



KIM JOHNSON
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



GAVIN NEWSOM
GOVERNOR

August 10, 2023

PIN 23-16-ASC

TO: ALL RESIDENTIAL CARE FACILITIES FOR THE ELDERLY LICENSEES

FROM: *Original signed by Kevin Gaines*
KEVIN GAINES
Deputy Director
Community Care Licensing Division

SUBJECT: **RESIDENTIAL CARE FACILITIES FOR THE ELDERLY REFERENCE
GUIDE TO ADMINISTRATOR, STAFF, AND VOLUNTEER TRAINING
REQUIREMENTS**

Provider Information Notice (PIN) Summary

PIN 23-16-ASC announces a reference guide related to training requirements for administrators, staff, and volunteers in Residential Care Facilities for the Elderly (RCFEs).

Please post/keep this PIN in the facility where all residents and facility staff as well as families and representatives of residents in the facility can easily access it and distribute the PIN to residents and/or, if applicable, their representatives.

The quality and timeliness of facility staff training has a direct impact on the kind of care and supervision residents receive in an RCFE. Given the training requirements in regulations and the subsequent updates to these requirements in statute, the Adult and Senior Care Program is providing RCFE licensees with a courtesy reference guide, the [Reference Guide to RCFE Administrator, Staff, and Volunteer Training Requirements](#).

The reference guide, which is available on the [Community Care Licensing Division website](#) under [Resources for Providers](#), covers the following training requirements for administrators, staff, and volunteers:

- 1. Administrator(s)**
 - a. Initial Certification
 - b. Recertification
- 2. Designated Administrator Substitute**
 - a. Training
- 3. All Staff**
 - a. Cardiopulmonary Resuscitation (CPR) and First Aid
 - b. Emergency and Disaster Preparedness
 - c. Elder Abuse
 - d. Infection Control
 - e. Resident Personal Rights
- 4. Direct Care Staff Who Assist Residents with Activities of Daily Living**
 - a. Initial Training
 - b. On The Job Training
 - c. Annual Training
- 5. Direct Care Staff Who Assist Residents with Self-Administration of Medications**
 - a. Initial Training
 - b. On The Job Training
 - c. Annual Training
- 6. Specialized Staff Assignment Training**
 - a. Planned Activities
 - b. Food Service
 - c. Care of Bedridden Residents
 - d. Restricted Conditions
 - e. Managed Incontinence
 - f. Hospice Care of Terminally Ill
 - g. Care of Persons with Dementia
 - h. Care of Persons with Dementia, If Advertising Dementia Special Care, Programming and/or Environments
- 7. Volunteer Training**
 - a. Infection Control
 - b. Planned Activities

If you have any questions about this PIN, please contact your local [Adult and Senior Care Regional Office](#).