licensed
assisted living
director **course**

| Order | Module Title | Training Hours | Module Code |
|---|---|---|---|
| 1 | Introduction to Care Settings | 0.5 | REL-PAC-0-ICS-V2 |
| 2 | The World of Assisted Living | 0.75 | REL-PAC-0-WAL |
| 3 | Introduction to the Interdisciplinary Team | 1 | CPM-LALD-IIDT |
| 4 | Introduction to Person-Centered Care in Assisted Living | 1 | REL-PAC-0-IPCAL |
| 5 | Preventing, Recognizing, and Reporting Abuse | 0.5 | REL-ALL-0-PRRA |
| 6 | Vulnerable Adult Protection Under Minnesota Statutes 626.557 | 1 | CPM-LALD-VAA |
| 7 | Licensed Assisted Living Survey and Enforcement Process | 1.25 | CPM-LALD-SEP |
| 8 | Emergency Preparedness in Minnesota's Licensed Assisted Living Facilities | 1.25 | CPM-LALD-EMPREP |
| 9 | Emergency Preparedness Regulations | 1.5 | REL-ALL-0-EPR |
| 10 | Natural Disasters and Workplace Emergencies: An Overview Self-Paced | 0.5 | REL-ALL-0-NDWEO-R1 |
| 11 | Fire Safety: The Basics | 0.5 | REL-ALL-0-FSBASIC-V2 |
| 12 | Assisted Living Contract Requirements | 0.5 | CPM-L2L-2304 |
| 13 | Assisted Living Contract Terminations | 1.75 | CPM-L2L-2232 |
| 14 | Assisted Living - Required Postings | 0.5 | CPM-L2L-2309 |
| 15 | Application of Landlord-Tenant Law to Assisted Living Providers | 1.25 | CPM-LALD-LTL |
| 16 | Role of Long-Term Care Ombudsman | 0.5 | CPM-LALD-OOLTC |
| 17 | About Advance Directives | 0.5 | REL-ALL-0-AAD |
| 18 | Privacy, Rights, and Self Determination of Clients | 1 | REL-PAC-0-PRSDC |
| 19 | Family and Resident Councils 144G.41 Subd. 5-6 | 0.5 | CPM-LALD-FRC |
| 20 | Assisted Living Resident Rights and Addressing Complaints | 1.25 | CPM-LALD-RRAC |

Care Providers of Minnesota

| Order | Module Title | Training Hours | Module Code |
|---|---|---|---|
| 21 ··· | **Alzheimer's Disease and Related Disorders: Family and Ethical Issues** | 1 | REL-SRC-0-ADRDFEI |
| 22 ··· | **Prevention of Back Injuries** | 0.75 | REL-ALL-0-PREBI |
| 23 ··· | **Workplace Body Mechanics** | 1 | REL-ALL-0-WPBM |
| 24 ··· | **Transferring Safely** | 0.25 | REL-ALL-0-TRSA |
| 25 ··· | **Intro to Medical Devices and Equipment** | 0.75 | REL-PAC-0-IMDE |
| 26 ··· | **Minnesota Nursing Practice - Key Concepts and Practical Applications** | 1 | CPM-LALD-NPKCPA |
| 27 ··· | **Managing Transitions of Care** | 1 | REL-PAC-0-MTRANC |
| 28 ··· | **Basics of Hand Hygiene** | 0.25 | REL-ALL-0-BHH |
| 29 ··· | **Infection Control: Basic Concepts** | 0.25 | REL-ALL-0-ICBC |
| 30 ··· | **About Infection Control and Prevention** | 1 | REL-ALL-0-AINCP |
| 31 ··· | **Infection Control: Essential Principles** | 0.5 | REL-ALL-0-IFEP |
| 32 ··· | **Understanding Norovirus** | 1 | REL-PAC-0-UN |
| 33 ··· | **Tuberculosis Basics** | 0.5 | REL-ALL-0-TUBBAS |
| 34 ··· | **Transmission-Based Precautions** | 0.5 | REL-SRC-0-TBP |
| 35 ··· | **Bloodborne Pathogens and Standard Precautions** | 1 | REL-PAC-0-BPSP |
| 36 ··· | **Influenza Vaccination** | 0.5 | REL-ALL-0-INFVAC |
| 37 ··· | **Pandemic Influenza Preparation** | 1 | REL-ALL-0-PANIP |
| 38 ··· | **Sharps Injury Prevention and Response** | 0.5 | REL-ALL-0-SIPR |
| 39 ··· | **About Falls** | 0.5 | REL-PAC-0-AFAL |
| 40 ··· | **Identifying Fall Risk in Assisted Living** | 1 | REL-PAC-0-IFRAL |
| 41 ··· | **Reduction of Slips, Stumbles and Falls** | 0.75 | CPM-L2L-2308 |
| 42 ··· | **Interdisciplinary Approach to Preventing Falls** | 1 | REL-PAC-0-IAPF |
| 43 ··· | **Proper Positioning** | 1 | REL-PAC-0-PROPOS |
| 44 ··· | **Recognizing and Reporting Skin Conditions** | 1 | REL-SRC-0-RRSC |
| 45 ··· | **Pressure Injuries: Assessment, Interventions, Prevention** | 1.25 | REL-PAC-0-PIAIPRE |
| 46 ··· | **Slow Healing Wounds and Nutrition** | 1.25 | REL-PAC-0-SHWN |
| 47 ··· | **Managing Elopement** | 0.5 | REL-PAC-0-MANEL |
| 48 ··· | **About Hospice Referrals** | 1 | REL-PAC-0-AHOSR |

