

Recommended References

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**

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™) Tools for Leading Long-Term Care and Senior Living Organizations*. Springer Publishing Company, LLC. **ISBN #9780826177322**

McSweeney-Feld, Mary Helen and Molinari, Carol. (2023). *Dimensions of Long-Term Care Management: An Introduction, Third Edition*. Gateway to Healthcare Management. **ISBN# 97816400553675**

Singh, Douglas, A., (2023)., *Effective Management of Long-Term Care Facilities, Fourth edition*. Burlington, MA: Jones and Bartlett Learning. **ISBN # 9781284199536**

Townsend, Joseph E. (2025)., *The Principles of Health Care Administration*. Shreveport, LA BNB Systems.
ISBN # 9780929442358 *This book may be purchased through the publisher [BNB Systems](#).*

Core of General Knowledge Examination Recommended Websites

- U.S. Occupational Safety and Health Administration: <https://www.osha.gov>
- U.S. Department of Labor: <http://www.dol.gov>
- National Fire Protection Association/ LSC NFPA 101 (SNF 2015 Edition): www.nfpa.org
- CMS.gov SOM Appendix I Life Safety Code https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/Downloads/som107ap_i_lsc.pdf

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
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Townsend, Joseph E. (2025). *The Principles of Health Care Administration*. Shreveport: LA BNB Systems.
ISBN # 9780929442358 *This book may be purchased through the publisher [BNB Systems](#).*

Nursing Home Administration Examination Recommended Websites

- U.S. Occupational Safety and Health Administration: <https://www.osha.gov>
- DOL.gov <http://www.dol.gov>
- National Fire Protection Association/ LSC NFPA 101 (SNF 2015 Edition): www.nfpa.org
- CMS.gov - SOM Chapter 7 LTC Survey and Enforcement <https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/Downloads/som107c07pdf.pdf>
- CMS.gov - SOM Appendix I Life Safety Code https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/Downloads/som107ap_i_lsc.pdf
- CMS.gov - SOM Appendix J ICF for IID https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_j_intermcare.pdf
- CMS.gov - SOM Appendix P Survey Protocol LTC https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_p_ltc.pdf
- CMS.gov - SOM Appendix Q Immediate Jeopardy https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_q_immedjeopardy.pdf
- CMS.gov - SOM Appendix Z Emergency Preparedness https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_z_emergprep.pdf
- CMS.gov - SOM Appendix PP Interpretative Guidelines for LTC https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_pp_guidelines_ltc.pdf
- Long Term Care Survey Process (LTCSP) Procedure Guide) <https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/GuidanceforLawsAndRegulations/Downloads/LTCSP-Procedure-Guide.pdf>

Recommended References

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

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
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McSweeney-Feld, Mary Helen and Molinari, Carol. (2023). *Dimensions of Long-Term Care Management: An Introduction, Third Edition*. Gateway to Healthcare Management. **ISBN# 9781640055365**

Pozgar, George. (2022). *Legal Aspects of Health Care Administration, 14th edition*. Burlington, MA: Jones and Bartlett Learning. **ISBN # 9781284231526**

Ross, Thomas K. (2022). *Baker's Health Care Finance: Basic Tools for Nonfinancial Managers, 6th edition*. Burlington, MA: Jones and Bartlett Learning. **ISBN # 9781284233162**

Singh, Douglas, A., (2023). *Effective Management of Long-Term Care Facilities, Fourth edition*. Burlington, MA: Jones and Bartlett Learning. **ISBN # 9781284199536**

Townsend, Joseph E. (2025). *The Principles of Health Care Administration*. Shreveport: LA BNB Systems.
ISBN # 9780929442358 *This book may be purchased through the publisher [BNB Systems](#).*

Yee-Melichar, Darlene, Flores, Cristina, Renwanz-Boyle, Andrea (2020). *Assisted Living Administration and Management: Effective Practices and Model Programs in Elder Care, 2nd Edition*. New York, NY: Springer Publishing Company, LLC. **ISBN # 9780826161949**

Resident Care and Assisted Living Examination Recommended Websites

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

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**

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

Townsend, Joseph E. (2025). *The Principles of Health Care Administration*. Shreveport: LA BNB Systems. **ISBN # 9780929442358** This book may be purchased through the publisher [BNB Systems](#).

Home and Community-Based Examination Recommended Websites

- Medicaid.gov – Home and Community Based Services: <https://www.medicaid.gov/medicaid/home-community-based-services/index.html>
- Medicare.gov – Hospice and Respite Care <https://www.medicare.gov/coverage/hospice-and-respite-care.html>
- Medicare.gov – Home Health Care <https://www.medicare.gov/coverage/home-health-services.html>
- CMS.gov – Home Health Agency (HHA) Center: <https://www.cms.gov/Center/Provider-Type/Home-Health-Agency-HHA-Center.html>
- Medicare State Operations Manual Appendix B - Guidance to Surveyors: Home Health Agencies: https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_b_hha.pdf
- CMS.gov – Hospice Center: <https://www.cms.gov/Center/Provider-Type/Hospice-Center.html>
- State Operations Manual – Appendix M – Guidance to Surveyors: Hospice: https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/Downloads/som107ap_m_hospice.pdf
- U.S. Occupational Safety and Health Administration: <https://www.osha.gov>
- U.S. Department of Labor: <http://www.dol.gov>
- National Fire Protection Association/LSC NFPA 101 (SNF 2015 Edition): www.nfpa.org
- CMS.gov - SOM Chapter 10 - Informal Dispute Resolution and Enforcement Procedures for Home Health Agencies and Hospice Programs: <https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/Downloads/som107c10.pdf>
- CMS.gov - SOM Appendix I Life Safety Code https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/Downloads/som107ap_i_lsc.pdf
- CMS.gov - SOM Appendix Q - Core Guidelines for Determining Immediate Jeopardy: https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_q_immedjeopardy.pdf
- CMS.gov - SOM Appendix Z - Emergency Preparedness for All Provider and Certified Supplier Types Interpretive Guidance: https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_z_emergprep.pdf