



Long-Term Care Regulatory Provider Letter (PL)

Number: PL 18-12 (ALF) Replaces PL 12-25 Annual Mandatory Training for ALFs
Title: Annual Mandatory Training for Assisted Living Facility Managers
Provider Types: Assisted Living Facilities (ALF)
Date Issued: 07/10/2018

1.0 Subject and Purpose

This letter informs ALF managers where to access the annual training required by statute and rule.

2.0 Policy Details & Provider Responsibilities

Texas Health and Safety Code, Section 247.066(h) directs the Health and Human Services Commission (HHSC), to require that facility managers complete an annual training on aging in place and retaliation. The ALF rule is found at Texas Administrative Code, Title 40, Part 1, §92.41(f)(6). HHSC has developed a web-based training that meets this requirement.

Annually, ALF managers must:

1. Take the course "Annual Mandatory Training for ALFs," available on the [HHSC website](#)¹.
2. Print a copy of the course completion certificate and retain it on file as evidence of compliance.

3.0 Background/History

Provider letter 12-25, Annual Mandatory Training for ALFs, informed staff of the annual mandatory training for ALFs as required by HB 2109, 82nd Legislature, Regular Session, 2011. This letter serves as a reminder to staff to take the training and provides the updated link where the training is located.

¹ <https://hhs.texas.gov/doing-business-hhs/provider-portals/resources/long-term-care-provider-web-based-training>

4.0 Forms/Appendices

None.

5.0 Contact Information

If you have any questions about this letter, please contact the Policy, Rules and Training Section at (512) 438-3161.

[signature on file]

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Associate Commissioner
Long-term Care Regulatory

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