

Training Regulations for AL Managers and Care Staff

Quick Tips for this Regulations Explainer

Assisted Living communities are **strongly encouraged** to maintain records of and document any and all orientations, in-service trainings, ongoing training or continuing education courses completed by both managers and care staff at the community.

Competency-based training requires the staff member to demonstrate that they have learned the skill/topic. This can be done via a test, an oral assessment, a return demonstration, or some other way. The community needs to document that the staff member completed the training topic and successfully demonstrated comprehension of the material.

The **+** symbol used below means that the training hours are **in addition to** the hours listed above it. For example: Every year an assisted living manager will need to complete 12 hours of continuing education credits in the listed topics AND a one-hour computer-based training on aging in place and retaliation.

Standard Assisted Living Community

Special Considerations: Evidence of training must be on file at the facility and must contain documentation of content, hours, dates, and provider. Managers are **strongly encouraged** to also maintain a copy of their course completion for their own records.

Initial Training for Managers

Hours: 24 Hour AL Manager Course = 16 Hours of AL Administration +
8 Hours of Texas' Assisted Living Standards (Regulations)

When:

- AL Administration within the first year of employment as an AL manager;
- Texas' Assisted Living Standards (Regulations) within the first 3 months of employment as an AL manager

Topics: All of the following

- Assisted living standards;
- Resident characteristics (including dementia),
- Resident assessments;
- Skills needed to work with residents;
- Basic principles of management;
- Food and nutrition services;

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- Federal laws, including HIPAA and with an emphasis on accessibility requirements under the Americans with Disabilities Act;
- Community resources;
- Ethics; and
- Financial management.

Citation: Texas Administrative Code Title 26 Part 1 §553.253(a)(2)

Staff Orientation

Who: Direct care staff and other employees, such as those in housekeeping and food service at the community

AL Community Type: All

Hours: 4

When: Before assuming any job responsibilities

Topics: All of the following

- Reporting of abuse and neglect;
- Confidentiality of resident information (HIPAA);
- Universal precautions;
- Conditions about which they should notify the facility manager;
- Residents' rights; and
- Emergency and evacuation procedures.

Citation: Texas Administrative Code Title 26 Part 1 §553.253(d)(1)

Initial Training for Direct Care Staff

Special Considerations: The community must document that staff members are competent to provide personal care before assuming responsibilities.

Hours: 16

When: On-the-job, after orientation, the first 16 hours

Topics: All of the following

- Providing assistance with the activities of daily living;
- Resident's health conditions and how they may affect provision of tasks;
- Safety measures to prevent accidents and injuries;
- Emergency first aid procedures, such as the Heimlich maneuver and actions to take when a resident falls, suffers a laceration, or experiences a sudden change in physical or mental status;
- Managing disruptive behavior;
- Behavior management, for example, prevention of aggressive behavior and de-escalation techniques, practices to decrease the frequency of the use of restraint, and alternatives to restraints; and

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- Fall prevention.

Citation: Texas Administrative Code Title 26 Part 1 §553.253(d)(2)

Direct care staff who provide care to residents with Alzheimer's or a dementia **must also** cover the following topics:

- Symptoms of dementia;
- Stages of Alzheimer's disease;
- Person-centered behavioral interventions;
- Communication with a resident with Alzheimer's disease or a related disorder.

Citation: Texas Administrative Code Title 26 Part 1 §553.255

Ongoing/Continuing Education for Managers

Hours: 12

When: Annually after the first full year as a manager

Topics: Must cover at least 2 of the following topics

- Resident and provider rights and responsibilities, abuse and neglect, and confidentiality;
- Basic principles of management;
- Skills for working with residents, families, and other professional service providers;
- Resident characteristics and needs;
- Community resources;
- Accounting and budgeting;
- Basic emergency first aid; or
- Federal laws, such as the Americans with Disabilities Act of 1990, as amended; the Civil Rights Act of 1991; the Rehabilitation Act of 1973, as amended; the Family and Medical Leave Act of 1993; and the Fair Housing Act, as amended.

