

## CORE: General Knowledge Examination for Long Term Care Administrators

Chies, Steven., (2020). Pratt's Long-Term Care: Managing Across the Continuum, Fifth edition. Burlington, MA: Jones and Bartlett Learning. ISBN # 9781284184334

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Townsend, Joseph E. (2022). The Principles of Health Care Administration. Shreveport, LA: BNB Systems.

ISBN # 9780929442280 This book may be purchased through the publisher BNB Systems.

#### **Recommended Websites**

- U.S. Occupational Safety and Health Administration: <a href="https://www.osha.gov">https://www.osha.gov</a>
- U.S. Department of Labor: <a href="http://www.dol.gov">http://www.dol.gov</a>
- National Fire Protection Association/ LSC NFPA 101 (SNF 2015 Edition): www.nfpa.org
- CMS.gov SOM Appendix I Life Safety Code <a href="https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/Downloads/som107ap">https://www.cms.gov/Regulations-and-Guidance/Manuals/Downloads/som107ap</a> i Isc.pdf





## NHA: Nursing Home Administrators Line of Service Exam

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- DOL.gov <a href="http://www.dol.gov">http://www.dol.gov</a>
- National Fire Protection Association/LSC NFPA 101 (SNF 2015 Edition): www.nfpa.org
- CMS.gov SOM Chapter 7 LTC Survey and Enforcement <a href="https://www.cms.gov/Regulations-and-guidance/Manuals/Downloads/som107c07pdf.pdf">https://www.cms.gov/Regulations-and-guidance/Manuals/Downloads/som107c07pdf.pdf</a>
- CMS.gov SOM Appendix I Life Safety Code <a href="https://www.cms.gov/Regulations-and-guidance/Guidance/Manuals/Downloads/som107ap">https://www.cms.gov/Regulations-and-guidance/Guidance/Manuals/Downloads/som107ap</a> i Isc.pdf
- CMS.gov SOM Appendix J ICF for IID <a href="https://www.cms.gov/Regulations-and-guidance/Guidance/Manuals/downloads/som107ap-j-intermcare.pdf">https://www.cms.gov/Regulations-and-guidance/Manuals/downloads/som107ap-j-intermcare.pdf</a>
- CMS.gov SOM Appendix P Survey Protocol LTC <a href="https://www.cms.gov/Regulations-and-guidance/Guidance/Manuals/downloads/som107ap-p-ltcf.pdf">https://www.cms.gov/Regulations-and-guidance/Guidance/Manuals/downloads/som107ap-p-ltcf.pdf</a>
- CMS.gov SOM Appendix Q Immediate Jeopardy <a href="https://www.cms.gov/Regulations-and-guidance/Guidance/Manuals/downloads/som107ap-q-immedieopardy.pdf">https://www.cms.gov/Regulations-and-guidance/Guidance/Manuals/downloads/som107ap-q-immedieopardy.pdf</a>
- CMS.gov SOM Appendix Z Emergency Preparedness <a href="https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107apzemergprep.pdf">https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107apzemergprep.pdf</a>
- CMS.gov SOM Appendix PP Interpretative Guidelines for LTC <a href="https://www.cms.gov/Regulations-and-guidance/Guidance/Manuals/downloads/som107ap-pp-guidelines-ltcf.pdf">https://www.cms.gov/Regulations-and-guidance/Guidance/Manuals/downloads/som107ap-pp-guidelines-ltcf.pdf</a>
- Long Term Care Survey Process (LTCSP) Procedure Guide) <a href="https://www.cms.gov/Medicare/Provider-Enrollment-and-certification/GuidanceforLawsAndRegulations/Downloads/LTCSP-Procedure-Guide.pdf">https://www.cms.gov/Medicare/Provider-Enrollment-and-certification/GuidanceforLawsAndRegulations/Downloads/LTCSP-Procedure-Guide.pdf</a>





# RC/AL: Resident Care and Assisted Living Administrators Line of Service Exam

A Management Reference for Executive Directors – Administrator Level 1 Manuals (2018) Senior Living University, Anstadt Communications, York, PA This resource can be purchased directly from the <u>Senior Living University bookstore</u>.

Alzheimer's Association. (2009)., Dementia Care Practice Recommendations for Assisted Living Residences and Nursing Homes Phases 1 and 2 <u>Link to Recommendations download</u>.

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Yee-Melichar, Darlene, Flores, Cristina, Renwanz-Boyle, Andrea (2020). Assisted Living Administration and Management: Effective Practices and Model Programs in Elder Care, 2<sup>nd</sup> Edition. New York, NY: Springer Publishing Company, LLC.

