

Montana Administrator Practice Test (Sample)

Study Guide



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SAMPLE

Questions

SAMPLE

- 1. A resident with Parkinson's would NOT benefit from which of the following?**
 - A. Physical therapy**
 - B. Regular exercise**
 - C. Bed rest**
 - D. Occupational therapy**
- 2. How many hours of in-services must a certified nursing assistant complete each year to maintain certification?**
 - A. 8 hours**
 - B. 12 hours**
 - C. 16 hours**
 - D. 24 hours**
- 3. What is primarily the focus of social services in a care facility?**
 - A. Clinical assessments**
 - B. Environmental health**
 - C. Staff evaluations**
 - D. Resident support**
- 4. Short term residents should be surveyed about satisfaction with services within what time frame?**
 - A. Within 7 days from discharge**
 - B. Within 30 days from discharge**
 - C. Within 60 days from discharge**
 - D. Within 90 days from discharge**
- 5. What does Total Quality Management primarily focus on?**
 - A. Top-down management decisions**
 - B. Training front line workers to make decisions**
 - C. Standardization of processes only**
 - D. Cost-cutting measures**

- 6. What role assists residents in adjusting to facility life and provides psychosocial and financial counseling?**
- A. Social Services**
 - B. Activity director**
 - C. Resident coordinator**
 - D. Nursing staff**
- 7. The activities program director does not need to have what qualification?**
- A. Be a qualified speech therapist**
 - B. Hold a degree in recreational therapy**
 - C. Have experience with older adults**
 - D. Be certified in gerontology**
- 8. According to care planning regulations, when is the least frequency for annual comprehensive re-assessments?**
- A. Once a month**
 - B. Every six months**
 - C. Annually**
 - D. Once every two years**
- 9. Which type of violation has the least impact on health and safety among residents?**
- A. Level 1 violation**
 - B. Level 2 violation**
 - C. Level 3 violation**
 - D. Level 4 violation**
- 10. What will the survey team send the administrator if the facility is found substantially in compliance with only minor issues?**
- A. Notice of compliance**
 - B. Action plan**
 - C. Notice of isolated deficiencies**
 - D. Survey summary**

Answers

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1. C
2. B
3. D
4. B
5. B
6. A
7. A
8. C
9. A
10. C

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Explanations

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1. A resident with Parkinson's would NOT benefit from which of the following?

- A. Physical therapy**
- B. Regular exercise**
- C. Bed rest**
- D. Occupational therapy**

A resident with Parkinson's would not benefit from bed rest because this condition typically leads to a decline in mobility and function. Parkinson's disease is characterized by motor symptoms such as tremors, rigidity, and bradykinesia (slowness of movement). Engaging in regular physical activity and therapy is crucial for maintaining as much mobility and independence as possible. Physical therapy is designed to improve movement, strength, and balance, which are essential for someone with Parkinson's. Regular exercise aids in enhancing physical ability, helps alleviate some of the symptoms, and can potentially slow the progression of the disease. Occupational therapy focuses on helping individuals maintain their daily living skills, which is vital for enhancing their quality of life. On the other hand, bed rest can lead to muscle atrophy, increase the risk of fall, and lead to decreased overall health. Remaining active, even with modifications, is essential for residents with Parkinson's to support physical health, cognitive function, and overall well-being.

2. How many hours of in-services must a certified nursing assistant complete each year to maintain certification?

- A. 8 hours**
- B. 12 hours**
- C. 16 hours**
- D. 24 hours**

To maintain certification as a certified nursing assistant (CNA) in Montana, an individual must complete a minimum of 12 hours of in-service training each year. This requirement ensures that CNAs stay updated on current practices and developments in the healthcare field, which is vital for delivering safe and effective patient care. Continuing education helps ensure that CNAs are aware of new procedures, regulations, and guidelines that could impact their responsibilities and the well-being of the patients they care for. While there may be higher requirements in other states or for different certifications, the specific standard for Montana is set at 12 hours, making it essential for CNAs to prioritize this ongoing education as part of their professional development.