Citation: Texas Administrative Code Title 26 Part 1 §553.253(a)(3)



Hours: 1

When: Annually

Topic: HHSC Annual Mandatory Computer-Based Training on Aging in Place and Retaliation

Link: <https://apps.hhs.texas.gov/providers/alf/training/cbt/annual/>

Citation: Texas Health and Safety Code §247.066(h)

Ongoing/Continuing Education for Direct Care Staff

Hours: 2

When: Annually after the first full year of employment

Topics: 1 hour for each topic

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- Fall prevention and
- Behavior management

Citation: Texas Administrative Code Title 26 Part 1 §553.253(d)(3)

Special Considerations: This training must be competency-based.



Hours: 4

When: Annually after the first full year of employment

Topics: May choose from the following, depending on the unique needs of the community

- Promoting resident dignity, independence, individuality, privacy, and choice;
- Resident rights and principles of self-determination;
- Communication techniques for working with residents with hearing, visual, or cognitive impairment;
- Communicating with families and other persons interested in the resident;
- Common physical, psychological, social, and emotional conditions and how these conditions affect residents' care;
- Essential facts about common physical and mental disorders, for example, arthritis, cancer, dementia, depression, heart and lung diseases, sensory problems, or stroke;
- Cardiopulmonary resuscitation;
- Common medications and side effects, including psychotropic medications, when appropriate;
- Understanding mental illness;
- Conflict resolution and de-escalation techniques; and
- Information regarding community resources.

Citation: Texas Administrative Code Title 26 Part 1 §553.253(d)(3)

Assisted Living Community Alzheimer's Certified Unit

Special Considerations: Evidence of training must be on file at the facility and must contain documentation of content, hours, dates, and provider. Managers are **strongly encouraged** to also maintain a copy of their course completion for their own records.

Initial Training for Managers

Hours: 24 Hour AL Manager Course = 16 Hours of AL Administration +
8 Hours of Texas' Assisted Living Standards (Regulations)

When:

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- AL Administration within the first year of employment as an AL manager;
- Texas' Assisted Living Standards (Regulations) within the first 3 months of employment as an AL manager

Topics: All of the following

- Assisted living standards;
- Resident characteristics (including dementia),
- Resident assessments;
- Skills needed to work with residents;
- Basic principles of management;
- Food and nutrition services;
- Federal laws, including HIPAA and with an emphasis on accessibility requirements under the Americans with Disabilities Act;
- Community resources;
- Ethics; and
- Financial management.

Citation: Texas Administrative Code Title 26 Part 1 §553.253(a)(2)

Orientation

Who: Direct care staff and other employees, such as those in housekeeping and food service at the community

AL Community Type: All

Hours: 4

When: Before assuming any job responsibilities

Topics: All of the following

- Reporting of abuse and neglect;
- Confidentiality of resident information (HIPAA);
- Universal precautions;
- Conditions about which they should notify the facility manager;
- Residents' rights; and
- Emergency and evacuation procedures.

Citation: Texas Administrative Code Title 26 Part 1 §553.253(d)(1)



Who: Direct care staff and other employees, such as those in housekeeping and food service at the community

AL Community Type: Alzheimer's Certified Unit

Hours: 4

When: During orientation

Topics: At a minimum all of the following

- Basic information about the causes, progression, and management of Alzheimer's disease;
- Managing dysfunctional behavior; and

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- Identifying and alleviating safety risks to residents with Alzheimer's disease.

Citation: Texas Administrative Code Title 26 Part 1 §553.303(a)

Initial Training for Direct Care Staff

Hours: 16

When: On-the-job, after orientation, the first 16 hours

Topics: All of the following

- Providing assistance with the activities of daily living;
- Resident's health conditions and how they may affect provision of tasks;
- Safety measures to prevent accidents and injuries;
- Emergency first aid procedures, such as the Heimlich maneuver and actions to take when a resident falls, suffers a laceration, or experiences a sudden change in physical or mental status;
- Managing disruptive behavior;
- Behavior management, for example, prevention of aggressive behavior and de-escalation techniques, practices to decrease the frequency of the use of restraint, and alternatives to restraints; and
- Fall prevention.

