

LeadingAge Minnesota's

Assisted Living Director Licensing Course



ABOUT THE COURSE

This course is designed to meet the educational requirements for individuals preparing to be licensed as assisted living directors and as specified in Minnesota Rule Chapter 6400. It has been approved by the Minnesota Board of Executives for Long-Term Services and Supports (MN-BELTSS) the state board that licenses AL directors and LTC administrators. Applicants must complete the 120 hour course of study with the components listed below and pass an exam for each course as part of the pathway to becoming a licensed Assisted Living (AL) director (LALD).

- Minnesota Curriculum (Part 1) – A *minimum* of 40 hours in subjects necessary to perform the duties of an assisted living director in Minnesota.
- CORE Curriculum (Part 2) – A *minimum* of 80 hours in core subjects necessary to perform LALD duties.

COURSE FORMAT

This Assisted Living Director Licensing Course is completely virtual, online and self-paced.

SUGGESTED AUDIENCE

- Individuals permitted as Assisted Living Directors in Residence (ALDIR)
- Individuals currently working in older adult services settings
- Individuals not working in the field but interested in becoming a licensed assisted living director
- Other interested individuals



MODULE #1 – ROLE AND RESPONSIBILITIES OF A LICENSED AL DIRECTOR

(2 hours)

- Basic Qualifications
- Training and Field Experience
- Role of MN-BELTSS
- Licensing and Renewals
- Testing – What and How
- Accountabilities
- Ethics – Examples of Concerns
- Controlling Individual – Restrictions
- Education Requirements

Jennifer Pfeffer, MS, LNHA, HSE, Senior Director of Operations, Ecumen, Shoreview; and Randy Snyder, MHA, LHSE, Executive Director, Minnesota Board of Executives for Long-Term Services and Supports, Minneapolis

MODULE #2 – OVERVIEW OF LAWS AND RULES

Module #2a (1 hour)

- Assisted Living Statute and Rules
- ALL Licensing and Renewals – Display of License
- Levels of Licensure – AL and ALDC
- Overview of Minimum Requirements

Michelle R. Klegon, Attorney, Klegon Law Office Ltd., Minneapolis

Module #2b (1 hour)

- Bill of Rights
- Contract Requirements Consumer Advocacy and Legal Services
- Right to Designate a Representative
- Housing and Services Responsibilities

Sam Orbovich, Attorney and Shareholder, and Pari McGarraugh, Attorney and Shareholder, Fredrikson & Byron P.A., Minneapolis

Module #2c (1 hour)

- Uniform Checklist Disclosure of Services
- Facility Restrictions
- Handling Resident Finances and Property
- Vulnerable Adult Act – Reporting and Investigations

April J. Boxeth, Attorney and Partner (retired), and Aaron Sagedahl, Attorney (former), Voigt, Rodè, Boxeth & Coffin LLC, St. Paul

MODULE #3 – ESSENTIAL MINIMUM REQUIREMENTS

Module #3a – Required Policies and Procedures (.50 hour)

Bobbie Guidry, LSW, LNHA, Vice President, Housing and Community Services, LeadingAge Minnesota, St. Paul

Module #3b – Person Centered Planning and Service Delivery (.50 hour)

Bobbie Guidry

Module #3c – Food and Meals (1.25 hours)

Dawn Nickleson, CDM, Owner, Passion for Dining and Nutrition, Cottage Grove; and Tamralynn Self, BBM, CDM, CFPP, CFPM, MNT, Corporate Director of Culinary Services, Ebenezer, Edina



Module #3d – Resident and Family Councils (1 hour)

Kathy Olson, Consultant, Northfield

Module #3e – Grievances and Complaint Response (1 hour)

Luke Jenkins, Director of Membership, LeadingAge Minnesota, St. Paul

MODULE #4 – CLINICAL STAFFING AND TRAINING

(2.5 hours)

- Staffing Plan
- Qualifications
- Clinical Nurse Supervisor
- Nurse Practice Act and RN Requirements
- Other Health Licensing Practice Acts
- System for Delegation
- Training: Initial Training and Supervision, Competency Evaluations, Orientation, Annual Training, Dementia Training

Kari Everson, RN, BSN, MSN, MHA, LNHA, Vice President of Clinical Services & Nurse Consultant, LeadingAge Minnesota, St. Paul and President/Consultant, Euvoia Senior Care Consulting LLC, Woodbury

MODULE #5 – DIRECT CARE SERVICES

Module #5a (3 hours)

- Acceptance of a Resident
- Initial Reviews, Assessments, and Monitoring – Uniform Assessment Tool
- Service Plans
- Referrals
- Medical Cannabis

Kari Everson

Module #5b (1.5 hours)

