

July 2016

HCSSA Admin Training Overview

Initial Administrator Training

Pursuant to Rule §97.259, first-time Texas Home and Community Support Services Agency (HCSSA) administrators – such as first-time home health agency administrators – must complete 24 hours of training covering state-mandated topics. These 24 hours of training are broken down into two distinct requirements:

- An initial eight (8) hours of educational training in the administration of an agency, which must be completed during the 12 months prior to the date of designation to the position (i.e., before the date of hire as an administrator); and
- An additional 16 additional hours of educational training, which must be completed during the 12 months after the date of designation (i.e., after the date of hire as an administrator)

Training for these 24 hours must be approved by DADS or by a state or national accrediting organization or association.

Yearly Administrator CE Training

After completing the 24 hours of initial educational training prior to or during the first 12 months after designation as a first-time administrator and alternate administrator, administrators and alternate administrators must then complete the continuing education requirements as specified in §97.260 (relating to Continuing Education in Administration of Agencies) in each subsequent 12-month period after designation. These 12 hours do not require approval from DADS or other accrediting bodies, but must cover topics related to the duties of an administrator.

Training Topics Requirements

Training for the initial eight (8) hours must include:

- Information on the licensing standards for an agency;
- Information on the state and federal laws applicable to an agency, including:
 - The Texas Health and Safety Code, Chapter 142, Home and Community Support Services, and Chapter 250, Nurse Aide Registry and Criminal History Checks of Employees and Applicants for Employment in Certain Facilities Serving the Elderly or Persons with Disabilities;
 - The Texas Human Resources Code, Chapter 102, Rights of the Elderly;
 - The Americans with Disabilities Act;
 - The Civil Rights Act of 1991;
 - The Rehabilitation Act of 1993;
 - The Family and Medical Leave Act of 1993; and

- Occupational Safety and Health Administration requirements.

Training for the additional 16 hours must include:

- Information regarding fraud and abuse detection and prevention;
- Legal issues regarding advance directives;
- Client rights, including the right to confidentiality;
- Agency responsibilities;
- Complaint investigation and resolution;
- Emergency preparedness planning and implementation;
- Abuse, neglect, and exploitation;
- Infection control;
- Nutrition (for agencies licensed to provide inpatient hospice services); and
- The Outcome and Assessment Information Set (OASIS) (for agencies licensed to provide licensed and certified home health services).

The 12 clock hours of continuing education must include at least two of the following topics and may include other topics related to the duties of an administrator:

- Any one of the educational training subjects listed in §97.259(d) (relating to Initial Educational Training in Administration of Agencies);
- Development and interpretation of agency policies;
- Basic principles of management in a licensed health-related setting;
- Ethics;
- Quality improvement;
- Risk assessment and management;
- Financial management;
- Skills for working with clients, families, and other professional service providers;
- Community resources; or
- Marketing.