


**Professional
Certification**
Purpose, Preparation & Passing

Sharon K. Colling
CNHA, CALA, CSW, FACHCA

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November 19, 2017



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Speaker Disclosure:

- I have a commercial interest in the following organizations:
- 1. Lantern Health Services (President/CEO)
 - LHS provides comprehensive facility management, consulting and development services for post-acute, skilled nursing and assisted living facilities as well as senior housing communities.

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Today:

- Definitions
- Professional Certification Overview
- History & Value
 - Evolution of Exam
 - Development Process
 - Reasons to Pursue
- Eligibility Requirements

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Today:

- Application Process
- Application Procedure & Costs
- Exam Structure & Content
- Exam Preparation & Test-Taking Strategies
- Re-Certification
- Advancement to Fellow

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Warm-Up:

Q: Why do hummingbirds hum?
Because they forgot the words.

Q: If H_2O is inside a fire hydrant,
what is on the outside?
K & P

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Definitions

Licensure:

- Mandatory. Government Requirement.
- May also be called Registration or Certification by some states
- Requires Assessment Testing
- Sets MINIMUM, entry-level competence
- Goal: Protect public from incompetence

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Definitions

Certification:

- Voluntary. Non-Governmental
- Requires Assessment Testing
- Sets Advanced Professional Standards
- Identifies & Recognizes Those Who are Performing at an Advanced Level
- Results in an Advanced Professional Credential

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Definitions

■ Certificate:

- Voluntary
- Not regulated or standardized
- A prescribed course or curriculum with a Certificate of Completion at the end
- May or may not include any testing
- Not to be confused with Professional Certification

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Certification Overview & Purpose

- **Mission**
 - Visible & Tangible Evidence for Public Accountability
 - Leadership for Quality LTC Delivery
- **Goal: Recognize Demonstration of *Advanced...***
 - Knowledge
 - Skills
 - Values
 - Judgment

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History & Value

- Certified Nursing Home Administrator (CNHA) Exam established in 1978
- Brown University & LTCQ Study of 2000
- Independent Study of 2013. Published Soon
 - Both used Comparative Studies of Facilities with Certified vs. Non-certified Administrators

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Findings

Certified Administrators

Operate Facilities With:

- ☑ *Higher* Quality of Care*
- ☑ *Fewer* Deficiencies
- ☑ *Higher* Medicare & Private Pay Mix
- ☑ *Greater* Functionally Dependent Residents

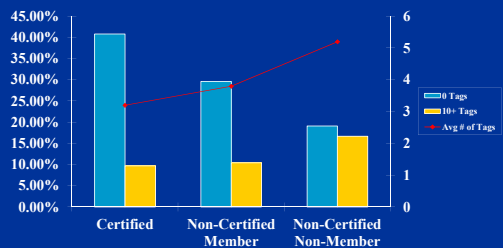
* Using QI Measures, # Deficiencies, 5-Star Data

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Leadership 2000



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Reasons to Pursue
Professional Certification

- Reflects Commitment to Residents, Families, Staff, and Organization
- Promotes Quality in Profession
- Improves Public Image of Administrators
- Personal Satisfaction & a Sense of Achievement
- Employer Recognition (Resume, Wages, CoH)
- ACHCA Recognitions (Five Separate Actions)

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Reasons to Pursue
Professional Certification

- **22*** State LNHA Boards Recognize ACHCA CNHA certification, which in many cases “fast-tracks” NHA licensure
- **10** States in Review
- State Recognition

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Reciprocity/Endorsement

■ Alabama	■ Nevada*
■ Arkansas*	■ New Hampshire
■ Arizona	■ New Jersey*
■ Georgia*	■ New Mexico
■ Illinois*	■ New York*
■ Iowa*	■ North Dakota*
■ Florida	■ Ohio*
■ Kansas	■ Oregon*
■ Kentucky*	■ Rhode Island*
■ Louisiana*	■ South Carolina*
■ Maine*	■ Tennessee*
■ Massachusetts*	■ Utah*
■ Maryland	■ Vermont
■ Michigan*	■ Washington*
■ Missouri	■ Washington, DC
■ Minnesota*	■ West Virginia*
	■ Wisconsin*

