



Assisted Living: Leadership Certification

Oct. 1, 8, 15, & 22, 2020



Live Virtual Online Training with On-Demand Recorded Content

PROGRAM DESCRIPTION

The LeadingAge Iowa Assisted Living Leadership Certification course is formatted to help attendees manage their time while still receiving quality training and networking with colleagues. The course is designed with a combination of 4 half days of live virtual online training as well as on-demand, recorded sessions that can be taken anytime/anywhere that internet access is available.

Attendees can start taking the on-demand, recorded sessions once registration for the course is completed. All on-demand recordings will need to be completed before the Oct. 22 live virtual online training. The live virtual online training is scheduled on Oct. 1, 8, 15, and 22.

Attendees must attend all sessions (virtual online training days and all on-demand recordings) and pass an exam by 80 percent to receive certification. The exam will be comprehensive of the material included in the live virtual online training and recorded sessions and it will be sent out on Oct. 22 at the conclusion of all sessions.

Assisted Living: Leadership Certification will allow the leadership of the assisted living programs from the administrator, manager, and/or assisted living nurse to have an understanding of the core components of a well-managed assisted living program. Obtaining this certification shows a commitment to the tenants, families, and staff that you have the knowledge and experience to take your assisted living program into the future. This program covers the five topic areas identified by the American College of Health Care Administrators for the Certified Assisted Living Administrator and meets the requirement at 69.29(5) that all programs employing a new program manager after January 1, 2010, shall require the manager within six months of hire to complete an assisted living management class whose curriculum includes at least six hours of training specifically related to Iowa rules and laws on assisted living programs. Managers who have completed a similar training prior to January 1, 2010, shall not be required to complete additional training to meet this requirement. **This program will allow you to become a Certified Assisted Living Leader through LeadingAge Iowa. You must attend all of the live virtual online training and on-demand recorded sessions and pass an exam by 80 percent to receive certification. You must recertify every 2 years by obtaining at least 20 hours of CEUs on the latest educational developments and practices in the field. Twelve hours of this education will need to be LeadingAge Iowa/LeadingAge programs.**

INTENDED FOR

Administrators, Assisted Living Managers, Assisted Living Nurses and Social Workers.

REGISTRATION INFORMATION

Register at www.leadingageiowa.org.

LeadingAge Iowa Member Rate	\$550 per person
Prospective Member Rate	\$950 per person

Registration fees include handouts, access to on-demand content once registration is received, CEU/attendance certificate and Assisted Living Leadership Certification for a 2-year period.

CANCELLATION/REFUND POLICY

The online registration deadline is Sept. 29, 2020. Any phone registrations after the deadline will incur an additional \$25 processing fee. No-shows will be billed. Substitutions welcome anytime prior to the first day of the live virtual online training of the program. All cancellations and substitution requests must be emailed to Amy Huisman (ahuisman@leadingageiowa.org). A full refund will be given to all cancellations received 10 or more business days prior to the onsite program. A \$75 administrative fee will be charged to all cancellations received six to nine business days prior to the onsite program. No refunds will be given to cancellations received five or fewer business days prior to the program or after accessing the on-demand recording portion of the program. Refunds will be calculated by the date received and the LAI business days remaining prior to the program. LAI reserves the right to cancel the program due to insufficient enrollment, in which case pre-registered participants will be notified and full refunds provided.

AGENDA FOR VIRTUAL ONLINE TRAINING

Attendance at all live virtual online training dates and times is required to complete the course.

Oct. 1, 2020

12:30 – 4 p.m.*

Assisted Living Compliance and Monitoring Process (Linda Kellen, Department of Inspections and Appeals)

Knowing the regulations and understanding the monitoring process will assist in maintaining a focus on quality tenant services. A review of what to expect during this process and the documentation needed to be successful will be held.

Oct. 8, 2020

12:30 - 3 p.m.

Medication Management (Barb Schug and Julie Johnson, Assisted Living Partners, L.L.C.)

