



**ACT No. 571**  
**NURSING FACILITY and ADULT RESIDENTIAL CARE FACILITY**  
**DEMENTIA TRAINING CURRICULUM APPROVAL APPLICATION PACKET**

**GENERAL INFORMATION**

Acts 2008, No. 571 was enacted in the Regular Session of the Louisiana Legislature in 2008. The legislation is to define requirements for initial dementia training in Adult Residential Care and Nursing Facilities. The legislation requires that all employees in these facilities be trained according to the provisions of [Acts 2008, No. 571 \(R.S. 40:2200.1-.5\)](#).

The Louisiana Department of Health (LDH), Office of Aging and Adult Services (OAAS) designated Pennington Biomedical Research Center (PBRC) as the Oversight Organization for the review and approval of dementia training curricula used in long-term care settings for new employees. Any provider, organization, entity or individual may submit a curriculum for approval.

The information and instructions that follow will assist you in completing your applications for curriculum approval. Please note that **if your facility is using a dementia training curriculum from another entity that already has an active approval from the State of Louisiana, you do not have to apply for approval again**. Refer to that entity to verify that the curricula being used are approved, and/or see the Approved Curricula List located on PBRC's website. Current approval codes for all curricula must be kept on file as evidence of compliance with Act 571.

Should you have any questions concerning the application and/or the approval process, please send an email to [dementiatraining@pbrc.edu](mailto:dementiatraining@pbrc.edu) or call (225)763-2990.

## **CURRICULUM APPROVAL APPLICATION PROCESS**

**Within 10 working days of receiving an application, PBRC will notify** applicants as to whether their application is administratively complete and ready for technical review or whether additional information or materials need to be submitted in order for the curriculum to be reviewed. Once receipt of a complete application has been confirmed, PRCC has **30 calendar days** to complete the technical review of the curriculum. PBRC will notify applicants in writing of:

- approval status
- expiration date of curriculum approval/renewal
- approval/renewal numbers for all curricula.

Status assigned will be approved, approved with comments and recommendations, or denied with comments. Approved curricula and contact information for the provider will be posted on PBRC's web site. PBRC will provide a link to the LDH site where requirements for compliance with [Acts 2008, No. 571](#) can be found.

## **CURRICULUM TYPES AND COMPONENTS**

There are two types of Dementia Training curricula that are subject to review and approval/renewal:

1. Curricula intended for use with Nursing Facility staff (Nursing Facility Curricula), or
2. Curricula intended for use with Adult Residential Care staff (ARC Curricula).

Within these two types, there are different training requirements depending on the type of new employee (please see the list of employee categories on the website). Curricula may target all employees, including those that work on a dementia special care unit and those that do not, or it may target sub-categories of employees (for instance, just direct care staff who work on a dementia special care unit in an ARC).

The **fees** for an initial curriculum review depends on the scope of the submitted curriculum (i.e., numbers of hours) **and** the category/type of employee to be trained using the curriculum. The fees for a renewal also depend on the above as well as whether or not a significant change has been made to a previously approved curriculum. **Please see the fee schedule at the end of this application.**

## **CURRICULUM**

Documentation of curriculum **must include the following:**

- 1) objectives clearly stated in measurable terms for each of the curriculum requirements for each specific employee category
- 2) topics to be included and outline of information to be presented on each topic
- 3) topics must include those required by [Acts 2008, No. 571](#): **(1) an overview of Alzheimer's disease and related dementias; (2) communicating with persons with dementia; (3) behavior management for person with dementia; (4) promoting independence in activities of daily living for persons with dementia; and (5) understanding and dealing with family issues for persons with dementia;**
- 4) amount of time dedicated to each topic covered
- 5) teaching methods to be used
- 6) references on which the curriculum is based.

It is your responsibility to ensure that no copyright laws have been violated if material from another source is used as part of your curriculum.

