



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

Office of Health Care Quality

Spring Grove Center • Bland Bryant Building

55 Wade Avenue • Catonsville, Maryland 21228-4663

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – John M. Colmers, Secretary

TRANSMITTAL

TO: Assisted Living Program Providers
Assisted Living Stakeholders

FROM: Lester Brown 
Program Manager

RE: Assisted Living Manager Course Enforcement Date & New Vendor

Date: June 30, 2008

The Office of Health Care Quality (OHCQ) is pleased to announce the addition of an approved vendor for the 80-hour assisted living manager (ALM) training and 20-hour continuing education requirement, as outlined in COMAR 10.07.14.15-1 and .15-2. (See attached chart.) As ALM training curriculums are approved, updates will be made available on the OHCQ website www.dhmh.state.md.us/ohcq.

Please note that the regulations require that all managers employed by a facility licensed for 5 beds or more complete an approved 80-hour manager training course. In addition, these managers are also required to complete 20 hours of Department approved continuing education every 2 years. For example, if you complete your 80-hour manager training course in September 2009, you will be required to complete 20 hours of continuing education no later than September 2011. Considering there are currently only five approved courses, our current timeline is for assisted living managers to have until August 2009 to comply with this training requirement. Please note that this is an extension from the previous August 2008 date. Although the enforcement date has been extended, I encourage assisted living managers to take an approved training course in advance, as we believe this training will benefit resident care.

Additionally, an individual will be exempt from the 80-hour course if the individual has been 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. But 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. For those managers who are employed by a facility licensed for 5 beds or more



and are exempt from taking the 80-hour course, the 20 hours of continuing education requirement cycle will begin with the enforcement date of the 80-hour course. For example, currently, the 80-hour course enforcement date is August 2009. Therefore, managers who are exempt from taking the 80-hour course will be required to complete 20 hours of continuing education no later than August 2011, and every two years thereafter.

Until the enforcement date, the OHCQ, during our survey inspections, 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.

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

APPROVED ASSISTED LIVING MANAGER TRAINING COURSES

Vendor	Contact Person	Phone /E-mail
Carroll Lutheran Village	Barbara Leasure 300 St. Luke Circle Westminster, Maryland 21158	410-848-0090 / 410-876-8113 MD Relay 711 bleasure@clvillage.org
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 cmclain@modasystems.com www.modasystems.net
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 faithb@herizonconcepts.com www.herizonconcepts.com
Total Quality Concepts, Inc	Angela Cox, RN 2610 Beechmont Lane Silver Spring, MD 20906	1-888-657-6739 Cell: 240-475-2519 tqcinc@verizon.net
The Beacon Institute	Enid-Mai Jones, Director of Education 10280 Old Columbia Rd, Suite 220 Columbia, MD 21046	Office: 410-381-2401 Fax: 410-381-0240 ejones@lifespan-network.org www.lifespan-network.org

Please contact the vendors and/or visit their website for schedules and additional information.

cc: Wendy Kronmiller
Lester Brown
Stakeholders List

Transmittal # AL-08-0005