During this presentation, we will cover medication management in assisted living. We will also cover high risk medications, why they are high risk medications, and what you need to be aware of when tenants are receiving high risk medications.

Nurse Delegation and its Use in Assisted Living (Barb Schug and Julie Johnson, Assisted Living Partners, L.L.C.)

Nurse delegation and its use in assisted living will be reviewed. The role of the assisted living nurse and direct care worker will be presented and how delegation can be used effectively.

3:15 - 4:15 p.m.

Fire Safety/Life Safety (Mike Loew, Iowa Department of Public Safety)

This session will provide the assisted living manager an overview of fire safety precautions and inspections. A discussion of the assisted living emergency plan will be held including recognition of hazards, fire drills, alarm systems, and evacuation plans, including those with special physical and mental disabilities.

Oct. 15, 2020

12:30 – 2 p.m.

Philosophy of Assisted Living (Kara Nible, Wesley Acres)

This session will discuss the philosophy and background of assisted living. The principles of assisted living will be reviewed along with a comparison of assisted living to other residential programs. The basic concepts of choice, independence, privacy, individuality, and dignity will be discussed.

2:15 - 4 p.m.

Criteria For Residency and Discharge (Denise Wiederin, Friendship Haven)

This session will focus on and provide an overview of the admission and discharge criteria. Case scenarios for admission and discharge criteria will be provided. Tenant contract and rights will be reviewed as well as the financial management of tenant funds and working with tenant families.

Oct. 22, 2020

12:30 – 4 p.m.*

Preparing & Responding to Survey (Stacy Hejda, Assisted Living Partners, L.L.C.)

Cover best practices for instituting pro-active strategies to meet and exceed state standards to assure continuous compliance and high standards of care. Provide a first-hand account of Iowa's assisted living facility survey process and detailed information on the rules of enforcement and appeal rights.

QI/Incident Reporting (Stacy Hejda, Assisted Living Partners, L.L.C.)

This session will review investigative processes that an assisted living program should put in place with potential dependent adult abuse situations. Topics covered will include how to identify possible issues and how to conduct an appropriate investigation.

*A 15-minute break will be scheduled during each afternoon session.

ON-DEMAND RECORDED CONTENT

All on-demand recorded content will be accessible upon receipt of registration and must be completed by October 22.

Role of the Assisted Living Manager (Denise Wiederin, Friendship Haven)

The role of the assisted living manager is vital to the success of the assisted living program. This role and the delivery of quality service to tenants will be reviewed. 50 minutes

Assessment Process/Level of Care/Service Plans (Kristi Eley, Cedar Place Assisted Living, Bethany Life Home Services)

Understanding the assessment process as it relates to the assisted living program and how it has been challenging for assisted living facilities. This process, along with level of care and service plans, will be reviewed. Examples of service plans and admission applications will be included in this session. 45 minutes

Clinical Management/Coordination of Care/Staff Training (Raquel Jarrard, Friendship Haven)

This session will focus on medication management, including self-administration, medication error prevention, medication monitoring, and storage. Infection control and coordination of care for the tenant will be reviewed. Staff training practices will be addressed. 70 minutes

Nurse Delegation (Kathy Weinberg, Iowa Board of Nursing)

Nurse delegations as identified by Iowa Board of Nursing and the Nursing Practice will be reviewed. 25 minutes

Funding Sources in Assisted Living (Stacy Hejda, Assisted Living Partners, L.L.C.)