Citation: Texas Administrative Code Title 26 Part 1 §553.253(d)(2)



Hours: 16

When: On-the-job, after orientation

Topics: All of the following

- Providing assistance with the activities of daily living;
- Emergency and evacuation procedures specific to the dementia population;
- Managing dysfunctional behavior; and
- Behavior management, including prevention of aggressive behavior and de-escalation techniques, fall prevention, or alternatives to restraints.

Citation: Texas Administrative Code Title 26 Part 1 §553.303(b)

Ongoing/Continuing Education for Managers

Hours: 6

When: Annually after the first full year as a manager

Topics: Dementia care

Citation: Texas Administrative Code Title 26 Part 1 §553.301(b)



Hours: 12

When: Annually after the first full year as a manager

Topics: At least two of the following

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- Resident and provider rights and responsibilities, abuse and neglect, and confidentiality;
- Basic principles of management;
- Skills for working with residents, families, and other professional service providers;
- Resident characteristics and needs;
- Community resources;
- Accounting and budgeting;
- Basic emergency first aid; or
- Federal laws, such as the Americans with Disabilities Act of 1990, as amended; the Civil Rights Act of 1991; the Rehabilitation Act of 1973, as amended; the Family and Medical Leave Act of 1993; and the Fair Housing Act, as amended.

Citation: Texas Administrative Code Title 26 Part 1 §553.253(a)(3)



Hours: 1

When: Annually

Topic: HHSC Annual Mandatory Computer-Based Training on Aging in Place and Retaliation

Link: <https://apps.hhs.texas.gov/providers/alf/training/cbt/annual/>

Citation: Texas Health and Safety Code §247.066(h)

Ongoing/Continuing Education for Direct Care Staff

Hours: 2

When: Annually after the first full year of employment

Topics: 1 hour each topic

- Fall prevention and
- Behavior management

Citation: Texas Administrative Code Title 26 Part 1 §553.253(d)(3)

Special Considerations: This training must be competency-based.



Hours: 1

When: Annually after the first full year of employment

Topics: One of the following regarding Alzheimer's disease

- Behavior management, including prevention of aggressive behavior and de-escalation techniques;
- Fall prevention; or
- Alternatives to restraints.

Citation: Texas Administrative Code Title 26 Part 1 §553.303(c)

Special Considerations: This training must be competency-based.

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Hours: 4

When: Annually after the first full year of employment

Topics: May choose from the following, depending on the unique needs of the community

- Promoting resident dignity, independence, individuality, privacy, and choice;
- Resident rights and principles of self-determination;
- Communication techniques for working with residents with hearing, visual, or cognitive impairment;
- Communicating with families and other persons interested in the resident;
- Common physical, psychological, social, and emotional conditions and how these conditions affect residents' care;
- Essential facts about common physical and mental disorders, for example, arthritis, cancer, dementia, depression, heart and lung diseases, sensory problems, or stroke;
- Cardiopulmonary resuscitation;
- Common medications and side effects, including psychotropic medications, when appropriate;
- Understanding mental illness;
- Conflict resolution and de-escalation techniques; and
- Information regarding community resources.

Citation: Texas Administrative Code Title 26 Part 1 §553.253(d)(3)



Hours: 11

When: Annually after the first full year of employment

Topics: May choose from the following, depending on the unique needs of the community

- Assessing resident capabilities and developing and implementing service plans;
- Promoting resident dignity, independence, individuality, privacy, and choice;
- Planning and facilitating activities appropriate for the dementia resident;
- Communicating with families and other persons interested in the resident;
- Resident rights and principles of self-determination;
- Care of elderly persons with physical, cognitive, behavioral, and social disabilities;
- Medical and social needs of the resident;
- Common psychotropics and side effects; and
- Local community resources.

Citation: Texas Administrative Code Title 26 Part 1 §553.303(c)