


# 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, and ongoing or continuing education courses, etc. completed by both managers and 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

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Special Considerations: Evidence of training must be on file at the facility and must contain documentation of content, hours, dates, and provider. Managers and staff members are **strongly encouraged** to also maintain a copy of their course completion, any dementia/Alzheimer's training, and continuing education 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)

AL managers in a community which provides care to at least one resident with Alzheimer's or a related disorder but which is not Alzheimer's Certified **must** cover four hours on the topics listed below and pass a competency evaluation. These topics are:

- Alzheimer's disease and related disorders;
- Provision of person-centered care;
- Assessment and care planning;
- Activities of daily living for a resident with Alzheimer's disease or a related disorder;
- Common behaviors and communications associated with residents with Alzheimer's disease or related disorders;
- Administrative support services related to information for:
  - Comorbidities management;
  - Care planning;
  - Provision of medically appropriate education and support services and resources in the community; and
  - Including person-centered care to residents with Alzheimer's disease or related disorders and the resident's family;
- Staffing requirements that will:
  - Facilitate collaboration and cooperation among facility staff members; and
  - Ensure each staff member obtains appropriate informational materials and training to properly care for and interact with a resident with Alzheimer's disease or a related disorder based on the staff member's position;
- Establishing a supportive and therapeutic environment for residents with Alzheimer's disease or related disorders to enhance the sense of community among the residents and within the facility; and
- Transitioning care and coordination of services for residents with Alzheimer's disease or related disorders

Citation: Texas Administrative Code Title 26 Part 1 §553.254

## Staff Orientation

Who: All staff members, including new AL managers, direct care staff and other employees, such as those in housekeeping and food service at the community

Hours: 4

When: Before assuming any job responsibilities

Topics: All the following

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- 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)

Staff who are not caregivers but who will have contact with residents (i.e. housekeeping, front desk staff, dining services, etc.) at a community where a resident may have Alzheimer's or a related disorder but which is not Alzheimer's Certified **must** receive training and pass an evaluation on the following topics:

- Alzheimer's disease and related disorders;
- Provision of person-centered care; and
- Common behaviors and communications associated with a resident with Alzheimer's disease and related disorders

Citation: Texas Administrative Code Title 26 Part 1 §553.254

## 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)

## Training Regulations for AL Managers and Care Staff

Direct care staff in a community which provides care to a resident with Alzheimer's or a related disorder but which is not Alzheimer's Certified **must** cover four hours on the topics listed below and pass a competency evaluation. These topics are:

- Alzheimer's disease and related disorders;
- Provision of person-centered care;
- Assessment and care planning;
- Activities of daily living for a resident with Alzheimer's disease or a related disorder; and
- Common behaviors and communications associated with a resident with Alzheimer's disease and related disorders

Citation: Texas Administrative Code Title 26 Part 1 §553.254

### 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)

AL managers in a community which provides care to at least one resident with Alzheimer's or a related disorder but which is not Alzheimer's Certified **must** have two hours of annual continuing education on best practices related to treatment and provision of care to residents with Alzheimer's disease or related disorders.

Citation: Texas Administrative Code Title 26 Part 1 §553.254



# Training Regulations for AL Managers and Care Staff

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

- 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)

# Training Regulations for AL Managers and Care Staff

Direct care staff in a community which provides care to at least one resident with Alzheimer's or a related disorder but which is not Alzheimer's Certified **must** have two hours of annual continuing education on best practices related to treatment and provision of care to residents with Alzheimer's disease or related disorders.

Citation: Texas Administrative Code Title 26 Part 1 §553.254

## Assisted Living Community with Alzheimer's Certified Unit

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Special Considerations: Evidence of training must be on file at the facility and must contain documentation of content, hours, dates, and provider. Managers and staff 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;
- 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)

# Training Regulations for AL Managers and Care 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)



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
- 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;

## Training Regulations for AL Managers and Care Staff

- 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

- 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



# Training Regulations for AL Managers and Care Staff

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.



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;

## Training Regulations for AL Managers and Care Staff

- 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)