A review of a variety of state and federal funding sources to pay for room, board, and services within affordable assisted living is covered. Guidance on structuring contracts and service plans will be included to allow access to government-funded programs. 95 minutes

Hospice and Assisted Living (Cyndi Rohret-Schmidt, Iowa Healthcare Collaborative)

This session will cover a multitude of topics including hospice, advance directives, living wills, pain management, comfort and dignity, and family support. 65 minutes

Dementia, Mental Health & Behavior Management (Sue Schmitt, The Meth-Wick Community)

An overview of dementia care in the assisted living program will be provided as well as the importance of effective communication and behavioral intervention. Behavioral management strategies will be provided. Making activities meaningful and the importance of staff and family interactions will also be addressed. 85 minutes

Ageing Process (Cindi Martin, Timberland Village, Bethany Life Home Services)

The aging process has an impact on the assisted living community. A review of the physical, psychosocial, and basic needs of the elderly and disabled along with activities of daily living (ADLs) will be provided. 20 minutes

OSHA and Health Care Providers (Ken Arp, IOSHA Consultation and Education)

This session will review OSHA standards for assisted living programs and what has been cited within the state. An update of any new issues surrounding OSHA will be provided. 65 minutes

Human Resources (John Griffin)

Human resources for the assisted living manager will be the focus of this session. Hiring and training staff and developing personnel policies and procedures will be reviewed. 80 minutes

Marketing (Amber Jedlicka, The Meth-Wick Community)

This session will provide the role the assisted living manager plays in the marketing plan. Tenant turnover, marketing plans, and affordability will be included in this session. 55 minutes

Nutrition and Dining in AL (Julie Halfpop, Martin Bros. Distributing)

Nutrition services in the assisted living program covers many different areas including menu and meal planning. This session will review preparing menus, food storage, cleaning techniques, and much more. 65 minutes

Safe Food Handling (Julie Halfpop, Martin Bros. Distributing)

Food Safety is critical in the assisted living environment. Regulations will be covered in this session. A discussion of food safety violations trends will be reviewed. 45 minutes

Financial Management (Steve Givens, Ryun Givens & Co., PLC)

This session will include the basics of general accounting for assisted living managers. A review of the revenue cycle and financial statements will also be covered. 40 minutes

Fair Housing Issues Impacting Assisted Living Facilities (Scott Moore, Baird Holm LLP)

This session will cover fair housing issues that impact assisted living facilities. Topics to be presented include the basic framework of fair housing laws and how they apply to assisted living facilities, hot issues that are of concern to AL programs, and monitoring and being involved in the enforcement action of federal governments, state governments, and fair housing groups across the country. The Fair Housing Act, Section 504 of the Rehab Act of 1973, Americans with Disabilities Act and reasonable accommodation will be covered. 60 minutes

CONTINUING EDUCATION CREDIT

Nursing Home Administrators – 27.6 contact hours will be awarded for attendance at the entire event. This program is intended to meet the criteria established by the Iowa Board of Examiners for Nursing Home Administrators. No partial credit allowed. If audited, you will be asked to provide your certificate of attendance and program material. Retain certificate for four years.

Iowa Board of Nursing Provider #67 – 27.6 contact hours. Providership regulations do not allow for partial credit to be given for any portion of this program. Retain certificate for four years.

Social Workers – 27.6 contact hours. This program is intended to meet the criteria established by the Iowa Board of Social Work Examiners. No partial credit allowed. If audited, you will be asked to provide your certificate of attendance and program material. Retain certificate for four years.

For other long term support and service provider professionals not listed above: Most licensure boards, credentialing agencies, and professional organizations have processes that allow individuals to earn a certain number of CEUs for non-preapproved programs and/or to accommodate self-submission for approval of continuing education hours after the event takes place with proper documentation from the program sponsors. Most also require information objectives, date/time of presentation, agendas, faculty bios, and number of hours earned. If you require information for this purpose, please contact Amy Huisman in advance for assistance.

FACULTY

Ken Arp has 15 years' experience working as a senior industrial hygienist for the OSHA program in both consultation and enforcement. He also conducted air monitoring for the World Trade Center cleanup and provided compliance assistance for the Katrina disaster relief operation in the New Orleans area.

Kristi Eley, RN, is nurse manager for Cedar Place Assisted Living and Bethany Life Home Services. She started her nursing career at MGMC on the oncology unit in 1991. After working there for 3 years, she transferred to Homeward Hospice of MGMC and provided nursing care and bereavement care for 14 years. In 2007, Kristi came to Bethany Life as the Cedar Place Assisted Living nurse. She has enjoyed providing care in people's homes over the many years she has been a nurse.

