A logo with a letter b

Description automatically generated

**NAB Self-Assessment for Academic Accreditation Programs**

*As you read each domain and task in the self-assessment tool:*

1. Check the box to indicate where the domains, task, knowledge, or skill are covered in your required program of study (i.e. in one or more courses and/or through an Administrator-in-Training (AIT)/ Administrator Residency program).
2. Check off the "grade" you give your program on how well the domain or task is covered. (A = outstanding; B = good; C = average/satisfactory; D = less than satisfactory; N = not covered.)
3. Provide any additional comments you wish, including references to course texts you use to cover the task, knowledge, or skill.
4. After completing the self-assessment, the summary section should be used to provide an overview of the grades assigned. This will serve as a reference for both the individual completing the self-assessment and NAB's site visit team when discussing program details.

**COMPUTER-FRIENDLY FORMAT**

This document is designed so that you can either complete it on your computer or print out a hard copy and fill it in by hand.

**WARNING:** Do not delete or alter any of the text in this file; simply fill in the information as requested. If you inadvertently erase or overwrite any portion, please download a new form from [http://www.nabweb.org.](http://www.nabweb.org/) Feel free to adjust *page breaks* if necessary.

|  |  |
| --- | --- |
| **COLLEGE/UNIVERSITY NAME:** | |
| **CONTACT:** | **PHONE:** |

**1 CARE, SERVICES, AND SUPPORTS**

**1A Quality of Care**

1A1 Medical and Nursing Care Practices

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

1A2 Medication Management and Administration

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

1A3 Disease Management (e.g., acute vs. chronic conditions)

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

1A4 Nutrition and Hydration (e.g., specialized diets)

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

1A5 Activities of Daily Living (ADLs) and Independent Activities of Daily Living (IADLs)

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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

1A6 Rehabilitation and Restorative Programs

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

1A7 Care Recipient Assessment and Interdisciplinary Care Planning

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

1A8 Clinical and Medical Records and Documentation Requirements (e.g., storage, retention, destruction)

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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

1A9 Medical Director

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

1A10 Emergency Medical Services (e.g., CPR, first aid, Heimlich maneuver, AED)

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

1A11 Transition of Care (e.g., admission, move-in, transfer, discharge, and move-out)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

1A12 Basic Healthcare Terminology

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

**1 CARE, SERVICES, AND SUPPORTS**

**1B Quality of Life**

1B1 Psychosocial Needs (e.g., social, spiritual, community, cultural)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

1B2 Person-Centered Care and Comprehensive Care Planning

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| --- | --- | --- | --- | --- | --- | --- |
|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

1B3 Care Recipient Bill of Rights and Responsibilities

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

1B4 Care Recipient Safety (e.g., fall prevention, elopement prevention, adverse events)

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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

1B5 Care Recipient (and Representative) Grievance, Conflict, and Dispute Resolution

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

1B6 Care Recipient Advocacy (e.g., Ombudsman, resident, and family council)

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

1B7 Care Recipient Decision-Making (e.g., capacity, power of attorney, guardianship, conservatorship, code status, advance directives, ethical decision-making)

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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

1B8 Care Recipient (and Representative) Satisfaction

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

1B9 Recognition of Maltreatment (e.g., abuse, neglect, exploitation)

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

1B10 Mental and Behavioral Health (e.g., cognitive impairment, depression, social support systems)

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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

1B11 Trauma-Informed Care (e.g., PTSD)

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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

1B12 Pain Management

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

1B13 Death, Dying, and Grief

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

1B14 Restraint Usage and Reduction

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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

1B15 Foodservice (e.g., choice and menu planning, dietary management, food storage and handling, dining services)

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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

1B16 Social Services Programs

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

1B17 Therapeutic Recreation and Activity Programs

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

1B18 Community Resources, Programs, and Agencies (e.g., meals on wheels, housing vouchers, Area Agencies on Aging, Veterans Affairs)

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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

**1 Care, Services, and Supports**

**1C Ancillary Services**

1C1 Hospice and Palliative Care

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

1C2 Specialized Medical Equipment (e.g., oxygen, durable medical equipment)

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

1C3 Transportation for Care Recipients

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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

1C4 Telemedicine (e.g., e-health)

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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

1C5 Diagnostic Services (e.g., radiology, lab services)

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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

1C6 Dental and Oral Care Services

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

1C7 Healthcare Partners and Clinical Providers (e.g., MD/DO, Nurse Practitioner, Psychiatrist, Podiatrist, Dentist)