* Recognized now; White-Consideration

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Eligibility Criteria

- Education & Experience
 - Two Years of Work Experience
 - Education: Varies by Discipline
 - Do NOT Need to be ACHCA Member
- Continuing Education
 - 40 Clock Hours Over Previous Two Years
- ⊗ Bias for Gender, Race, Religion or National Origin

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Eligibility: NHA

- Experience: At least 2 Years LNHA
- CEU: 40 Hours Minimum in 2 Yr Prior to Application
- Education: Bachelor's Degree (if lic > 1/1/96)

Eligibility: ALA

- Experience: At least 2 Years ALA
- CEU: 40 Hours Minimum in 2 Yr Prior to Application
- Education: Bachelor's Degree + 2 Yrs OR
RN or Associate Degree + 4 Yrs OR
HS/GED, LPN/LVN + 6 Yrs

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Development Process

- Selection of HumRRO
- Identification: Knowledge Area Experts
- Job Analysis & Training
- Ongoing Review Process
 - Replace
 - Modify

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Evolution of Exam

- Early Stages
 - Multiple-Choice, Knowledge-Based Exam
 - Peer-Reviewed Simulated Exercise
- Current Model
 - Multiple-Choice, Knowledge-Based Exam
 - Two-Part Multi-Disciplinary Exam:
 - 110 General Administration Questions
 - 40 Facility-Specific Questions (SNF or AL)

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Exam Structure

General Administration (110 Questions)

1. Resident Care (includes Clinical & Food Service) (26%)
2. Human Resources/Personnel Mgmt (16%)
3. Financial Management (20%)
4. Environmental Management (15%)
5. Leadership (24%)

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Exam Structure

Nursing Home & Assisted Living
(40 Questions Each Section)

- Resident Care (27%)
- Human Resources (15%)
- Financial Management (25%)
- Environmental Management (11%)
- Leadership (23%)

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Exam Preparation

- **Review:** Reading List (See ACHCA Website)
- **Identify:** Specific Areas of Review
- **Consult:** Experienced CNHA/CALA
- **Trust:** Yourself. Experience is a great teacher!
- **Remember:**
 - 150 Item Multiple-Choice Exam
 - 3 HOURS allowed for exam completion
 - One Additional Hour for 2nd Discipline Same Day

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Test-Taking Strategies

- **Good News:** Correct Answer is *There!*
- **Process of Elimination**
 - Correct = Count
- **Practice Timed Test**
- **Digital Exam** (www.Lasergrade.com)
 - Content Review
 - Immediate score

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Application Process

- **Application Handbook & Packet**
 - On ACHCA Website (www.achca.org)
 - Work Experience (Verification Statement)
 - Diploma or Transcript (if applicable)
 - License (for ALA, if applicable)
 - Proof of Continuing Education in Last 2 Years
 - Acknowledgement: Code of Ethics
 - Application Fee
- **Submit to ACHCA**

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Self-Investment: Exam & Credentials

Application – See Handbook Pages 18-19

	<u>ACHCA Member</u>	<u>Non- Member</u>
Single Credential Exam	\$150	\$150
2 nd Discipline - <i>Same Day</i>	\$135	\$135
2 nd Discipline - <i>Diff Day</i>	\$150	\$150
Single Credentialing Fee *	\$250	\$350
2 nd Cred. Fee-Same Day *	\$135	\$135
2 nd Cred. Fee - Diff Day *	\$185	\$235
*Paid when exam successfully passed	\$400/\$670	\$500/\$770

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Exam Feedback

- Exam Feedback is **Confidential**
- Your Score is Kept for 3 Years
- Re-take Only the Failed Part Within 3 Years
 - I. General Administration: Pass/Fail
 - Proficiency in Each Domain
 - II. Discipline-Specific: Pass/Fail
 - Proficiency in Each Domain