3. What is primarily the focus of social services in a care facility?

- A. Clinical assessments**
- B. Environmental health**
- C. Staff evaluations**
- D. Resident support**

The primary focus of social services in a care facility is resident support. This includes addressing the emotional, social, and psychological needs of residents. Social services professionals work to enhance the quality of life for individuals by providing counseling, advocacy, and resources to help them cope with the challenges of being in a care environment. This support is critical for promoting social interaction, helping residents maintain their independence, and facilitating a connection with family and community. In contrast, while clinical assessments relate to the health and medical care of residents, they fall more under the purview of healthcare staff rather than social services. Environmental health addresses the safety and conditions of the facility, which, while essential, does not focus directly on the social and emotional needs of residents. Staff evaluations are important for ensuring that caregivers are performing effectively, but they pertain to the management and oversight of personnel rather than supporting resident well-being directly. Overall, resident support encapsulates the mission of social services in enhancing the overall experience and satisfaction of individuals in care facilities.

4. Short term residents should be surveyed about satisfaction with services within what time frame?

- A. Within 7 days from discharge**
- B. Within 30 days from discharge**
- C. Within 60 days from discharge**
- D. Within 90 days from discharge**

Surveying short-term residents about their satisfaction with services within 30 days from discharge is considered ideal because this time frame allows for a balanced reflection of their experiences while the memories of their stay are still fresh. If surveys are conducted too early, such as within 7 days, residents may still be adjusting to their transition and might not provide a comprehensive view of the services received. Waiting too long, such as 60 or 90 days, can result in a decline in the accuracy of the feedback, as details may become less memorable and potentially lead to less reliable insights regarding their satisfaction. Therefore, the 30-day period strikes a practical balance, allowing for meaningful responses while keeping the experiences relevant and recent.

5. What does Total Quality Management primarily focus on?

- A. Top-down management decisions**
- B. Training front line workers to make decisions**
- C. Standardization of processes only**
- D. Cost-cutting measures**

Total Quality Management (TQM) primarily emphasizes training front line workers to make decisions as a core principle. This approach recognizes that those who are directly engaged in the processes of production or service delivery are often best equipped to identify areas for improvement and implement changes. By empowering these workers with training and decision-making authority, TQM fosters a culture of continuous improvement throughout the organization. Training employees at all levels encourages a shared responsibility for quality, leading to innovation and more efficient problem resolution. This participative approach helps in cultivating a work environment where everyone is focused on quality outcomes, driving the overall success of the organization. Engaging front line workers not only enhances their skills but also allows for greater responsiveness to customer needs. In contrast, options such as top-down management decisions and cost-cutting measures do not align with the TQM philosophy, which values collaboration and a comprehensive approach to quality across all levels of the organization, rather than relying solely on decisions made by upper management or focusing merely on reducing expenses. Additionally, while standardization of processes can be a component of quality management, it is not the sole focus of TQM; rather, TQM seeks to improve overall quality experiential through holistic, participatory practices.

6. What role assists residents in adjusting to facility life and provides psychosocial and financial counseling?

- A. Social Services**
- B. Activity director**
- C. Resident coordinator**
- D. Nursing staff**

The role of Social Services in a facility is crucial for helping residents transition to facility life. Social workers typically provide psychosocial support, which involves assisting residents in adjusting emotionally and socially to their new environment. They address various needs, such as overcoming feelings of loneliness or loss of independence, ensuring that residents feel more comfortable and connected within the facility. Additionally, Social Services also offer financial counseling to residents, helping them understand and navigate issues related to payment sources, benefits, and managing out-of-pocket expenses associated with their care. This multifaceted support ensures that residents are not only adjusting to the life changes but are also equipped to handle practical concerns that may affect their overall well-being. Other roles like activity directors focus primarily on organizing recreational and social activities, while nursing staff are primarily concerned with medical care. A resident coordinator's responsibilities may vary significantly by facility but do not encompass the comprehensive psychosocial and financial counseling that Social Services provide.