Documents required for review and approval **must** also include the following:

- One (1) copy of each curriculum (handouts, power point slides, instructor notes, etc.) identified by employee category for training
- Name of training coordinator and his/her qualifications
- Current resume' of coordinator
- Method of instruction (classroom, web-based, or brochure, etc.)
- Method of evaluation of instruction (see below)

## **RENEWALS**

Please note that for renewals, any *significant change* to a previously-approved curriculum must be indicated. A **significant change is defined as any change of 50% or more to the training content; a change to the content regarding three or more required topics; or a change in the delivery method of the training (e.g., from classroom-based to web-based).**

## **PROGRAM EVALUATION**

Curriculum providers must include some methods of evaluation to determine the effectiveness of the Dementia Training curriculum. Evaluations should be done at the conclusion of each curricula training session. The purpose of such evaluation is to ensure that learning needs of employees have been fulfilled and to assist in planning better programs in the future. Evaluation of the curricula training session must include:

- achievement of objectives
- evaluation of satisfaction with the presenter's content
- evaluation of the facilities and arrangements for the training session

## **DETERMINATION OF CREDIT HOURS**

The number of training hours (60 minutes equals one contact hour) will be reviewed based on the employee category requirements as specified in [Acts 2008, No. 571](#). Curricula must be approved by PBRC prior to Dementia Training for credit to be awarded to individual employees. Approved contact hour credit will apply only to designated instruction time with the presenter and discussions led by the presenter or staff. It shall not include informal discussions over lunch or other non-instructional activities outside designated instruction time.

## **DOCUMENTATION OF ATTENDANCE**

Each Nursing Facility and Adult Residential Care Facility must monitor participant attendance at Dementia Training through the use of sign-in records. Electronic records can be used for computer based instruction.

## **ISSUANCE OF CERTIFICATES**

Certificates must be issued to all participants who have successfully completed the program. The certificate must include the employee name and job title, curriculum title, date and location (city) of the program and signature of the trainer. The certificate must include the following statement:

*“This Dementia Training Curriculum has been approved for (number) Dementia Training contact hours by Pennington Biomedical Research Center as authorized by the State of Louisiana Department of Health.”*

Certificates for partial attendance may not be issued.

## **PERMANENT RECORDS**

As part of the permanent record of each approved curricula, and in order to document compliance with [Acts 2008, No. 571](#), Nursing Facility and Adult Residential Care providers should keep the following information:

- Up-to-date curriculum approval/renewal numbers
- Intended audience
- Course learning objectives
- Program content
- Program length
- Teaching methodology/format
- Curricula developer and presenter qualifications
- Evaluation of presenter
- Sign-sheets
- Handouts provided to participants
- Copy of approved curriculum and references



Acts 2008, No. 571

NURSING FACILITY and ADULT RESIDENTIAL CARE FACILITY

DEMENTIA TRAINING REQUIREMENTS CURRICULA APPROVAL APPLICATION FORM

SPECIAL INSTRUCTIONS: Please carefully read this application and fill in all of the blanks. Send the completed application and all training curricula materials to:

By Email: (preferred method) dementiatrainingapproval@pbrc.edu

By Regular or Express Mail: Pennington Biomedical Research Center Institute for Dementia Research & Prevention ATTN: Dementia Training Approval 6400 Perkins Road Baton Rouge, LA 70808

\*If you would like the materials returned, please include a postage-paid label

For Agency Use Only: Type [ ] Initial [ ] Renewal Received Acknowledged Need More Information Approved Fees received Approval Codes

APPLICANT CONTACT INFORMATION:

Name: Credentials: Organization: Mailing Address: (Street or P.O. Box) (City) (State) (Zip code) Telephone: Fax: Email:

Check the proper code for each curriculum for which you are seeking approval/renewal:

<input type="checkbox"/> NF/SCU-8	<input type="checkbox"/> NF-4A	<input type="checkbox"/> ARC/SCU-8	<input type="checkbox"/> ARC-2
<input type="checkbox"/> NF/SCU-4	<input type="checkbox"/> NF-4B	<input type="checkbox"/> ARC/SCU-4	<input type="checkbox"/> ARC-W
<input type="checkbox"/> NF/SCU-W	<input type="checkbox"/> NF-W	<input type="checkbox"/> ARC/SCU-W	

Is this application for a renewal of previously approved curricula?  YES  NO

If renewing, has there been a significant change to the curriculum (as defined on page 3)?

