

Take practice tests  
and study online  
for the next ARF  
Administrator test at  
[www.arf35.com](http://www.arf35.com)



Managing & marketing for success in California

Are you  
confused or  
discouraged by  
conflicting or  
inaccurate  
information  
about adult  
residential  
care?

*Many people  
give up before  
they learn the  
full story!*

Don't let this  
happen to you.  
My seminars,  
and coaching  
can help you  
achieve your  
goals.

Eric Brotman PhD  
Seminars and  
Consulting

13351-D Riverside Dr #502  
Sherman Oaks, CA 91423  
800.439.8287  
[www.arf35.com](http://www.arf35.com)

Are you seeking the rewards of opening  
your heart and home to those needing  
care and supervision?

Find out how to become an  
administrator of an adult  
residential home in California

In California there is a shortage of  
adult residential facilities that pro-  
vide a warm homelike environment.  
To satisfy this demand, California en-  
courages people to open small 6 bed  
residential facilities. Residents benef-  
it by living own their own; and ad-  
ministrators and owners of homes  
reap the reward that comes from  
giving to others.

California requires all licensed facili-  
ties to be operated by a certified ad-  
ministrator. The ideal administrator  
understands the needs of develop-  
mentally disabled and mentally ill  
individuals and is committed to the  
personal growth and independence  
of residents under his or her charge.

#### Administrator Course

The first step in becoming an admin-  
istrator is to enroll in the Adult Resi-  
dential Administrator Course. On

completion of the course, you take a  
test at the licensing office. On pass-  
ing the test you will receive your Ad-  
ministrator Certificate.

#### Making the right choice

Eric Brotman Seminars is unique in  
coaching students how to market  
residential services. Most residential  
providers do not grasp the impor-  
tance of learning how to market  
within the Regional Center system. A  
few simple marketing strategies con-  
sistently employed is the difference  
between just making it or enjoying  
real success. An essential marketing  
skill for any business is having a co-  
herent message that communicates  
what you bring to the table and  
makes you stand out from the crowd.  
In my course you will learn how to  
transform your unique background  
and talent into a valuable marketing  
tool.

## Your facility license

Every home that provides supervision and assistance to disabled individuals must be licensed as a *Community Care Facility*. The first step in obtaining your facility license is to attend the ***Component I Adult Residential (ARF) Orientation***.

The orientation is scheduled monthly by each of the Community Care Licensing offices in California. To attend any of the orientations you must register in advance by calling your local CCL office and pay a 50 dollar fee to attend (see last page of this newsletter for office locations and phone numbers).

The orientation gives you an overview of the regulations and steps involved in opening your own facility.

### Facility Application

There are two parts to completing the facility application: Part A and B. Part A collects personal and financial information, projected budget and emergency disaster plan. Part B requires a program design that specifies activities, personnel policies, incident reporting, menu planning, staff training, admission policies and medication procedures.

After you submit your application you will be contacted by a licensed program analyst who reviews your application and inspects your home. Many people begin the application process by enrolling in the Administrator Course. Becoming a certified administrator will give you the knowledge to file an application.

Your questions  
answered  
800.439.8287

Want to receive more  
issues of Adult  
Residential Care?

Upcoming issues  
include:

Insurance  
Requirements in ARF

Demand for Adult  
Residential Facilities in  
California

Regional Center Letter  
of Intent

Subscribe by sending  
an email to  
[newsletter@arf5.com](mailto:newsletter@arf5.com)

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## Purchasing Your Home

Purchasing a home to operate an adult residential facility can be tricky. Knowledge of Licensing and Regional Center requirements can help avoid costly mistakes.

Teri Brotman is a licensed Real Estate agent for Century 21 All Moves in Granada Hills and a former independent living services instructor with Regional Center. She is familiar

with the needs and requirements of residential facilities. ***She can help you purchase a new home or existing facility anywhere in California.***

Teri is bilingual and can be reached at **818.335.3379** or **[teribrotman@yahoo.com](mailto:teribrotman@yahoo.com)**

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## Your Residents & Regional Center

There are two major groups of clients that live in Adult Residential Facilities: The Developmentally Disabled and Mental Health Clients.

### Mental Health Clients

Mental health clients suffer from schizophrenia, bipolar disorder and depression; they are almost always on medication and reside in facilities that may have over 100 beds.

### Developmentally Disabled

The 21 Regional Centers in California deliver supports and services to individuals with developmental disability. Regional Centers are governed by Title 17 and CA Dept of Developmental Services [www.dds.cawnet.gov](http://www.dds.cawnet.gov). Developmental disabilities include mental retardation, cerebral palsy, epilepsy, autism and related conditions. Regional Centers offers many types of services that include, supportive and independent living, vocational training, day programming and residential services.