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Re-Certification

- **Certification:** Valid for 5 Years
 - **Renewal**
 1. Pass the Certification Examination
 2. Complete an Executive Portfolio
 3. Completion of Executive Level Course
- | | <u>Member</u> | <u>Non-Member</u> |
|---|---------------|-------------------|
| ■ Renewal Fees | \$339 | \$389 |
| ■ \$100 for 2 nd Credential; Exam Option - Original Fees | | |

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Recap: Certification Promotes

- Professional Development
- Employer Recognition
- Customer Confidence
- National Recognition
 - Reciprocity / Endorsement / Mobility
 - Insurance
 - Quality Outcomes

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ACHCA Fellow

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ACHCA Fellow

- Peer Recognition as Leader in the Field
 - Highest Level of Achievement in ACHCA
 - "FACHCA"
- Qualify for Advancement:
 - 2 Years of current, voting ACHCA Membership
 - 165 Points on Application
 - Acknowledge ACHCA's Code of Ethics

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ACHCA Fellow

Application

Visit www.achca.org under the Development section

\$250 = Non-refundable Application Fee

(Same Application Process as Certification)

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Certification & Advancement

You Owe it to Your:

Residents...

Staff...

Employer...

Community...

& Self!


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Sample Questions

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Sample Questions

Organizational Mgmt & Governance: Operations

In conflict resolution, "mediation" is defined as:

- submitting the dispute to a neutral third party, who makes a decision for the parties to accept or reject.
- utilizing a neutral third party, who assists in framing the issues, enhancing communication, and developing possible solutions.
- submitting the dispute to a neutral third party who documents the solution.
- a voluntary, informal process in which disputants reach a mutually acceptable agreement.

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Sample Questions

Organizational Mgt & Governance: Operations

In conflict resolution, "mediation" is defined as:

- utilizing a neutral third party, who assists in framing the issues, enhancing communication, and developing possible solutions.

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Sample Questions

Financial

Accrual accounting provides a clear image of the current financial condition of the community by

- Allowing current cash inflows to be combined with expected current cash outflows
- Including depreciation and expenses
- Measuring the performance by when the cash transactions occur.
- Measuring revenues earned after expenses have been paid by matching revenues and expenses for each time period

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Sample Questions

Financial

Accrual accounting provides a clear image of the current financial condition of the community by

d. Measuring revenues earned after expenses have been paid by matching revenues and expenses for each time period

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Specialty Exam: Nursing Home

Client Services:

Knowledge of Codes, Rules & Regulations

What does the term "separately locked" in reference to drug storage mean?


a. Schedule II drugs do not need to be locked except when refrigerated.

b. the key to gain access to non-Schedule II drugs should be the same key used to lock Schedule II drugs on the medication cart.

c. Schedule II drugs do not need to have a separate key to lock them if an MD orders to self administer.

d. the key to lock Schedule II drugs cannot be the same key used to access non-Schedule II drugs.

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Specialty Exam: Nursing Home


Client Services:

Knowledge of Codes, Rules & Regulations

What does the term "separately locked" in reference to drug storage mean?

d. the key to lock Schedule II drugs cannot be the same key used to access non-Schedule II drugs.

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Specialty Exam: Assisted Living

Clinical Services Knowledge of Client & Org. Outcomes

A standardized document that identifies areas and amounts of assistance in an assisted living facility is called:

- a. Instrumental Activities of Daily Living.
- b. Range of Services Provided.
- c. Client or Resident Assessment.
- d. Shared Responsibility.

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Specialty Exam: Assisted Living

Clinical Services Knowledge of Client & Org. Outcomes

A standardized document that identifies areas and amounts of assistance in an assisted living facility is called:

- c. *Client or Resident Assessment.*

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Certification Readiness Seminar Part II

■ 30 Sample Exam Items

- Sneak Preview & Practice
- Discussion
- Exam Environment
- References for Preparation

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Time Remaining

15 minutes

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Time Remaining

10 minutes

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Time Remaining

5 minutes

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Time Remaining

2 minutes

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Time Remaining

STOP

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Discount
for
Today's
Attendees !

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Certification & Advancement

You Owe it to Your:

Residents...
Staff...
Employer...
Community...
& Self!

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Thank You!

For More Info:

www.achca.org
(202) 536-5120
or
professionaladvancement@achca.org

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