| Order | Module Title | Training Hours | Module Code |
|---|---|---|---|
| 49 · · · | **End of Life Care: Communication** | 1 | REL-PAC-0-EOLCOMM |
| 50 · · · | **Assisting Residents with Activities of Daily Living Self-Paced** | 2 | REL-PAC-0-ARADLSP-R1 |
| 51 · · · | **Promoting Safe Eating** | 0.5 | REL-PAC-0-PROSE |
| 52 · · · | **Nutrition and Hydration: The Basics** | 0.5 | REL-PAC-0-NUTRHB |
| 53 · · · | **Food Safety Fundamentals** | 1 | REL-SRC-0-FSF |
| 54 · · · | **Caring for Older Adults: The Aging Process** | 1 | REL-SRC-0-COAAP |
| 55 · · · | **Geriatric Care: Chronic Conditions and Risk Factors** | 1 | REL-PAC-0-GCCCRF |
| 56 · · · | **Aging and Sexuality: For LTC Healthcare Professionals** | 1.5 | REL-PAC-0-ASFLTCHP |
| 57 · · · | **Behavioral Health for Older Adults** | 1 | REL-PAC-0-BHEA |
| 58 · · · | **Older Adult Mental Health Basics** | 0.5 | CPM-LALD-MH1B |
| 59 · · · | **Mental Health Crisis Prevention and De-escalation** | 1 | CPM-LALD-MH2CPD |
| 60 · · · | **Person-centered Care and Collaboration** | 0.25 | CPM-LALD-MH3PCC |
| 61 · · · | **Managing Aggressive Behaviors** | 0.5 | REL-PAC-0-MANABEH |
| 62 · · · | **An Overview of Substance Use Disorders** | 1 | REL-BHC-0-AOSUD |
| 63 · · · | **Alzheimer's Disease and Related Disorders: An Overview** | 1 | REL-SRC-0-ADRDO |
| 64 · · · | **Alzheimer's Disease and Related Disorders: Communication** | 1 | REL-SRC-0-ADRDC |
| 65 · · · | **Alzheimer's Disease and Related Disorders: ADL Care** | 1 | REL-PAC-0-ADRDAC |
| 66 · · · | **Dementia Care: Performing ADLs** | 0.5 | REL-PAC-0-DCADL |
| 67 · · · | **Dementia Care: Activities for People with Memory Problems** | 0.5 | REL-PAC-0-DCAFPMP |
| 68 · · · | **Dementia Care: Alzheimer's and Nutrition** | 1 | REL-PAC-0-DCALZN |
| 69 · · · | **Alzheimer's Disease and Related Disorders: Behavior Management** | 1 | REL-SRC-0-ADRDBM |
| 70 · · · | **Alzheimer's Disease and Related Disorders: The Physical Environment** | 1 | REL-SRC-0-ADRDPE |
| 71 · · · | **Medications and Dementia** | 1 | REL-PAC-0-MDEM |
| 72 · · · | **Basic Medication Management for Assisted Living Facilities** | 1 | REL-PAC-0-BAMM |