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

1C8 Volunteer Programs

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

**2 Operations**

**2A Financial Management**

2A1 Budgeting and Forecasting

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

2A2 Financial Analysis (e.g., ratios, profitability, debt, revenue mix, depreciation, operating margin, cash flow)

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

2A3 Revenue Cycle Management (e.g., billing, accounts receivable, accounts payable, collections)

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

2A4 Financial Statements (e.g., income/revenue statement, balance sheet, statement of cash flows, cost reporting)

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

2A5 Revenue and Reimbursement (e.g., PDPM, PDGM, ACOs, HMOs, Medicaid, private payors)

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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

2A6 Financial Reporting Requirements (e.g., requirements for not-for-profit, for-profit, and governmental providers)

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

2A7 Integration of Clinical and Financial Systems (e.g., EMR/EHR, MDS)

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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

2A8 Internal Financial Management Controls (e.g., segregation of duties, access)

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

2A9 Supply-Chain Management (e.g., inventory control)

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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

2A10 Resident Trust Accounts for Personal Funds

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

**2 Operations**

**2B Risk Management**

2B1 OSHA Rules and Regulations

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

2B2 Workers' Compensation

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

2B3 Ethical Conduct and Standards of Practice

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

2B4 Compliance Programs

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

2B5 Risk Management Process and Programs

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

2B6 Quality Improvement Processes (e.g., root cause analysis, PDCA/PDSA)

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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

2B7 Scope of Practice and Legal Liability

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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

2B8 Internal Investigation Protocols and Techniques (e.g., incidents, adverse events)

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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

2B9 Mandatory Reporting Requirements (e.g., incidents, adverse events, abuse, neglect, financial exploitation, fraud)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

2B10 Insurance Coverage (e.g., liability, property)

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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

2B11 Healthcare Record Requirements (e.g., confidentiality, disclosure, safeguarding, HIPAA, HITECH)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

2B12 Security (e.g., cameras, monitoring systems, locks, staff location reporting)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

2B13 Contracted Services (e.g., roles, responsibilities, oversight, background checks)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

**2 Operations**

**2C Human Resources**

2C1 Federal Human Resources Laws, Rules, and Regulations (e.g., ADA, FMLA, Wage and Hour, FLSA)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

2C2 Selection and Hiring Practices (e.g., EEOC, interviewing, adverse impact, protected classes, occupational qualifications)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

2C3 Compensation and Benefits Programs (e.g., time off, healthcare insurance, employee pay and payroll)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

2C4 Organizational Staffing Requirements and Reporting (e.g., PBJ)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

2C5 Staff Certification and Licensure Requirements

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

2C6 Professional Development (e.g., maintenance of credentials, continuing education)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

2C7 Employee Training and Orientation

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

2C8 Performance Evaluation

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

2C9 Human Resource Policies (e.g., drug-free workplace, discipline, job classification, photography and video, social media usage, mobile phone usage)

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

2C10 Employee Record-Keeping Requirements

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

2C11 Employee Grievance, Conflict, and Dispute Resolution

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

2C12 Employee Satisfaction, Engagement, and Retention

|  |  |  |  |  |  |  |  |
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|  | | A | B |  | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |  |
|  | Additional Comments: | | | | | | |

2C13 Cultural Competence and Diversity Awareness

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

2C14 Labor Relations (e.g., union, collective bargaining [CBA], contract/pool staff)

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

**3 Environment and Quality**

**3A Care Settings**

3A1 Federal Codes and Regulations for Building, Equipment, Maintenance, and Grounds

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

3A2 Person-Centered Environment (e.g., home-like environment)

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

3A3 Safety and Accessibility (e.g., ADA, safety data sheets)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

3A4 Facility Management and Environmental Services

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

3A5 Information Systems Infrastructure (e.g., configurations, data security, technical controls)

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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

3A6 Preventative and Routine Maintenance Programs (e.g., pest control, equipment, mechanical systems)

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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

3A7 Infection Control and Sanitation (e.g., linens, kitchen, hand washing, healthcare-acquired infections, hazardous materials)

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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

3A8 Disaster and Emergency Planning, Preparedness, Response, and Recovery (e.g., Appendix Z)

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

**3 Environment and Quality**

**3B Regulatory Compliance**

3B1 Federal Healthcare Laws, Rules, and Regulations

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

3B2 Government Programs and Entities (e.g., Medicare, Medicaid, waivers)

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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

3B3 Certification and Licensure Requirements for the Organization

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

3B4 Regulatory Survey and Inspection Process

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

3B5 Procedures for Informal Dispute Resolution (IDR)