Steve Givens is a managing partner of Ryun, Givens, & Co., P.L.C. which has a client base that is predominantly health care related – nursing facilities, skilled nursing facilities, CCRC's, etc. He is a partner in charge of Ryun, Givens, & Co., P.L.C. Health Care Practice and has 30 years' experience in providing auditing, tax, consulting, and Medicaid and Medicare cost reporting. Fiscal consultant to the Iowa Department of Human Services Division for Medical Services – Medicaid Reimbursement – 1986 - 2005.

John Griffin joined Lifespace Communities Inc. in January of 1993 as a facility director of human resources and retired in 2011. He became corporate director of human resources in May of 1994. John has more than 40 years of experience in the field of human resources. He has been a member of the Advisory Council to the Equal Employment Opportunity Commission since 1998 and has investigated employment discrimination charges for the Iowa Civil Rights Commission. He has taught human resources management at the college level for four years as an adjunct instructor and was honored as the Outstanding Adjunct Faculty Member. John holds a bachelor of arts degree in economics from St. Francis College in New York and has done graduate work in economics at Texas Tech University. He served as a founding member of the LeadingAge Human Resource Steering Committee and served as the vice-chair of the Iowa Governor's Conference on the Aging Steering Committee.

Julie Halfpop is the director of nutrition services with Martin Bros.' Distributing, a full-line foodservice distributor in Cedar Falls. She directs the team of 9 dietitians in providing customized menu services, educational tools, cost analysis, dining consultation, and other value-added resources. Julie is a graduate of Iowa State University with a degree in dietetics/food and nutrition. She has spent her entire career in the senior living arena as well as has been an instructor of the certified dietary manager courses.

Stacy Hejda is an owner and consultant for Assisted Living Partners, LLC. Stacy provides consulting services to assisted living facilities focusing on program development and regulatory compliance monitoring as well as working with the Elderly Waiver and HUD rental assistance programs. Stacy has more than 14 years' experience working with assisted living programs.

Raquel Jarrard has worked at Friendship Haven since March of 2011. She started as the RN for the program and then expanded the nursing role to include the director for the Gardens Assisted Living. Raquel completed the assisted living certification program in 2012. Currently she leads the local Alzheimer's support group at Friendship Haven. She is the delegating nurse for 37 staff and does the medication management training for the staff as well.

Amber Jedlicka is currently the operations director of home and health services for the Meth-Wick Community. Amber has 14 years of experience working as an upper level manager in topnotch, full-service retirement communities in Iowa. Five of those years she served as the director of a dementia specific assisted living. Amber has conducted numerous training seminars over the years with a focus on her passion of employee growth and development, having fun in the workplace, customer service skills, communication skills, and working in a people-centered business model. Amber is a graduate of the University of Northern Iowa, with a bachelor of arts in family services. She is also a past-president of the Downtown Waterloo Rotary. In the fall of 2009, at the age of 30, Amber was recognized as one of the Cedar Valley's top twenty business professionals under the age of forty. Amber was also a member of the Waterloo Toastmasters where she earned recognition as a Competent Communicator (CC).

Julie Johnson received her RN at Des Moines Area Community College. She has been a nurse consultant with Assisted Living Partners since June 2019. In her capacity, she completes regulatory compliance reviews, providing written reports with recommendations on improving assessments and tenant charts. Julie also goes to assisted living communities as an RN completing assessments, updating service plans, and implementing new systems. She has worked in long term care for many years (15+) serving as a director of nursing and director of assisted living. She is currently working on her BSN in nursing through Grand Canyon University.

Linda Kellen has been with the Department of Inspections and Appeals as a surveyor/monitor in the special services and adult services bureaus since 2008 and is now the bureau chief for both bureaus. Linda is a registered nurse and has a bachelor's degree from Morningside College in Sioux City and a master's degree in administrative studies (health care emphasis) from the University of South Dakota. Prior to joining DIA, Linda worked as chief operations officer for a brain injury rehabilitation facility in Sioux City and as director of nursing and staff nurse at other facilities in the Sioux City area.

