



STATE OF MARYLAND

DHMH

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Maryland Department of Health and Mental Hygiene  
Office of Health Care Quality  
Bland Bryant Building • Spring Grove Center  
55 Wade Avenue • Catonsville, Maryland 21228

TRANSMITTAL

TO: Assisted Living Program Providers  
Assisted Living Stakeholders

FROM: Kimberly Nelson

RE: New Vendor for Assisted Living Manager Course

Date: February 13, 2008

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The Office of Health Care Quality (OHCQ) is pleased to announce the addition of a new vendor approved to provide the 80-hour assisted living manager (ALM) training, as outlined in COMAR 10.07.14.15-1 and .15-2 (See attached chart). In addition, all of the vendors approved to provide the 80-hour ALM training course are also approved to provide the 20 hours of continuing education that must be completed every two years by **ALL** assisted living managers employed in an assisted living program licensed for 5 beds or more. As ALM training curriculums are approved, updates will be made available on the OHCQ website [www.dhmh.state.md.us/ohcq](http://www.dhmh.state.md.us/ohcq) located under the training heading.

Please note that the regulations require that all managers employed in an assisted living program licensed for 5 beds or more complete an approved manager training course. However, due to the lack of training courses in the past, OHCQ has not enforced this requirement. Considering there are currently only **four** approved courses, at this time assisted living managers have until August 2008 to comply with this training requirement. Pending the availability of approved ALM training courses, the proposed target date for compliance may be reconsidered. Nevertheless, assisted living managers are encouraged to take an approved training course in advance of OHCQ's enforcement of the training requirement, as we believe this training will benefit resident care.

Additionally, an individual will be exempt from the 80-hour ALM course if employed as an assisted living manager in Maryland for one year before January 1, 2006 (COMAR 10.07.14.15-1 E(3)). However, due to the limited number of approved vendors to teach the 80 hour assisted living manager training course, the OHCQ will, in practice, exempt an individual who has been employed as an assisted living manager in Maryland for one year before January 1, 2008. Until then, during our survey inspections, OHCQ will determine if an ALM is sufficiently qualified to serve as an assisted living manager by referring to COMAR 10.07.14.15B. This standard will hold true for assisted living managers who are exempt as well as those who are required to take the 80-hour ALM course.

Please note that being exempt from taking the 80-hour ALM training course does not exempt an ALM from completing the required 20 hours of continuing education every two years.

If you have any questions regarding ALM training courses, please do not hesitate to call me at 410-402-8181 or email [knelson@dhhm.state.md.us](mailto:knelson@dhhm.state.md.us). Thank you very much for your prompt attention to this matter.

**APPROVED ASSISTED LIVING MANAGER TRAINING COURSES**

<b>Vendor</b>	<b>Contact Person</b>	<b>Phone /E-mail</b>
Carroll Lutheran Village	Barbara Leasure 300 St. Luke Circle Westminster, Maryland 21158	410-848-0090 / 410-876-8113 MD Relay 711 <a href="mailto:bleasure@clvillage.org">bleasure@clvillage.org</a>
MODA Systems, Inc.	Carol McClain, President PO Box 91 Hanover, Maryland 21076	Toll free: 1-800-MODA-WEB Office: 410-796-0882 Cell: 410-299-3534 <a href="mailto:cmclain@modasystems.com">cmclain@modasystems.com</a> <a href="http://www.modasystems.net">www.modasystems.net</a>
Herizon Concepts	Faith B. Terrell, RN BSN 4 Park Center Court, Suite 200 Owings Mills, Maryland 21117	Office: 410-753-3535 Cell: 410-868-5776 <a href="mailto:faithb@herizonconcepts.com">faithb@herizonconcepts.com</a> <a href="http://www.herizonconcepts.com">www.herizonconcepts.com</a>
Total Quality Concepts, Inc. <b>**New Vendor as of 1/9/08</b>	Angela Cox, RN  <i>Please Contact Ms. Cox for Course Location</i>	<a href="mailto:tqcinc@verizon.net">tqcinc@verizon.net</a> 240-475-2519

cc: Wendy Kronmiller  
Lester Brown  
Stakeholders List

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