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

3B6 Centers for Medicare and Medicaid Services (CMS) Quality Measures

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

3B7 Quality Assurance and Performance Improvement (QAPI)

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

3B8 Bed-Hold Requirements

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

3B9 Pre-Admission Screening Annual Review (PASSR)

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

3B10 Facility Assessment

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

**4 Leadership and Strategy**

**4A Leadership**

4A1 Organizational Structures (e.g., departments, functions, systemic processes)

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

4A2 Organizational Change Management

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

4A3 Organizational Behavior (e.g., organizational culture, team building, group dynamics)

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

4A4 Leadership Principles (e.g., communication, styles, mentoring, coaching, personal professional development)

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

4A5 Governance (e.g., board of directors, governing bodies, corporate entities, advisory boards)

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

4A6 Professional Advocacy and Governmental Relations

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

**4 Leadership and Strategy**

**4B Organizational Strategy**

4B1 Mission, Vision, and Value Statements

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

4B2 Strategic Business Planning (e.g., new lines of service, succession management, staffing pipeline)

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

4B3 Business Analytics (e.g., evidence-based practice, data analytics)

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

4B4 Business Development (e.g., sales, marketing, partnerships, ACOs, contracts and agreements, negotiations)

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

4B5 Public Relations and External Stakeholders (e.g., hospitals, referrals sources, local community, donors)

|  |  |  |  |  |  |  |
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|  | | A | B | C | D | N |
|  | *Covered in course(s)*: |  |  |  |  |  |
|  | *Covered in Internship/AIT:* |  |  |  |  |  |
| Additional Comments: | | | | | | |

**Knowledge Summary**

**Use the following letters in the table below:**

|  |  |  |
| --- | --- | --- |
| **C** | **=** | **Covered in Coursework** |
| **I** | **=** | **Covered in Internship / AIT** |
| **CI** | **=** | **Covered in Coursework and Internship/AIT (use only if assigning same grade to both in the same line)** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DOMAINS** | **GRADE** | | | | |
| **A** | **B** | **C** | **D** | **N** |
| **1. CARE, SERVICES, AND SUPPORTS** |  |  |  |  |  |
| **Quality of Care** 1A1 |  |  |  |  |  |
| 1A2 |  |  |  |  |  |
| 1A3 |  |  |  |  |  |
| 1A4 |  |  |  |  |  |
| 1A5 |  |  |  |  |  |
| 1A6 |  |  |  |  |  |
| 1A7 |  |  |  |  |  |
| 1A8 |  |  |  |  |  |
| 1A9 |  |  |  |  |  |
| 1A10 |  |  |  |  |  |
| 1A11 |  |  |  |  |  |
| 1A12 |  |  |  |  |  |
| **Quality of Life** 1B1 |  |  |  |  |  |
| 1B2 |  |  |  |  |  |
| 1B3 |  |  |  |  |  |
| 1B4 |  |  |  |  |  |
| 1B5 |  |  |  |  |  |
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| 1B14 |  |  |  |  |  |
| 1B15 |  |  |  |  |  |
| 1B16 |  |  |  |  |  |
| 1B17 |  |  |  |  |  |
| 1B18 |  |  |  |  |  |
| **Ancillary Services** 1C1 |  |  |  |  |  |
| 1C2 |  |  |  |  |  |
| 1C3 |  |  |  |  |  |
| 1C4 |  |  |  |  |  |
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| 1C6 |  |  |  |  |  |
| 1C7 |  |  |  |  |  |
| 1C8 |  |  |  |  |  |
| **DOMAINS** | **GRADE** | | | | |
| **A** | **B** | **C** | **D** | **N** |
| **2. OPERATIONS** |  |  |  |  |  |
| **Financial Management** 2A1 |  |  |  |  |  |
| 2A2 |  |  |  |  |  |
| 2A3 |  |  |  |  |  |
| 2A4 |  |  |  |  |  |
| 2A5 |  |  |  |  |  |
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| 2A11 |  |  |  |  |  |
| 2A12 |  |  |  |  |  |
| 2A13 |  |  |  |  |  |
| 2A14 |  |  |  |  |  |
| **Risk Management and Compliance** 2B1 |  |  |  |  |  |
| 2B2 |  |  |  |  |  |
| 2B3 |  |  |  |  |  |
| 2B4 |  |  |  |  |  |
| 2B5 |  |  |  |  |  |
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| 2B7 |  |  |  |  |  |
| 2B8 |  |  |  |  |  |
| 2B9 |  |  |  |  |  |
| 2B10 |  |  |  |  |  |
| **Human Resources** 2C1 |  |  |  |  |  |
| 2C2 |  |  |  |  |  |
| 2C3 |  |  |  |  |  |
| 2C4 |  |  |  |  |  |
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| 2C12 |  |  |  |  |  |
| 2C13 |  |  |  |  |  |
| **DOMAINS** | **GRADE** | | | | |
| **A** | **B** | **C** | **D** | **N** |
| **3. Environment and Quality** |  |  |  |  |  |
| **Care Setting** 3A1 |  |  |  |  |  |
| 3A2 |  |  |  |  |  |
| 3A3 |  |  |  |  |  |
| 3A4 |  |  |  |  |  |
| 3A5 |  |  |  |  |  |
| 3A6 |  |  |  |  |  |
| 3A7 |  |  |  |  |  |
| 3A8 |  |  |  |  |  |
| **Regulatory Compliance** 3B1 |  |  |  |  |  |
| 3B2 |  |  |  |  |  |
| 3B3 |  |  |  |  |  |
| 3B4 |  |  |  |  |  |
| 3B5 |  |  |  |  |  |
| 3B6 |  |  |  |  |  |
| 3B7 |  |  |  |  |  |
| 3B8 |  |  |  |  |  |
| 3B9 |  |  |  |  |  |
| 3B10 |  |  |  |  |  |
| **DOMAINS** | **GRADE** | | | | |
| **A** | **B** | **C** | **D** | **N** |
| **4. Leadership and Strategy** |  |  |  |  |  |
| **Leadership** 4A1 |  |  |  |  |  |
| 4A2 |  |  |  |  |  |
| 4A3 |  |  |  |  |  |
| 4A4 |  |  |  |  |  |
| 4A5 |  |  |  |  |  |
| 4A6 |  |  |  |  |  |
| **Organizational Strategy** 4B1 |  |  |  |  |  |
| 4B2 |  |  |  |  |  |
| 4B3 |  |  |  |  |  |
| 4B4 |  |  |  |  |  |
| 4B5 |  |  |  |  |  |