- Discontinuation of Life Sustaining Treatment
- Medication Management and Preventing Diversion
- Treatment and Therapies

Lores Vlaminck, MA, BSN, RN, CHPN, Principal, Lores Consulting, Rochester

MODULE #6 - HOUSING AND SUPPORTIVE SERVICES

(2.5 hours)

- Dining
- Housekeeping
- Laundry
- Recreation
- Social Services
- Maintenance
- Culturally Sensitive Services and Programing
- Accessing or Providing Other Services for Your Community

Shelli Bakken, Director of Operations, Walker Methodist, Minneapolis; Bobbie Guidry; and Kathy Olson

PART 1 - MINNESOTA CURRICULUM



MODULE #7 - CONCEPTS AND TOPICS RELATED TO HEALTH AND WELLNESS, GERONTOLOGY AND GERIATRICS

Module #7a – Common Conditions and Diagnoses in Resident Populations (1.5 hours)

Jane Pederson, MD, Genevive, Minneapolis

Module #7b – Health and Wellness Opportunities (1 hour)

Sarah Blonigan, JD, MPH, Juniper Network Director, Trellis, Arden Hills

MODULE #8 – INFECTION CONTROL

Module #8a – Tuberculosis Prevention and Control (.75 hour)

Sarah J. Gordon, Health Program Representative Principal, Minnesota Department of Health, St. Paul

Module #8b – Learnings from the Pandemic (1.5 hours)

- Infection control surveys

Kari Everson

MODULE #9 – QUALITY MANAGEMENT

Module #9a – Evaluating Quality (1 hour)

Julie Apold, Vice President of Quality & Performance Excellence, LeadingAge Minnesota, St. Paul; and Janet Perrault, Regional Director of Assisted Living Services, Cassia, Edina

Module #9b – Satisfaction Surveys (1 hour)

Nancy Anderson, Senior Vice President, Engagement Solutions, Align, Wausau, Wis.

Module #9c – Performance Improvement Strategies (1.5 hours)

Julie Apold and Janet Perrault

Modules #9d, e, f – Quality Culture (1.5 hours)

- Fair and Just Culture
- Safety Culture and the Science of Safety
- Quality of Care and Outcomes Improvement Task Force

Julie Apold

MODULE #10 – CLIENT AND FAMILY RELATIONSHIPS

Module #10a – Communication (.50 hour)

Jeff Smith, Vice President External Relations, Vista Prairie Communities, Brooklyn Park

Module #10b – Systems (1 hour)

Wednesday, November 10, 11:15 a.m. – 12:15 p.m.

- Conferences
- Councils
- Grievances
- Voice of the Family

Kathy Olson



MODULE #11 – SITE, PHYSICAL ENVIRONMENT & SAFETY REQUIREMENTS

Module #11a – Requirements (.50 hour)

Bob Dehler, Engineering Program Manager, Minnesota Department of Health, St. Paul

Module #11b – Codes & Variances (1 hour)

- Life Safety Code
- New Construction
- Variances or Waivers Related to these Requirements

Bob Dehler

Module #11c - Design Requirements (.50 hour)

Sara Malin, Principal/Architect, and Tu-Anh Bui Johnson, Associate AIA, Wold Architects and Engineers, St. Paul

Module #11d – Fire Protection (1 hour)

Tom Jenson, Deputy State Fire Marshal, Code Specialist, Code Department Team, Department of Public Safety, Minnesota State Fire Marshal Division, St. Paul

MODULE #12 – DISASTER PLANNING AND EMERGENCY PREPAREDNESS

Module #12a – Emergency Planning (1 hour)

- Written Plan Requirements
- Emergency Exit Diagrams
- Expedited Terminations and Emergency Relocation
- Right to Return
- Non-Renewal of Housing
- Appeals
- Coordinated Moves
- Final Accounting – Return of Money and Property
- Planned Facility Closures

Jonathan W. Lips, J.D., Vice President of Legal and Regulatory Affairs, LeadingAge Minnesota, St. Paul

Module #12b – Missing Resident Plan (.25 hour)

Bobbie Guidry

Module #12c – Training and Drills (.75 hour)

Annette Greely, MS, LNHA, HSE, President/CEO, Jones-Harrison Residence, Minneapolis

MODULE #13 – RECORDS, POSTINGS AND DISCLOSURES (1 hour)

- Employee Record Requirements
- Resident Record Requirements
- Postings and Disclosures

Rebecca Coffin, Attorney and Partner, and Rob Rodè, Attorney and Partner, Voigt, Rodè, Boxeth & Coffin LLC, St. Paul