#### ISBN # 9780826161949

### **Recommended Websites**

- U.S. Occupational Safety and Health Administration: <a href="https://www.osha.gov">https://www.osha.gov</a>
- U.S. Department of Labor: <a href="http://www.dol.gov">http://www.dol.gov</a>
- National Fire Protection Association/LSC NFPA 101 (SNF 2015 Edition): <a href="www.nfpa.org">www.nfpa.org</a>
- CMS.gov SOM Appendix I Life Safety Code <a href="https://www.cms.gov/Regulations-and-guidance/Guidance/Manuals/Downloads/som107Appendicestoc.pdf">https://www.cms.gov/Regulations-and-guidance/Guidance/Manuals/Downloads/som107Appendicestoc.pdf</a>





## HCBS: Home and Community Based Services Line of Service Exam

Anderson, Keith A., Dabelko-Schoeny, Holly I., and Fields, Noelle L. (2018). Home and Community Based Services for Older Adults: Aging in Context. New York, NY. Columbia University Press. ISBN # 9780231546997

Chies, Steven., (2020). Pratt's Long-Term Care: Managing Across the Continuum, Fifth edition. Burlington, MA: Jones and Bartlett Learning. ISBN # 9781284184334

Johs-Artisensi, Jennifer L. and Hansen, Kevin E. (2022). Quality of Life and Well-Being for Residents in Long-Term Care Communities: Perspectives on Policies and Practices, 1st Edition. Cham, Switzerland: Springer Nature ISBN# 9783031046957

Knapp, Keith R. and Olson, Douglas M. (2021). The Health Services Executive (HSE<sup>TM</sup>) Tools for Leading Long-Term Care and Senior Living Organizations. Springer Publishing Company, LLC. **ISBN #978082617732-2** 

McConnell, Charles R. (2021). Human Resource Management in Health Care, Principles and Practice, 3<sup>rd</sup> edition. Burlington, MA: Jones and Bartlett Learning. **ISBN # 9781284155136** 

McSweeney-Feld, M. H. and Molinari, C. (2023). Dimensions of Long-Term Care Management: An Introduction, Third Edition (3<sup>rd</sup> ed.). Washington, DC: Health Administration Press. **ISBN** # **9781640553675** 

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## **Home and Community-Based Regulatory Websites**

- Medicaid.gov Home and Community Based Services Website <a href="https://www.medicaid.gov/medicaid/hcbs/index.html">https://www.medicaid.gov/medicaid/hcbs/index.html</a>
- Medicare.gov Hospice and Respite Care <a href="https://www.medicare.gov/coverage/hospice-and-respite-care.html">https://www.medicare.gov/coverage/hospice-and-respite-care.html</a>
- Medicare.gov Home Health Care <a href="https://www.medicare.gov/coverage/home-health-services.html">https://www.medicare.gov/coverage/home-health-services.html</a>
- CMS.gov Home Health Agency (HHA) Center <a href="https://www.cms.gov/Center/Provider-Type/Home-Health-Agency-HHA-Center.html">https://www.cms.gov/Center/Provider-Type/Home-Health-Agency-HHA-Center.html</a>
- Medicare State Operations Manual <a href="https://www.cms.gov/Regulations-and-guidance/Guidance/Manuals/downloads/som107ap">https://www.cms.gov/Regulations-and-guidance/Guidance/Manuals/downloads/som107ap</a> b hha.pdf
- CMS.gov Hospice Center <a href="https://www.cms.gov/Center/Provider-Type/Hospice-Center.html">https://www.cms.gov/Center/Provider-Type/Hospice-Center.html</a>
- State Operations Manual Hospice Conditions of Participation and Interpretive Guidelines Final Rule <a href="https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/Downloads/som107ap\_m-hospice.pdf">https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/Downloads/som107ap\_m-hospice.pdf</a>

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- U.S. Department of Labor: <a href="http://www.dol.gov">http://www.dol.gov</a>
- National Fire Protection Association/ LSC NFPA 101 (SNF 2015 Edition): www.nfpa.org
- CMS.gov SOM Chapter 10 HHA Enforcement <a href="https://www.cms.gov/Regulations-and-guidance/Guidance/Manuals/Downloads/som107c10.pdf">https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/Downloads/som107c10.pdf</a>
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- CMS.gov SOM Appendix Q Immediate Jeopardy <a href="https://www.cms.gov/Regulations-and-guidance/Guidance/Manuals/downloads/som107ap-q-immedieopardy.pdf">https://www.cms.gov/Regulations-and-guidance/Guidance/Manuals/downloads/som107ap-q-immedieopardy.pdf</a>
- CMS.gov SOM Appendix Z Emergency Preparedness <a href="https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap\_z\_emergprep.pdf">https://www.cms.gov/Regulations-and-Guidance/Manuals/downloads/som107ap\_z\_emergprep.pdf</a>