Michael Loew

Cindi Martin is the assisted living program manager at Timberland Village in Story City. Timberland is part of Bethany Life. Cindi holds a bachelor of science degree in education from the University of South Florida in Tampa. Cindi has been with Bethany Life for 17 years and has been assisted living program manager at Timberland the last 7 years.

Scott P. Moore is a partner in the labor, employment and benefits section of Baird Holm LLP. Scott is widely recognized as a national expert in housing law and litigation. He represents individuals, developers, property management companies, nonprofit associations, real estate agents, architects, and engineers in all fair housing and public accommodation matters.

Kara Nible has worked for WesleyLife in various nursing positions for more than 10 years. Her first five years at Wesley were spent in the skilled nursing unit at Wesley Acres. When WesleyLife opened their hospice division, Kara transferred to Wesley Hospice as the nurse manager where she remained for three years. Currently Kara is the nurse coordinator for the assisted living program where she oversees the case management of approximately 50 tenants. Kara's nursing career has given her the opportunity to meet the needs of a wide variety of patients across Wesley campuses.

Cyndi Rohret-Schmidt, MHA, M.Ed., BSN, CHPN, CHPCA, is a registered nurse with more than 35 years' experience. She has worked the continuum of life from "womb to tomb". She started her career in pediatrics and currently still works in end-of-life care in hospice and palliative care. She is a certified hospice and palliative care nurse. She also works full-time as an improvement advisor for the Iowa Healthcare Collaborative (IHC). Her responsibilities are to be a resource, educator, and support to hospitals and health care organizations in the state of Iowa and parts of Illinois. Primary goal is to increase awareness and knowledge of patient safety and promote a climate of quality patient care.

Sue Schmitt, director of health services at Meth-Wick Community in Cedar Rapids, has been a nursing home administrator for 17 years but has worked with programs and services for elders since 1986. Sue began as a case manager, then became an elder protective worker in the Massachusetts state home care system. Since moving to Iowa in 1990, Sue has worked as a social worker, assisted living director, and as a human resources specialist working on staff recruitment and retention before becoming an administrator. Sue holds a BA in English and Communications from the Massachusetts College of Liberal Arts. As director of health services, she is the administrator of The Woodlands, Meth-Wick's 65-bed skilled nursing facility. She also oversees the operation of two assisted living programs.

Barb Schug received her RN with her bachelors degree in nursing at Coe College. Barb has been a Nurse Consultant with Assisted Living Partners for 8 years. In that capacity, she has completed regulatory compliance reviews providing written reports with recommendations on improving assessments and tenant charts. Barb also goes to Assisted Living communities as an RN completing assessments, updating service plans, and implementing new systems. She has been a Director of Nursing in long term care for a number of years and has also worked as an MDS Coordinator. Barb has also taught C.N.A. classes along with LPN classes for the Community College.



Kathy Weinberg has been a nurse for more than 30 years. She received her diploma in nursing from Mercy School of Nursing in Des Moines, her baccalaureate in nursing from Grand View University, and her masters of science in nursing from Drake University. Kathy has held a variety of nursing positions. She has worked as a cardiac nurse, a nursing education faculty member, a school nurse, and an emergency room nurse. Kathy has been employed with the Iowa Board of Nursing since 2003; she was initially hired as the associate director of practice/education. She was appointed executive director of the Iowa Board of Nursing in June of 2013.

Denise Wiederin is the residential case manager for the assisted living and independent living at Friendship Haven in Fort Dodge. For more than 25 years Denise has worked in the social work arena of Friendship Haven, including 12 years as the director of social services for the nursing facility. Denise handles the day-to-day processes and procedures in the River Ridge Assisted Living, along with developing the policies for the assisted living neighborhoods of Friendship Haven and works closely with the marketing office. She has a degree in human services and extended education on dementia and memory loss.

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