| Order | Module Title | Training Hours | Module Code |
|---|---|---|---|
| 73 • • • | **Medication Management for ALFs: Assisting with Self-Administration** | 1 | REL-PAC-0-MMALFASA |
| 74 • • • | **Managing Medications in ALFs: Knowing the Side Effects** | 1.5 | REL-PAC-0-MMALFS |
| 75 • • • | **Providing Customer Service** | 0.25 | REL-ALL-0-PCSERV |
| 76 • • • | **Providing Customer Service Self-Paced** | 0.25 | REL-ALL-0-PCSERV-R1 |
| 77 • • • | **Customer Service in Dining Rooms** | 1 | REL-SRC-0-CSDR |
| 78 • • • | **Managing an Activities Program** | 0.5 | REL-PAC-0-MAP |
| 79 • • • | **Activities: Creating a well-rounded program** | 1 | REL-PAC-0-ACWP |
| 80 • • • | **Activities-Encouraging Resident Participation** | 1 | REL-PAC-0-ARP |
| 81 • • • | **Implementing Engaging Activity Programs** | 1 | REL-SRC-0-IEAP |
| 82 • • • | **Conducting Individual Activities** | 0.5 | REL-PAC-0-CIA |
| 83 • • • | **Grounds and Contract Management** | 1.25 | CPM-LALD-GCM |
| 84 • • • | **Physical Environmental Requirements - Dementia Care** | 0.25 | CPM-LALD-PERDC |
| 85 • • • | **HIPAA: Privacy Rule** | 0.25 | REL-ALL-0-HPRR |
| 86 • • • | **HIPAA: Security Rule** | 0.5 | REL-ALL-0-HSECR |
| 87 • • • | **HIPAA: Do's and Don'ts of Social Media and Electronic Communication** | 0.5 | REL-ALL-0-HDDSMEC |
| 88 • • • | **An Administrator's Guide to Housekeeping** | 1 | REL-SRC-0-AGH-V2 |
| 89 • • • | **Housekeeping Procedures in Residential Care Settings** | 1 | REL-PAC-0-HKPRC |
| 90 • • • | **Linen Management: Intro for LTC** | 0.5 | REL-PAC-0-LMILTC |
| 91 • • • | **LTC Maintenance Operations** | 1 | REL-PAC-0-LTCMO |
| 92 • • • | **The Use of Root Cause Analysis** | 0.25 | REL-ALL-0-RURCA |
| 93 • • • | **Essentials of Quality Improvement** | 0.25 | REL-ALL-0-ESSQI |
| 94 • • • | **144G Quality Management Activity** | 0.25 | CPM-LALD-QMA |
| 95 • • • | **An Introduction to Financial Management** | 2 | REL-PAC-0-AIFM |
| 96 • • • | **Finance Series: Finance 101 for Healthcare** | 1 | REL-ACU-0-FSFH |
| 97 • • • | **Consolidated Billing** | 1 | REL-PAC-0-CONB |
| 98 • • • | **Show Me the Money - Payment Sources** | 1.5 | CPM-LALD-PYMT |
| 99 • • • | **Welcome to the Marketing Team** | 0.25 | REL-PAC-0-WMT |

