

Questions and Answers
Assisted Living Forum
September 13, 2011

1. Is there a website for the HUD affordable ALF program that addresses the financing options?

BAL Response

HUD Section 232

http://portal.hud.gov/hudportal/HUD?src=/federal_housing_administration/healthcare_facilities/mortgage_insurance/about_the_office_of_healthcare_programs

Press release – additional staff hired

<http://www.alfa.org/NewsBot.asp?MODE=VIEW&ID=1820>

Wisconsin Affordable Assisted Living

<http://www.wiaffordableassistedliving.org/>

2. Is the training for CBRF staff designed so that people take the class but their employer chooses the option of not paying the \$15 extra? Instructors are requiring 2 separate payments, one for the class fee and the 15 for the registry.

BAL Response

DHS does not prescribe how payment is made related to training and the registry. Some instructors are including both the training and the \$15.00 registry fee in their total charge. The instructor then sends the \$15.00 registry fee and roster for processing. Others are splitting the cost and requiring two checks, one for the training and one written to “UW Oshkosh CCDET” for the registry. DHS will not recognize anyone who has taken the training that is not on the registry so it is very important that all employees being trained are placed on the registry with the roster and fees.

3. I would like to take the instructor workshop, but don't have an instructor approval number (yet). Can I still register somehow?

BAL Response

The intent of this training is to help those “approved” instructors be able to renew their approvals with the continuing education in the topic of adult learning. This is a free training that has been supported by previously paid registry fees so we want “approved” instructors to first benefit from this training.

As a non-instructor, CBRF Training and Registry staff will accept your registration for the class waiting list. When the enrollment period ends, (2 weeks prior to the class date) if there is a seat available non-instructors will be allowed to attend. Right now (September 15th) Milwaukee and Oshkosh classes are completely full. The other 4 cities are approximately half full.

4. Once you are certified as a trainer, how often must you get re-certified?

BAL Response

Every two years

5. After the information is entered in the training resource list, how will it be accessed by those looking for instructors and will it have a search function? Will the current list of approved instructors be replaced by this new system?

BAL Response

The list can be accessed at the following link. It is in PDF format and you can either scroll down or there is a “find” feature at the top.

http://www.uwosh.edu/ccdet/CBRF/reports/training_resource_list.pdf

No, the current list of approved instructors will not be replaced by this new system. The new CBRF Training and Registry Services Resource List provides a location for trainers or training programs to advertise their services. These could include both approved and non-approved. A training program does not need to be approved to provide continuing education training for instructors or some of the other CBRF required training such as dietary.

6. Is it mandatory for some trainers?

BAL Response

12 hours of “continuing education” is “mandatory” for some CBRF instructors to renew their CBRF instructor approval.

The Enhancing the Adult Learning Experience workshop is an option available to assist instructors in meeting this requirement. This workshop is not mandatory but if completed will count as 3 hours of training in Adult Learning Concepts and Teaching Strategies if that is a requirement for instructor renewal. Continuing education for instructor renewal is dependent on the qualifications of the person and their original approval. See the instructor tab for additional information on the renewal requirements:

<http://www.uwosh.edu/ccdet/CBRF/index.htm>

7. If I am certified to teach Medication Administration and Standard Precautions, please clarify how many hours are needed to be re-certified for next year? Are you looking for specific training in-services?

BAL Response

The qualifications of the instructor will establish the re-certification requirements of in-service. The CBRF Training and Registry Services will supply approved instructors with specific e-mail instructions about renewal requirements for each approved topic between 6 and 12 months after approval. These e-mails are sent in June and December of each year. Additional information on renewals can be found under the instructor tab:

<http://www.uwosh.edu/ccdet/CBRF/index.htm>

If you have not received these instructions, please contact the CBRF Training and Registry Service at: cbrftrng@uwosh.edu

8. Will there be any additional direction regarding training that meets the "12 hours training" required for instructors in Medication? I have seen training come through for Fire Safety Instructors...but not for Medication Instructors. What are the parameters for ongoing training? Is a requirement to attend "live" training; can reading resources be applicable. What kind of documentation is required?

BAL Response

We are hoping the new Training Resource List will fill the gap and provide more resources. Please check the following website periodically:
http://www.uwosh.edu/ccdet/CBRF/training_resources.htm

9. Can we view this later? There is too much echoing.

BAL Response

Yes we hope to have a recording of this session posted to the archive for September 13, 2011 at the Assisted Living Forum Website:
http://www.dhs.wisconsin.gov/rl_dsl/Providers/asstdLvgForum.htm

10. Regarding leaving a client unattended, how are drivers to bring a client into the building without leaving others in the vehicle for a minute?

BAL Response

All residents need to be individually assessed to determine whether they can be left unattended in any situation.

11. Are the statistics: 6 month data available on line? How do we access that information?

BAL Response

Yes these reports will be posted to the archive for September 13, 2011 at the Assisted Living Forum Website:
http://www.dhs.wisconsin.gov/rl_dsl/Providers/asstdLvgForum.htm

12. I have had a number of my House Managers now complete the DHS 83.15 class to become Administrator of their home. What is the process of this change and is there a cost associated with it?

BAL Response

Per DHS 83.14(2)(e), within 7 days of any change, the CBRF licensee should send the name of the new administrator and evidence of their qualifications in writing to the appropriate regional office. The WALA certificate of DHS 83.15 course completion would suffice as evidence of qualification. In addition, please include a revised program statement reflecting the change. Providers should periodically check the Department's online facility directory to ensure all of the contact information is correct. There is no cost associated with this process.

13. How many participants today?

BAL Response

214. According to the new question in the evaluation there were also a number of sites that had multiple viewers so the total number probably exceeds 250.

15. As a connected follow up, can a provider submit a self report electronically to the regional office? If so, does a paper copy also need to follow? All within the three working days, of course.

BAL Response

Electronic reports are accepted for self reports and no paper copy is required for follow up. It is recommended that you request a response to your e-mail as verification that the self-report was received

16. Has consideration been given to listing CBRF trained employees who were trained in the old system?

BAL Response

Great suggestion but this illustrates the significant flaw in the old system. There was never a central repository of the people that passed the class. Everything relied on the certificate which we later found had a fair amount of fraud related to them.