



Long-Term Care Regulation Provider Letter

Number: PL 2024-21
Title: Training Requirements for Facilities Providing Services to Residents with Alzheimer's and Related Disorders and Are Not Alzheimer's Certified
Provider Types: Assisted Living Facilities (ALF)
Date Issued: December 3, 2024

1.0 Subject and Purpose

This letter provides information and clarification for the implementation of new ALF regulations at [26 TAC §553.254](#).

2.0 Policy Details & Provider Responsibilities

House Bill (HB) 1673, passed during the 88th Texas Legislature, Regular Session (2023), requires the implementation of regulations pertaining to staff training in facilities that provide direct care to residents with Alzheimer's disease or related disorders but are not Alzheimer's certified.

2.1 All Staff Policy for Residents with Alzheimer's Disease or Related Disorder

ALFs who provide direct care to residents with Alzheimer's disease or related disorders must adopt, implement and enforce a written policy that:

- requires a facility employee who provides direct care to a resident with Alzheimer's disease or a related disorder to successfully complete training in the provision of care to residents with Alzheimer's disease and related disorders; and
- ensures the care and services provided by a facility employee to a resident with Alzheimer's disease or a related disorder meet the specific identified needs of the resident relating to the diagnosis of Alzheimer's disease or a related disorder by

requiring employees who provide direct care to pass a competency-based evaluation.

2.2 Training Requirements for ALF Managers

The ALF manager must complete four hours of training and pass a competency-based evaluation in the following topics:

- Alzheimer's disease and related disorders;
- provision of person-centered care;
- assessment and care planning;
- activities of daily living for a resident with Alzheimer's disease or a related disorder;
- common behaviors and communications associated with residents with Alzheimer's disease or related disorders;
- administrative support services related to information for:
 - comorbidities management;
 - care planning;
 - provision of medically appropriate education and support services and resources in the community; and
 - including person-centered care to residents with Alzheimer's disease or related disorders and the resident's family;
- staffing requirements that will:
 - facilitate collaboration and cooperation among facility staff members; and
 - ensure each staff member obtains appropriate informational materials and training to properly care for and interact with a resident with Alzheimer's disease or a related disorder based on the staff member's position;
- establishing a supportive and therapeutic environment for residents with Alzheimer's disease or related disorders to enhance the sense of community among the residents and within the facility; and
- transitioning care and coordination of services for residents with Alzheimer's disease or related disorders.

“Administrative support services” refers to the responsibilities of management for the oversight of services provided in an ALF. Topics related to administrative support services should focus on the

education and responsibilities of the manager with relation to the topics.

ALF managers must also complete two hours of annual continuing education on best practices related to treatment and provision of care to residents with Alzheimer's disease or related disorders.

2.3 Training Requirements for Staff Providing Personal Care

ALF staff who provide direct care must complete four hours of training and pass a competency-based evaluation on the topics listed below before providing personal care services to a resident with Alzheimer's disease or a related disorder.

- Alzheimer's disease and related disorders
- Provision of person-centered care
- Assessment and care planning
- Activities of daily living for a resident with Alzheimer's disease or a related disorder; and
- Common behaviors and communications associated with residents with Alzheimer's disease and related disorders

ALF staff who provide direct care must also complete two hours of continuing education that includes best practices related to the treatment of and provision of care to residents with Alzheimer's disease or related disorders annually.

2.4 Training for Staff Who Are Not Direct Service Staff Members

A facility must require each staff member who does not provide direct care to residents, including housekeeping staff, front desk staff, maintenance staff, and other staff members with incidental but recurring contact with a resident with Alzheimer's disease or a related disorder, to complete training and pass a competency-based evaluation on the topics listed below.

- Alzheimer's disease and related disorders
- Provision of person-centered care
- Common behaviors and communications associated with a resident with Alzheimer's disease and related disorders

2.5 Competency-based Evaluation

Competency-based evaluations must effectively evaluate the knowledge and skills of a staff member or manager regarding a particular training topic. Training providers, including facilities who provide their own trainings, must choose the type of competency-based evaluation that would best confirm the trainee's knowledge of the training topic. Some examples of possible competency-based evaluations include post-tests and return physical demonstrations. Evidence of a successfully completed competency-based evaluation must be maintained with the additional training documentation required under [Section 2.8](#) of this letter.

2.6 Regulation Applicability

An ALF who provides direct care services to one or more residents with Alzheimer's disease or related disorders and is not Alzheimer's certified must comply with the training requirements outlined in 26 TAC §553.254, regardless of whether the facility advertises as a "memory care" facility.

Non-Alzheimer's certified ALFs who currently do not have any residents with Alzheimer's or related disorders but want to admit a person with one of these diagnoses must ensure all staff have received the trainings and passed the competency-based evaluations prior to providing services.

The training requirements identified in §553.254 (relating to Training Requirements for Staff Providing Personal Care Services to a Resident With Alzheimer's Disease or a Related Disorder in a Facility that is Not an Alzheimer's Certified Facility) may be included as part of the initial training and continuing education required at [§553.253](#) (relating to Employee Qualifications and Training).

The training requirements identified at §553.254 (relating to Training Requirements for Staff Providing Personal Care Services to a Resident With Alzheimer's Disease or a Related Disorder in a Facility that is Not an Alzheimer's Certified Facility) may also satisfy the training required by facility policy under [§553.255](#) (relating to All Staff Policy for Residents with Alzheimer's Disease or a Related Disorder).

2.7 Regulation Implementation Timing

ALF providers that are required to comply with the regulations at §553.254 (relating to Training Requirements for Staff Providing Personal Care Services to a Resident With Alzheimer's Disease or a Related Disorder in a Facility that is Not an Alzheimer's Certified Facility) must ensure all staff begin receiving training and passing competency-based evaluations no later than December 31, 2024. ALF staff who complete the trainings prior to December 31, 2024 must have documentation reflecting the trainings received, and evidence the staff passed the competency-based evaluations, received a certificate of completion, and all training hours are accounted for in order to meet the requirements.

2.8 Training Documentation

ALFs must provide training completion certificates to staff members, including the manager, for any trainings provided directly by the ALF. ALFs must also ensure staff obtain copies of any training completion certificates provided by third party training providers. All training completion certificates must be maintained in accordance with the facility's record retention policies.

For ALFs providing the staff training identified at §553.254 (relating to Training Requirements for Staff Providing Personal Care Services to a Resident With Alzheimer's Disease or a Related Disorder in a Facility that is Not an Alzheimer's Certified Facility), including those trainings for the manager, documentation must be maintained regarding training subject matter if the topics are provided in combined trainings or the training topic is not readily identifiable based on the title of the training itself.

For example, if an ALF provides a four-hour training titled "Staff Orientation Training" that has a certificate of completion with the same title, accompanying documentation must be maintained that identifies what topics were covered during this four-hour training and the competency-based evaluation must cover all topics received in the training(s).

3.0 Resources

[House Bill 1673 \(Enrolled\)](#)

4.0 Contact Information

If you have any questions about this letter, please contact the Policy and Rules Section by email at LTCRPolicy@hhs.texas.gov or call (512) 438-3161.