Yes (please detail changes on a separate page)  No

**APPLICATION AFFIDAVIT**

I HERBY AFFIRM THAT ALL INFORMATION INCLUDED IN THIS APPLICATION PACKET IS TRUE AND CORRECT.

**Print or Type Name of Applicant** \_\_\_\_\_

**Signature of Applicant** \_\_\_\_\_

**Date** \_\_\_\_\_

**APPLICATION FEES:**

The fee for the curriculum review depends on the scope of the submitted curriculum (i.e., the number of hours) and the category and type of employees to be trained using the curriculum. **Renewal fees** also depend on the category and type of employees being trained and whether or not a **significant change in content has been made to a previously approved curriculum**. *Significant change is defined as any change of 50% or more to the training content; a change to the content regarding three or more required topics; or a change in the delivery method of the training (e.g., from classroom-based to web-based).*

**INITIAL APPLICATION:**

Facility Type	(A) Employee provides direct care	(B) Employee provides regular communication, NO direct care	Employee has incidental contact with residents
Nursing Facility with Special Care Unit	8 hours \$200	4 hours \$100	Written \$35
Nursing Facility with <b>NO</b> Special Care Unit	4 hours \$100	4 hours \$100	Written \$35
Adult Residential Care with Special Care Unit	8 hours \$200	4 hours \$100	Written \$35
Adult Residential Care with <b>NO</b> Special Care Unit	2 hours \$75	Written \$35	Written \$35

**SIMPLE RENEWAL (NO Significant Change):**

Facility Type	(A) Employee provides direct care	(B) Employee provides regular communication, NO direct care	Employee has incidental contact with residents
Nursing Facility with Special Care Unit	8 hours \$100	4 hours \$50	Written \$20
Nursing Facility with <b>NO</b> Special Care Unit	4 hours \$50	4 hours \$50	Written \$20
Adult Residential Care with Special Care Unit	8 hours \$100	4 hours \$50	Written \$20
Adult Residential Care with <b>NO</b> Special Care Unit	2 hours \$35	Written \$20	Written \$20

**RENEWAL/REVISION WITH SIGNIFICANT CHANGE TO PREVIOUSLY APPROVED CURRICULUM**

Facility Type	(A) Employee provides direct care	(B) Employee provides regular communication, NO direct care	Employee has incidental contact with residents
Nursing Facility with Special Care Unit	8 hours \$150	4 hours \$75	Written \$25
Nursing Facility with <b>NO</b> Special Care Unit	4 hours \$75	4 hours \$75	Written \$25
Adult Residential Care with Special Care Unit	8 hours \$150	4 hours \$75	Written \$25
Adult Residential Care with <b>NO</b> Special Care Unit	2 hours \$50	Written \$25	Written \$25

An approved training curriculum **remains effective seven (7) years** from the date approval is obtained from the Oversight Organization.

Please make checks payable to: **Pennington Biomedical Research Center**. All fees are non-refundable. Send payment to:

Pennington Biomedical Research Center  
 Institute for Dementia Research & Prevention  
 Attn: Dementia Training Approval  
 6400 Perkins Road  
 Baton Rouge, LA 70808



**APPLICANT CHECKLIST**

	Application Contact Information Form
	Curriculum Category for Approval or Renewal indicated
	Indication That a Significant Change Has/Has Not Been Made ( <i>if renewing</i> )
	Name of Curriculum Coordinator
	Qualifications
	Current Resume'
	Curriculum
	Title Page(s) for <b>Each Employee Category</b>
	Objectives
	Content Topics
	Detailed Content Outline
	Time Frame for Each Topic
	Teaching Methods (ie, face-to-face, online, etc.)
	Curriculum Evaluation Form
	Sign-in Sheet
	Sample Certificate
	One (1) copy of each curriculum for each employee category ( <i>please include postage-paid label if you would like your training materials returned</i> )

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