MODULE #14 – REQUIREMENTS FOR ASSISTED LIVING WITH DEMENTIA CARE (ALDC)

(2.5 hours)

- Administrative Responsibilities
- Demonstrated Capacity
- Relinquishing a License
- Additional Requirements:
 - » Training
 - » Policies
 - » Staffing
 - » Services
 - » Behavioral Symptom Assessment and Management
 - » Support to Family and Other Significant Relationships
 - » Access to Secured Outdoor Space

Michelle R. Klegon; and Erin Bonitto, Founder and Lead Coach, Gemini Consulting, Cold Spring

MODULE #15 – TRANSITIONS, MOVES AND TERMINATIONS

(2 hours)

- Transfers Within the Facility
- Resident/Responsible Party Plan to Transfer
- Deaths in the Facility
- Provider Initiated Contract Terminations
 - » Prerequisites
 - » Notice Requirements
 - » Terminations for Nonpayment or Violation of the AL Contract
- Expedited Terminations and Emergency Relocation
- Right to Return
- Non-Renewal of Housing
- Appeals
- Coordinated Moves
- Final Accounting – Return of Money and Property
- Planned Facility Closures

Sam Orbovich and Pari McGarraugh

MODULE #16 – SURVEYS AND INVESTIGATIONS

(2 hours)

- Surveys – Frequency and Requirements
- Survey Preparation
- Violations and Fines
- Reconsideration of Correction Orders and Fines
- Enforcement

Rob Rodè and Lores Vlaminck

MODULE #17 – OTHER CONSUMER PROTECTIONS

Module #17a – Electronic Monitoring (1 hour)

Rebecca Coffin



MODULE #17 – OTHER CONSUMER PROTECTIONS *cont'd.*

Module #17b – The Interface Between Fair Housing and ALL (1.75 hours)

- Fair Housing
- Transparency in Collateral Materials

Michelle R. Klegon

Module #17c – The Interface Between Landlord Tenant Law and ALL (1.75 hours)

April J. Boxeth

Module #17d – The Role of the State Ombudsman for LTC (1 hour)

Cheryl Hennen, State Long-Term Care Ombudsman, Office of Ombudsman for Long-Term Care, St. Paul

MODULE #18 – OTHER KEY PROVISIONS OF ALL

(1.75 hours)

- Provision of “I’m Okay Checks”
- Home Care and Assisted Living Advisory Council
- Funding Support Programs in Minnesota
- Provider Enrollment
- Innovation Variance

Bobbie Guidry

MODULE #19 – MINNESOTA EMPLOYMENT LAWS

(1 hour)

Michelle R. Klegon

MODULE #20 – LEGAL AND BUSINESS STRUCTURES OF OWNERS AND MANAGERS OF AL

(1 hour)

Sarah Duniway, Attorney and Partner, and Greg Larson, Attorney and Partner, Lathrop GPM LLP, Minneapolis

PART 2 - CORE CURRICULUM



This online training covers the Five CORE Domains of Practice which are required in the 80+ hour training for Minnesota. The National Association of Long-Term Care Administrator Boards (NAB) has set forth these Five CORE Domains of Practice as being essential for AL Directors:

- Customer Care, Supports, and Services
- Human Resources
- Finance
- Environmental
- Leadership and Management

Information on how to access to the courses will be provided upon completion of the Minnesota 40+ hour curriculum. The CORE courses include interactive exercises and short quizzes that align with the job and responsibilities of an AL Director. After the successful completion of individual courses within a given Domain of Practice the next course can be accessed. Students will have three months from their enrollment in the CORE training to complete all the courses within it. The courses are approved by NAB.

CEUs

Because this is a course designed for original licensure and focuses on building foundational knowledge, it does not meet the criteria for continuing education and therefore CEUs are neither applied for nor provided. Participants will be able to document their participation in each module in the LeadingAge Minnesota Learning Center and the CORE course on its own online platform.

REGISTRATION INFORMATION

LeadingAge Minnesota Members - \$1,000 per person

Prospective Members - \$1,500 per person

[REGISTER HERE](#)

The registration fee includes both the 40+ hour Minnesota Curriculum and the 80+ hour CORE Curriculum, materials and a three book resource guide that aligns with the National Association of Long Term Care Administrator Boards' (NAB) Five Domains of Practice that will help attendees prepare to take the national exam. State and national exam fees are separate and not part of the course registration fee.

CUT-OFF/CANCELLATION

Registration is for the entire course – all modules for both Parts 1 and 2.

Cancellations must be made in writing and partial refunds may be given based on portion(s) of the program attended.

For further information

Email education@leadingagemn.org.

For additional information on becoming an ALD, the responsibilities, field experience and testing requirements see [BELTSS](#).