**Program Tasks Evaluation**

Now that you have completed the review of the knowledge areas, please evaluate the extent to which you believe graduating students are able to perform the tasks outlined below. Use the accompanying **Program Rating Scale** to guide your assessment and provide an accurate reflection of student performance based on evidence and outcomes.

**Program Rating Scale:**

4 – Excellent

3 – Proficient

2 – Needs Improvement

1 – Unsatisfactory

|  |  |  |
| --- | --- | --- |
| **#** | **Task** | **Program Rating** |
| T.01 | Establish and maintain care recipient service policies and procedures that comply with applicable requirements and regulations. |  |
| T.02 | Implement and evaluate care recipient service practices to promote quality of care and quality of life and ensure compliance with policies and procedures. |  |
| T.03 | Ensure plans of care are established, implemented, updated, and monitored according to evidence-based practice, care recipient (and representative) preferences, and assessed needs. |  |
| T.04 | Ensure transitions of care are executed according to requirements, regulations, and standards of quality. |  |
| T.05 | Ensure care recipients' psychosocial needs and preferences are assessed and addressed at each level of care. |  |
| T.06 | Ensure health information management programs meet applicable documentation requirements, regulations, and standards of quality. |  |
| T.07 | Ensure the medication management process supports the needs of the care recipient and meets standards of quality. |  |
| T.08 | Ensure the rehabilitation and restorative programs maximize level of functioning and independence for care recipients. |  |
| T.09 | Coordinate and oversee contracted care and services. |  |
| T.10 | Ensure effective environmental services, including housekeeping and laundry services, are provided. |  |
| T.11 | Ensure nutritional needs and dining preferences of care recipients are met. |  |
| T.12 | Advocate for care recipients' rights, self-determination, and preferences within all aspects of care. |  |
| T.13 | Ensure care recipient representatives are considered and included to maximize care recipient quality of life. |  |
| T.14 | Ensure ancillary services are available to meet care recipients’ needs and preferences. |  |
| T.15 | Establish and maintain human resources policies and procedures that comply with applicable requirements and regulations. |  |
| T.16 | Implement and evaluate human resources practices to ensure compliance with policies, procedures, and standards for effectiveness. |  |
| T.17 | Establish and lead an organizational culture that fosters professional development, employee engagement, ethical practice, and sensitivity to diverse backgrounds. |  |
| T.18 | Ensure a safe and secure work environment is established and maintained. |  |
| T.19 | Establish a process for effective interdisciplinary and interdepartmental communication and coordination. |  |
| T.20 | Develop, implement, and evaluate risk management programs and interventions to ensure regulatory compliance. |  |
| T.21 | Develop, implement, and evaluate business development and public relations practices. |  |
| T.22 | Develop, implement, and evaluate the organization's quality assurance and performance improvement programs. |  |
| T.23 | Develop, lead, and evaluate organizational change initiatives. |  |
| T.24 | Develop, implement, and evaluate practices to ensure compliance with directives of governing body and strategic plan. |  |
| T.25 | Promote satisfaction and engagement of care recipients and their representatives and resolve any grievances. |  |
| T.26 | Establish and maintain financial management policies and procedures that comply with applicable requirements and regulations. |  |
| T.27 | Implement and evaluate financial management practices to promote financial viability and ensure compliance with policies, procedures, and standards for effectiveness. |  |
| T.28 | Plan, implement, and evaluate financial management systems and practices that improve financial outcomes and comply with Generally Accepted Accounting Principles (GAAP). |  |
| T.29 | Negotiate, interpret, and implement contractual agreements to ensure compliance and optimize organizational performance and outcomes. |  |
| T.30 | Establish care environment policies and procedures that comply with applicable requirements and regulations. |  |
| T. 31 | Implement care environment policies and procedures that comply with applicable requirements and regulations. |  |
| T.32 | Maintain care environment policies and procedures that comply with applicable requirements and regulations. |  |
| T.33 | Ensure a safe and secure care environment that includes consideration of infection control, sanitation, and disaster preparedness. |  |
| T.34 | Ensure facility management and maintenance activities are performed according to applicable requirements, regulations, and standards of quality. |  |
| T.35 | Establish and evaluate information systems and technology infrastructure to ensure data privacy and protection, and to comply with applicable requirements and regulations. |  |
| T.36 | Educate stakeholders on services provided, regulatory requirements, and standards of care. |  |
| T.37 | Manage the survey and inspection process. |  |
| T.38 | Establish, implement, and evaluate internal investigation and mandatory reporting processes. |  |
| **Additional Comments regarding Program Tasks:** | | |
|  | | |