| Order | Module Title | Training Hours | Module Code |
|---|---|---|---|
| 100 · · · | Marketing and Sales Basics | 1 | CPM-LALD-MSB |
| 101 · · · | Minnesota's Food Code | 3 | CPM-LALD-MFC3 |
| 102 · · · | Workplace Hazards and Safety | 1 | REL-PAC-0-WHS |
| 103 · · · | Lockout/Tagout Procedures | 0.25 | REL-ALL-0-LOTOP |
| 104 · · · | OSHA: Confined Space | 0.25 | REL-ALL-0-CONFSP |
| 105 · · · | Electrical Safety: The Basics | 0.25 | REL-ALL-0-ESB |
| 106 · · · | Hazardous Chemicals: The Essentials | 0.5 | REL-ALL-0-HCTESS |
| 107 · · · | Ladder Safety | 0.25 | REL-ALL-0-LADSFTY |
| 108 · · · | Role of the New Administrator in Long-Term Care | 1 | REL-SRC-0-RNALTC |
| 109 · · · | Agreements with Other Healthcare Providers | 1 | CPM-LALD-AOHP |
| 110 · · · | Basics of Corporate Compliance | 0.5 | REL-ALL-0-BCORPC |
| 111 · · · | Crisis Management Basics | 1.5 | REL-HHS-0-CRMPP-GA |
| 112 · · · | Problem Solving in the Workplace | 1 | REL-ALL-0-PSW |
| 113 · · · | Assisted Living Employment Related Training | 1.5 | CPM-LALD-ERT |
| 114 · · · | Management of Human Resources | 1.5 | REL-ALL-0-MANHR |
| 115 · · · | Staffing Skills for Successful Administrators | 3 | REL-PAC-0-SSSA-R1 |
| 116 · · · | Managing Human Resources | 1 | REL-PAC-0-MHR |
| 117 · · · | Discrimination in the Workplace for Supervisors | 1 | REL-ALL-0-DISWSUP |
| 118 · · · | Affirmative Action in the Workplace | 0.5 | REL-ALL-0-AAITW |
| 119 · · · | FLSA for Supervisors | 1 | REL-ALL-0-FS |
| 120 · · · | FMLA for Supervisors | 1 | REL-ALL-0-FMLAS |
| 121 · · · | Harassment in the Workplace | 1 | REL-ALL-0-HW |
| 122 · · · | Understanding Workplace Violence | 0.5 | REL-ALL-0-UWRKVLN |
| 123 · · · | Workplace Substance Use | 2 | REL-ALL-0-WSU |
| 124 · · · | Basics of Effective Documentation | 1 | REL-BHC-0-BED |
| 125 · · · | Documentation for Managers | 0.5 | REL-ALL-0-DFM |
| 126 · · · | 12 Keys to Good Management | 1 | REL-PAC-0-KGM |
| 127 · · · | Effective Leadership | 1 | REL-PAC-0-EFFL |

| Order | Module Title | Training Hours | Module Code |
|---|---|---|---|
| 128 · · · | **Fundamentals of Management vs. Leadership** | 1 | REL-ALL-0-FML |
| 129 · · · | **Better Performance with Coaching** | 1.25 | REL-ALL-0-BPWC |
| 130 · · · | **Leadership Fundamentals: Leading as a Coach** | 1 | REL-ALL-0-LFLC |
| 131 · · · | **Leadership Fundamentals: Relationship-Centric Leadership** | 1 | REL-ALL-0-LFRL |
| 132 · · · | **Burnout and Compassion Fatigue** | 1 | REL-ACU-0-BCF |
| 133 · · · | **Cultural Competence** | 0.5 | REL-ALL-0-CDIV |
| 134 · · · | **Effective Communication Skills** | 1 | REL-PAC-0-ECS |
| 135 · · · | **Conducting Effective Training** | 1 | REL-PAC-0-CET |
| 136 · · · | **Essentials of Communication: Communication Effectiveness** | 1 | REL-ALL-0-ECCE |
| 137 · · · | **Essentials of Communication: Effective Listening** | 1 | REL-ALL-0-ECEL |
| 138 · · · | **Essentials of Communication: Navigating Conversations** | 1 | REL-ALL-0-ECNC |
| 139 · · · | **Ethical Decision-Making in Healthcare** | 1 | REL-ACU-0-EDMH |
| 140 · · · | **Motivating for Improved Performance** | 0.5 | REL-ALL-0-MIMPP |