Each Regional Center client has an Individual Program Plan that specifies their goals. A typical goal might be "learning to use public transportation," or "...reduce instances of wandering," or "...will take a community college class."

### Regional Center Vendor

Once you have a licensed facility and are a certified administrator Regional Center contracts with you to provide residential services. Regional Center will require you to have experience working in a residential settings with individuals who have developmental disability. Many people satisfy this experience requirement by working in a residential setting on a part time basis. You may view a list of So Cal homes contracted with Regional Centers at [www.arf35.com](http://www.arf35.com) click on links.

To become vendored with Regional Center you must attend an orientation at their local office, write a letter of intent and prepare a program design based on the principles of normalization. The Regional Center program design is different form Part A and B of the Community Care license application. Rates for residential services are based on the type of disability the facility is managing ( see next page for rates). Regional Center also requires you to attend DSPT training (Direct Support Professional Training). For more information on DSPT training visit this link [www.arf35.com/dspt.html](http://www.arf35.com/dspt.html).

## Regional Center Residential Service Levels

### Level 1

Limited care and supervision for persons with self-care skills and no behavior problems.

### Level 2

Care, supervision and incidental training for persons with some self-care skills and no major behavior problems.

### Level 3

Care, supervision and ongoing training for persons with significant deficits in self-help skills, and/or some limitations in physical coordination and mobility, and/or disruptive or self-injurious behavior.

### Level 4

Care, supervision and professionally supervised training for persons with deficits in self-help skills, and/or severe impairment in physical coordination and mobility, and/or severely disruptive or self-injurious behavior.

### Level 4

Level 4 is subdivided into Levels 4A through 4I in which staffing levels are increased to correspond to the escalating severity of disability levels.

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## Adult Residential Care

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All program design work includes free consultation long after your design is complete.

Regional Center Facilities Rates by level

1	\$898
2- Owner	\$1,745
2- Staff	\$1,961
3-Owner	\$2,006
3-Staff	\$2,287
4A	\$2,941
4B	\$3,134
4C	\$3,326
4D	\$3,567
4E	\$3,825
4F	\$4,082
4G	\$4,386
4H	\$4,707
4I	\$5,159

locate your local Regional Center

Visit [www.arf35.com](http://www.arf35.com) and click on "links"

## Application Assistance for Licensing and Regional Center

The application process for licensing and regional center can be overwhelming. Many applications and program designs are delayed or denied due to numerous errors.

Eric Brotman Seminars and Consulting has extensive experience in creating program designs that comply with licensing and Regional Center requirements. *You will receive pro-*

*fessional documentation that is guaranteed.* All program design work includes free consultation long after your design is complete. *Enroll in any of our administrator courses and receive free assistance in preparing your letter of intent to Regional Center.*



Community Care Licensing Offices: Call to schedule your test **You have 60 days to take the test from the last day of your administrator course. Bring your certificate from class and picture ID with you when you take the test.**

### Culver City

6167 Bristol Parkway  
Culver City, CA 90230  
310.568.1807, 310.568.1808

### Sacramento

2525 Natomas Park Drive  
Sacramento, CA 95833  
916.263.4700

### East Bay Oakland

1515 Clay St, Suite 310  
Oakland, CA 94612  
510.286.4201

### San Diego

7575 Metropolitan Drive  
San Diego, CA 92108  
619.767.2300

### LA Tri County Adult Care

1000 Corporate Center Drive  
Monterey Park, CA 91754  
323.980.4934

### San Jose

111 North Market Street  
San Jose, CA 95113  
408.277.1289

### Orange County

770 The City Drive,  
Orange, CA 92868  
714.703.2840

### Sierra Cascade Fresno

770 East Shaw Avenue  
Fresno, CA 93710  
559.243.8080

### Pacific Inland Local Unit

3737 Main St Suite 600  
Riverside, CA 92501  
951.782.4207

### West San Fernando Valley

21731 Ventura Blvd #250  
Woodland Hills, CA  
818.596.4334

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# Adult Residential Administrator Certification 2008

call 800.439.8287 or visit [www.arf35.com](http://www.arf35.com)

Location	Sat / Sun / Sat/ Sun /Sat	
Downey/LA	May 31, June 1, 7, 8, 14	2008
Downey/LA	Aug 2, 3, 9, 10, 17	2008
Downey/LA	Oct 4, 5, 11, 12, 18	2008
Downey/LA	Dec 6, 7, 13, 14, 20	2008
Riverside	Jul 12, 13, 19, 20, 26	2008
Riverside	Nov 8, 9, 15, 16, 22	2008
Woodland Hills	Sept 6, 7, 13, 14, 20	2008



