

## KANSAS DEPARTMENT FOR AGING AND DISABILITY SERVICES

### APPLICATION PROCESS FOR

#### ADULT CARE HOME OPERATOR REGISTRATION

In this section you will find all the materials necessary to apply for an Operator Registration in the state of Kansas. It is the desire of the Kansas Department for Aging and Disability Services to make the application process as convenient and effective as possible. Please understand that in all cases the burden of proof in meeting the requirement for registration is upon the applicant; therefore, you will find it worth your time to carefully review the information and forms. Receipt of information necessary to efficiently process and evaluate application is of the utmost importance.

#### STEPS TO APPLY FOR REGISTRATION

1. **Download application forms:** [www.kdads.ks.gov/hoc](http://www.kdads.ks.gov/hoc)
2. **Complete and submit application materials.** Completed notarized application should be submitted along with a copy of the Operator Course Certificate of Completion to **HEALTH OCCUPATIONS CREDENTIALING** 503 S. KANSAS AVE TOPEKA KS 66603.
3. **Criminal Records Check.** The Criminal Record Check Request form must be completed and submitted as part of the application materials.
4. **Pay Fees.** The Fees document outlines the pro-rated fees for Registrations in effect for less than 24 months. Fees are non-refundable. Checks should be made payable to KDADS. Visa or MasterCard may be utilized for payment of fees. If so, the Credit Card Authorization form must be completed and signed.
5. **Verify Education.** There are three options for meeting the education requirements to obtain Registration:
  - a. possess a baccalaureate degree (original sealed transcripts or e-transcripts must be sent by the college or university directly to Health Occupations Credentialing); or
  - b. possess an associate's degree in a \*relevant field, as determined by the Secretary (original sealed transcripts must be sent by the college or university directly to Health Occupations Credentialing); or
  - c. possess a high school diploma or equivalent, with one year \*relevant experience, as determined by the Secretary (high school diploma or equivalent must accompany the application along with verification of relevant work experience)

\*Relevant experience and fields: Kanas adult care home Operators are responsible to direct the day-to-day functions of the facility in accordance with current federal, state, and local standards, guidelines and regulations that govern adult care homes. Responsibilities may include:

- Planning, developing, organizing and implementing and directing the facility's programs and activities
- Delegation or development of written policies and procedures that govern the operation of the facility
- Maintaining a liaison with families and residents
- Preparation of operating budgets
- Ensuring resident rights to fair and equitable treatment, self-determination, individuality, privacy, property, and civil rights are well established and maintained
- Documentation, including charting and resident records
- Admission, transfer and discharge of residents; and understanding of Advance Directives
- Understand the issues involved in abuse/neglect and exploitation, including prevention and reporting requirements
- Understand basic principals in providing for the nutritional needs of older adults and safe food service management

- Knowledge of infection control practices
- Responsibilities in medication management
- Have a basic understanding of fire safety and emergency procedures
- Develop strategies for helping residents deal with behavioral symptoms, including those of dementia
- Understand the role of the surveyor
- Basic knowledge of needs which may develop as a result of the aging process and common chronic diseases found in older adults

Experience should be relevant to these activities. Associate degree fields should be relevant to these activities and responsibilities.

Expiration of License/Renewal – Full Licensure

All Operator Registrations will expire on April 30 of the year that is less than two years from issuance. Thereafter, the license will expire biennially. Acquisition of 30 clock hours of continuing education in the “core of knowledge” subject area will be required to renew. **Administration** – 15 hours minimum, **Resident Care** - 10 hours minimum, **Elective** – 5 hours MAXIMUM.

Note: Each licensee whose initial licensure period is less than 24 months shall be required to obtain pro-rated continuing education for each month in the initial registration period.

Fees

A full registration period begins May 1<sup>st</sup> for a two-year period which expires on April 30<sup>th</sup>. Initial registrations issued on May 1<sup>st</sup> of any registration period will be for two full years. Initial registrations issued at any time during the registrations period will be less than two years.

PRO-RATED FEE SCHEDULE			
May (24 month)	\$65.00	Nov (18 month)	\$47.00
June (23 month)	\$62.00	Dec (17 month)	\$44.00
July (22 month)	\$59.00	Jan (16 month)	\$41.00
Aug (21 month)	\$56.00	Feb (15 month)	\$38.00
Sept (20 month)	\$53.00	Mar (14 month)	\$35.00
Oct (19 month)	\$50.00	Apr (13 month)	\$32.00

Enclose non-refundable fee: **Payable to KDADS**. Personal checks are accepted. Visa or Master Card may be used for payment of fees. Charge authorization form must be completed and signed to utilize this option.

If you have questions regarding any phase of the registration process, please contact Wendy Davis at [wendy.davis@ks.gov](mailto:wendy.davis@ks.gov) or 785.296.0061.