#CPMEducates

*LEADING MEMBERS TO EXCELLENCE*

**Continue to Next Steps ————>**

# NEXT STEPS

When all LALD program modules are completed, the next step in your LALD journey is to have your Relias transcript released to Care Providers of Minnesota. Please complete the online data release form located here:

https://www.emailmeform.com/builder/form/itR6U75Mb12df4

**Make sure you enter the email address you used <u>when you registered for the course</u>!**

After this is completed, Care Providers of Minnesota will request Relias email your transcript to Care Providers of Minnesota for review to ensure the program is completed per requirements. Upon confirmation, Care Providers of Minesota will email your transcript to BELTSS to be added to your profile. **Your transcript must come from Care Providers of Minnesota and will not be received by BELTSS otherwise.**

BELTSS typically processes those transcripts within 3-5 business days and will be reflected in your application portal with BELTSS.

<span style="color:red">**If you do not have a BELTSS account, please ensure your account is established and your application for your Assisted Living License is complete.** If this step is not completed first, BELTSS will not have a profile to upload your transcript to.</span>

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**To apply for an Assisted Living Director license**, you will need to:

1) Create a new user by registering to access the site here: https://nha.hlb.state.mn.us/#/login. Once you have created the user, you will

2) Log back in with your username and password. (Keep this in a secure place as you will log into your portal frequently after becoming an applicant).

3) Go to the **General Tab** in the upper left-hand corner of the portal to *Apply for a License*. The **License type** will be *Assisted Living Director* and *Basis* will be the type of application you are applying for. Most commonly *ALD-Education* or *ALD-In Residency*

4) An email will be sent from beltss.hlb@state.mn.us and/or MNBELTSS@public.govdeliver.com with additional information for requesting a residency permit (if applicable) and important materials for obtaining licensure.

5) The Criminal.background.check@state.mn.us will also send an email.

**For questions related to ALD license applications:** beltss.hlb@state.mn.us

# RESOURCES

- Care Providers of Minnesota resource—Minnesota Assisted Living License Regulations: A digital version was included with your LALD program. The module name is Minnesota Licensed Living Director Course Handbook Appendix. It includes all statutes, rules, and regulations pertaining to assisted living which is the basis for the state ALD examination. A hard copy of assisted living statutes is available for purchase from the state at this link.  Select "Laws and Rules Extract" then under "Health Care" select "Home Care and Assisted Living Laws and Rules" and then complete your order.

- Minnesota LALD Supplemental State Examination bibliography

- **Care Providers of Minnesota strongly recommends LALD applicants consider buying the NAB study guide and practice exams** to increase the likelihood of passing success for the national NAB examinations. The two examinations required are the National Core of Knowledge for Long Term Care Administrators (CORE) and the National Residential Care/Assisted Living Administrators Line of Service (RCAL).

    - NAB handbook
    - NAB test study guide and practice exams

- There are questions related to payment (specifically Medicare in nursing homes) on the core exam.  Because the Core of Knowledge encompasses the skills and knowledge for all lines of services across the senior living and health care continuum, there may be relevant questions that are not specific to AL, however the general knowledge base is important for that transition of care from across all healthcare settings.  The AIT Program Manual | National Association of Long Term Care Administrator Boards (nabweb.org) produced by NAB covers some Medicare payment topics.  In a quick snapshot, there are two modules you may want to review for the Core of Knowledge. *Module 1* provides key domain content to review (pages 11-22), Question breakdown of each domain (page 23), flashcards, page 24 (There is one specific to Medicare, there may be other subject matter that are missed in the program courses currently used).  Although this is used primarily for the NHA AIT program, it does apply to the practical analysis of Assisted Living.   *Module 2* references key "knowledge" subjects (pages 3 – 7).

- Field Experience/Practicum – Mentorship Availability. Care Providers of Minnesota has created a directory of members who are Licensed Assisted Living Directors (LALDs) or Licensed Health Service Executives (HSEs) through BELTSS and are willing to consider being a mentor to someone in the process of becoming a LALD. This list is provided as a courtesy; Care Providers of Minnesota does not endorse or guarantee and particular mentor. It is the LALD applicant's responsibility to find a mentor - this is not a service provided by Care Providers of Minnesota or BELTSS.

*Best wishes in your journey to becoming a LALD in Minnesota!*