7. The activities program director does not need to have what qualification?

- A. Be a qualified speech therapist**
- B. Hold a degree in recreational therapy**
- C. Have experience with older adults**
- D. Be certified in gerontology**

The role of an activities program director typically focuses on planning and coordinating programs that enhance the quality of life for individuals, particularly in settings such as assisted living or long-term care facilities. While qualifications like a degree in recreational therapy or certification in gerontology can certainly be beneficial and contribute to the effectiveness of the program director, being a qualified speech therapist is not a requirement for this position. Speech therapy is a specialized field that addresses communication disorders and may involve clinical skills that are not directly related to the responsibilities of an activities program director. The primary function of this role is to design and implement activities that engage residents, foster social interaction, and promote physical and mental well-being. Therefore, this qualification is not requisite for fulfilling the duties associated with leading an activities program, making it the correct choice. In contrast, possessing a degree in recreational therapy, having experience with older adults, or being certified in gerontology are relevant qualifications that can enhance the director's ability to effectively understand and meet the needs of the population they serve.

8. According to care planning regulations, when is the least frequency for annual comprehensive re-assessments?

- A. Once a month**
- B. Every six months**
- C. Annually**
- D. Once every two years**

The correct answer is based on the regulatory guidelines that establish a framework for how often comprehensive re-assessments should occur in care planning. Annual comprehensive re-assessments are intended to evaluate and update a person's care needs effectively. Doing this annually ensures that care plans remain relevant and are adjusted according to the individual's evolving circumstances, health status, and preferences. Regulations often specify that an annual re-assessment is the minimum standard, promoting timely adjustments to care approaches. This frequency allows for a structured review period where care providers can gather updated information, assess the efficacy of current interventions, and incorporate any changes necessary to better support the care recipient. It establishes a routine that balances oversight with practical care management while ensuring that individual needs are consistently met. In contrast, other frequencies mentioned would either lead to too much oversight and burden, such as once a month, which would be impractical for regular comprehensive assessments, or insufficient engagement with the individual's care needs, like re-assessing every two years or every six months, which may not capture timely changes in health or personal circumstances. Thus, the annual timeframe strikes a balance between rigor and practical viability in care planning contexts.

9. Which type of violation has the least impact on health and safety among residents?

- A. Level 1 violation**
- B. Level 2 violation**
- C. Level 3 violation**
- D. Level 4 violation**

A Level 1 violation is classified as the least serious type of infraction in terms of its impact on health and safety for residents. Generally, these violations may encompass minor issues that do not pose an immediate or significant risk to individuals' well-being or safety. For instance, a Level 1 violation could involve administrative oversights, such as paperwork errors or minor procedural lapses, which do not directly affect the physical conditions or health of the residents. In contrast, as the levels increase, so does the potential seriousness and impact of the violations. Level 2 violations may present a moderate level of risk that could affect residents but are not classified as urgent. Level 3 violations entail more serious issues that have a greater potential to harm resident safety or health. Lastly, Level 4 violations are considered the most severe and could result in significant harm or pose immediate threats to the welfare of individuals living in the facility. Thus, in the context of assessing risk and ensuring resident safety, a Level 1 violation is acknowledged as having the least detrimental effect, allowing for a distinction in the severity of regulatory infractions.

10. What will the survey team send the administrator if the facility is found substantially in compliance with only minor issues?

- A. Notice of compliance**
- B. Action plan**
- C. Notice of isolated deficiencies**
- D. Survey summary**

When a survey team determines that a facility is substantially in compliance with only minor issues, they will send a notice of isolated deficiencies to the administrator. This notice serves as documentation of the specific minor areas where the facility does not fully meet regulatory standards, yet it acknowledges that the overall compliance status is largely satisfactory. The purpose of a notice of isolated deficiencies is to inform the administrator about the minor issues identified during the survey, allowing the facility to address these areas while maintaining its substantial compliance status. This approach highlights the facility's strengths while providing constructive feedback for improvement without implying a need for significant corrections or major overhauls. In contrast, a notice of compliance is issued when no deficiencies are found, while an action plan would be required if significant deficiencies were identified, necessitating corrective measures. A survey summary is typically a general report outlining the results of the survey without the detailed focus on specific deficiencies. By issuing a notice of isolated deficiencies, the survey team recognizes the facility's overall compliance while also addressing areas that require attention.