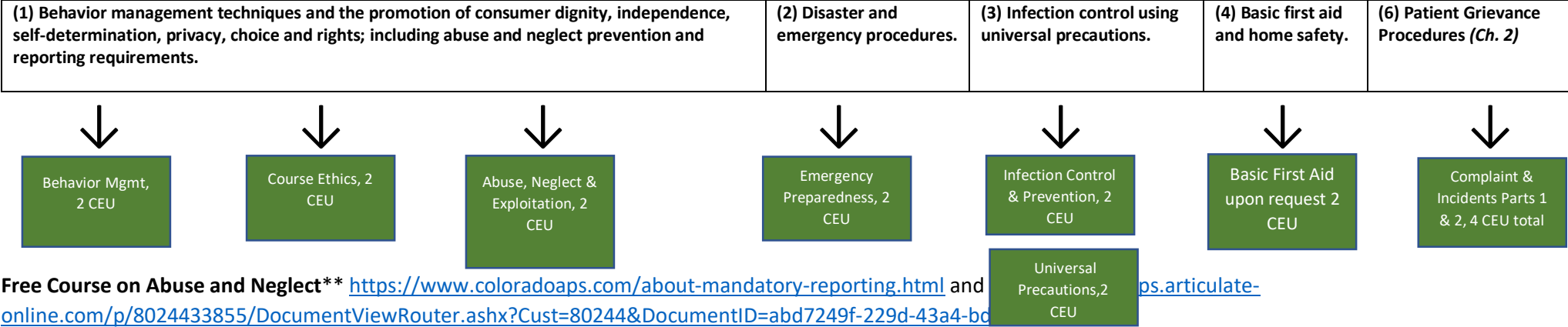
(D) Ongoing training shall be provided to all direct care staff.

Training requirements shall be consistent with the program, services and equipment it provides and are appropriate to the needs of the populations served. (1) Training shall consist of at least 12 topics applicable to the agency’s care and services every 12 months after the starting date of employment or calendar year as designated by agency policy. The training requirement shall be prorated in accordance with the number of months the employee was actively working for the agency. Training shall include, but is not limited to, the following items:



Non-Skilled Supervisory and Direct Care Staff Annual Training

(E) The agency shall ensure that ongoing supervisory and direct care staff training occurs and shall consist of at least six (6) topics applicable to the agency’s services every 12 months after the starting date of employment or calendar year as designated by agency policy. The training requirement shall be prorated in accordance with the number of months the employee was actively working for the agency. Training shall include, but is not limited to, the following items:



Free Course on Abuse and Neglect** <https://www.coloradoaps.com/about-mandatory-reporting.html> and https://www.coloradoaps.com/p/8024433855/DocumentViewRouter.ashx?Cust=80244&DocumentID=abd7249f-229d-43a4-bd31b81c8263c8&Popped=True&InitialPage=/story_html5.html&v=4&



**Upskill your
organization with 24/7 availability for learning**
Access to Course Instructor 1:1 in Live, Virtual setting

Care about Care coordination

Care about Privacy, Confidentiality & HIPAA

Care about Immunity

Behavior Management of the client with Dementias, Cognitive Disorders

Behavior Management of the client with Mental Illness

Non-medical Home Care Management Part 1 and 2

Oversight of Non-medical Personnel

Emergency Preparedness Program (state & federal regulations)

Ethics in Home Care

Agency Oversight & Operations

Financial Management Part 1 (you'll never be afraid of this topic again)

Corporate Compliance Program – Basic 7 Components

*Policy, Procedure & Personnel Part 1 (P&P creation, Personnel Qualifications, Experience, Competency,
Evaluation)*

Policy, Procedure & Personnel Part 2 (staffing, scheduling, missed visits, incomplete visits)

Home-and Community-based Services (HCBS basics)

Limitations of Personal Care (What's the limit to hands on personal care? When is Skilled Care needed?)

Assistive Devices in Home Care (when to use; what to suggest; training requirement)

Developing New Managers (yes, some field staff want to learn more)

Complaint & Incident Processing Part 1 (Complaint, Incident or Occurrence – which is which?)

Basic 8-hour Administrator Training (Overview of all regulations)

In-Home Support Services (IHSS) Basics

Complaint & Incident Processing Part 2

Understanding the Survey Process (What to expect when surveyors pop in)

The Provision of Skilled Care (The bare minimum)

Quality Management Program Basics (Definitions through actions)

QMP: All about Data (Quantifiable and measurable)

Cultural Competency Resources – no charge

Written step-by-step competency assessments

Employee Handbook (By 30-yr veteran HR Exec)

Course Faculty - More than 100 years combined experience!

24/7 Availability for Easy Access

Access to Course Instructor 1:1 in Live, Virtual setting for all Courses

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