Managing & marketing for success in California

## Build your future with our courses

*Gain a competitive edge by learning the ever changing demands and economics of the residential care business in California.*

*I will recommend to the administrator of my company to take advantage of any trainings offered by Eric Brotman PhD Seminars. They were informative, organized and interactive.*

*Rae Sherk*

*Class was very informative. This was an exceptional course.*

*Robert Sheehan*

### 5 day Saturday and Sunday Schedule

Day 1 Saturday: 8am - 12 00pm

Day 2, 3, 4 Sat, Sun, Sat : 8am - 430pm

**Early Bird \$229.00** 21 days prior  
**Course Fee \$249.00** registration in advance  
**At the Door \$295.00** call to confirm

**HIV AIDS TB Course : \$49.00**  
**Offered on Day 1 from 12:30PM - 4:30PM**

Location	Dates
Downey	5/31/08 8/2/08 10/4/08 12/6/08
Riverside	7/12/08 11/8/08
Woodland Hills	9/6/08

Title 22 requires all ARF administrators to complete a HIV AIDS TB course. CCL requires proof of HIV AIDS TB course prior to licensing your ARF facility .

## Do You Have Test Anxiety?

Relax our **FREE** online study guide has over 200 practice questions that prepares you for the ARF Test. The study guide shows you the questions you missed and where to focus your studies. Our online study guide is **FREE** to all students who enroll with personal check or money order.

Of course any student is free to use our study guide as well.

[www.arf35.com/test.html](http://www.arf35.com/test.html)

### Same Day Makeup

Can't take all 5 days at once. You may makeup the same day you missed in a future class. For example if you missed Saturday (day 2) in Downey, you can make up Saturday (day 2) in Riverside or Sunday day 2 in Downey. Makeup day must be completed within 90 days.

### CCL, BBS, LVN, RN Approvals

ARF CEU Approval 1000533-735-1  
CA Registered Nurses Approval 14227  
CA Board of Vocational Nurses  
and Psychiatric Technicians V - 10617

### Convenient locations!

Phone numbers below provide directions only. They do not provide any course information.

5881 El Palomino Dr Riverside 951.685.3333  
21711 Ventura Blvd Woodland Hills, CA 91364  
12045 Lakewood Blvd, Downey 562.923.4417  
**Downey is 10 miles from downtown LA**

For Facilities Ages 18 to 59

# Administrator Certification Training

2008 Schedule

Approved DPSS course to become a Licensed Administrator of a home for disabled individuals ages 18 to 59.

## FREE ONLINE STUDY GUIDE AND TEST TAKING PREPARATION

Check out our Online Study Guide that takes you through over 200 questions online. No other course offers such comprehensive study material to insure you pass the required Adult Residential Facility Administrator Test.

**COURSE MATERIALS:** each student receives a current copy of Title 22, course workbook, marketing materials and over **200 practice questions**. Classes are lively and include break out sessions and exercises that stimulate learning.

**Ask about our Program Designs on CD ROM. Community Care License Application Part A and B and Regional Center Designs. You edit and input your own information. Customs designs and consultation available.**

*Have trouble taking all 5 days at once? Call us and we will be happy to custom design a schedule for you. For example if you miss day 4 in Riverside you can make up day 4 in Woodland Hills.*

## REGISTRATION INFORMATION

Register online at [www.arf35.com](http://www.arf35.com) or complete this simple registration form and fax or mail it to the address below to reserve your space. **SPACE IS LIMITED, so sign up today.**

NAME	TITLE	
COMPANY		
ADDRESS		
CITY	STATE	ZIP CODE
PHONE	EMAIL	

- 1) What course (s) would you like to take?  
\_\_\_\_\_
- 2) What dates would you like to attend?  
\_\_\_\_\_

### TO MAIL/FAX YOUR CHECK OR MONEY ORDER:

**Eric Brotman PhD Seminars & Consulting**

13351-D Riverside Dr #502 ■ Sherman Oaks, CA 91423

PHONE: 800.439.8287 ■ FAX: 888.775.1580

[www.arf35.com](http://www.arf35.com)

I am making a total payment of:

CARD # |\_|\_|\_|\_|\_|-|\_|\_|\_|\_|\_|-|\_|\_|\_|\_|\_|-|\_|\_|\_|\_|\_|

EXP DATE |\_|\_|/|\_|\_| Circle one: Visa MC AX

Online study guide **FREE** to students who enroll with personal check or money order.

**We can accept your personal check over the phone!**

**Refund Policy:** Course fees are non refundable. If you cannot attend the course your registered for you will be issued course credit that is good for 6 months. Call us and we will be happy to adjust your schedule.