**EVIDENCE OF RC/AL AND HCBS INCORPORATION**

The purpose of this self-study addendum is to assess whether the Reviewers and subsequently the Education Committee believe there is adequate “*Evidence of incorporation”* of exposure to the different/unique aspects of RCAL and HCBS on top of “SNF plus Core” (domains/tasks/knowledge that are unique to NHA or SNF plus those that share similarities across service lines, which were previously assessed in original NHA accreditation).

A review of the PPA Annotation Study (2016 Annual Meeting) suggests that many PPA items are similar (“core”) across all three lines of service. Areas of difference/unique aspects tend to be in the SNF line of service, and to a lesser degree in the HCBS line of service where federal regulations exist in Home Health and Hospice and unique nature of providing service and managing employees/clients without direct oversight. As such, beyond the “core” and what is unique to SNF, there are some key differences between SNF and RCAL/HCBS which should be emphasized throughout the curriculum and/or during the program’s internship/practicum/AIT experience. For example:

* Different regulations in Federal Register and State Operations Manuals relative to SNF/RCAL/HCBS (Home Health, Home Care, Hospice, Adult Day) (relative to participation in CMS reimbursement)
  + How recipients qualify for Medicare coverage in these various service lines
  + Differences in approaches/methods of reimbursements for services (e.g. MDS vs OASIS, per diem vs 60-day episode of care, etc.)
* Some unique differences in HCBS noted relative to liability (i.e. bonding employees, vehicle insurance, and managing off-site staff, ensuring that visits/quality care being reported are occurring, etc.).
* Fewer universal/federal regulatory differences unique to RCAL and Adult Day programs are noted since differences tend to be state-specific since most RCAL and Adult Day regulation comes at the state level.

**Residential Care/Assisted Living (RC/AL)**

In the chart below, please document any activity/aspects of your coursework/internship curriculum that exposes students to RC/AL and the entry-level roles and responsibilities of RCAL administration unique to that service setting:

|  |  |  |
| --- | --- | --- |
| **Class** | **Activity** | **How it addresses RCAL/unique aspects of RCAL** |
|  |  |  |
|  |  |  |
|  |  |  |

**Home and Community Based Services (HCBS)**

In the chart below, please document any activity/aspects of your coursework/internship curriculum that exposes students to HCBS and the entry-level roles and responsibilities of HCBS administration unique to that service setting:

|  |  |  |
| --- | --- | --- |
| **Class** | **Activity** | **How it addresses HCBS/unique aspects of HCBS** |
|  |  |  |
|  |  |  |
|  |  |  |