

New Jersey Certified Assisted Living Administrator (CALA) Practice Exam (Sample)

Study Guide



Everything you need from our exam experts!

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SAMPLE

Questions

- 1. At what age must the New Jersey Office of the Ombudsman be notified about suspected resident abuse?**
 - A. 50 years old**
 - B. 55 years old**
 - C. 60 years old**
 - D. 65 years old**
- 2. What term describes debts owed to creditors in a financial context?**
 - A. Accounts Receivable**
 - B. Accounts Payable**
 - C. Net Assets**
 - D. Liabilities**
- 3. Who needs to be notified about changes to the emergency plans?**
 - A. Residents only**
 - B. Staff only**
 - C. The Department and other agencies**
 - D. No one needs to be notified**
- 4. Which financial statement is calculated "for the period" to show specific activity?**
 - A. Cash Flow Statement**
 - B. Balance Sheet**
 - C. Income Statement**
 - D. Statement of Retained Earnings**
- 5. Which of the following best describes an operational budget?**
 - A. A budget for long-term capital investments**
 - B. A budget for daily expenses and revenues**
 - C. A budget focused on cash flow management**
 - D. A budget for special projects and programs**

- 6. Which document should detail both toxins and their treatment protocols?**
- A. Emergency Protocol Manual**
 - B. Safety Data Sheet**
 - C. Risk Management Plan**
 - D. Facility Maintenance Manual**
- 7. What should the smoking room's air exchange capacity be designed to achieve?**
- A. 35 cubic feet per minute**
 - B. 45 cubic feet per minute**
 - C. 60 cubic feet per minute**
 - D. 70 cubic feet per minute**
- 8. How must medications that are not self-administered be stored to comply with regulations?**
- A. Visible and Accessible at All Times**
 - B. In a Locked Area When Not in Use**
 - C. On Each Resident's Nightstand**
 - D. Under Staff Supervision Only**
- 9. How long is personal care assistant certification valid from the date of issue?**
- A. 1 year**
 - B. 2 years**
 - C. 3 years**
 - D. 5 years**
- 10. How often should CPR/AED training be renewed for personnel in assisted living facilities?**
- A. Every year**
 - B. Every two years**
 - C. Every three years**
 - D. Every four years**

Answers

SAMPLE

- 1. C**
- 2. B**
- 3. C**
- 4. C**
- 5. B**
- 6. B**
- 7. C**
- 8. B**
- 9. B**
- 10. B**

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Explanations

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1. At what age must the New Jersey Office of the Ombudsman be notified about suspected resident abuse?

- A. 50 years old**
- B. 55 years old**
- C. 60 years old**
- D. 65 years old**

The correct response is based on the regulations set forth in New Jersey regarding the protection of elderly individuals, particularly in assisted living facilities. In New Jersey, the law mandates that the Office of the Ombudsman be notified when there are allegations of abuse concerning individuals aged 60 years and older. This age threshold is established to ensure that the rights and well-being of older adults, who may be more vulnerable to abuse, are adequately protected. This standard reflects a broader commitment to safeguarding the elderly population, ensuring that suspected cases of abuse are promptly reported and addressed. Understanding this age criteria is crucial for administrators and staff in assisted living environments to comply with legal obligations and to foster a safe and supportive atmosphere for residents.

2. What term describes debts owed to creditors in a financial context?

- A. Accounts Receivable**
- B. Accounts Payable**
- C. Net Assets**
- D. Liabilities**

In a financial context, the term that describes debts owed to creditors is correctly identified as "Accounts Payable." This term specifically refers to the amounts that a company or an individual is obligated to pay to suppliers or service providers for goods and services purchased on credit. Accounts payable are recorded as a liability on the balance sheet, indicating the company's responsibility to settle these debts in the future, typically within a short period. This distinction is crucial for understanding an organization's financial health, as it reflects the short-term obligations that must be met to maintain operations and supplier relationships. In the management of an assisted living facility, accurately tracking accounts payable is essential for ensuring that vendors are paid promptly, which can affect everything from service delivery to the facility's reputation in the community. The other terms, while related to financial concepts, do not specifically denote the debts owed to creditors. Accounts Receivable represents amounts owed to the business, Net Assets reflect the difference between total assets and total liabilities, and Liabilities encompass all obligations, of which accounts payable is a subset.

3. Who needs to be notified about changes to the emergency plans?

A. Residents only

B. Staff only

C. The Department and other agencies

D. No one needs to be notified

The correct answer indicates that changes to emergency plans must be communicated to the Department and other agencies. This requirement is crucial because emergency plans are regulated by state laws, and organizations must ensure compliance with these laws for the safety and well-being of residents, staff, and visitors. Notifying the Department and other relevant agencies helps ensure that all stakeholders are informed and can coordinate their responses effectively in case of an emergency. This communication is essential for maintaining an organized and efficient approach to handling emergencies, which is a fundamental responsibility of an assisted living facility administrator. The options indicating that only residents or staff need to be notified overlook the comprehensive nature of emergency preparedness, which involves not just internal communication but also alignment with external regulatory bodies and community partners. The idea that no one needs to be notified fails to recognize the importance of keeping emergency plans updated and communicated to all relevant parties for adequate preparedness and response.

4. Which financial statement is calculated "for the period" to show specific activity?

A. Cash Flow Statement

B. Balance Sheet

C. Income Statement

D. Statement of Retained Earnings

The Income Statement is designed to provide a detailed account of a company's financial performance over a specific period. It outlines revenues and expenses during that timeframe and calculates the net income or loss resulting from those operations. This "for the period" nature of the Income Statement enables stakeholders to assess operational efficiency, profitability, and overall financial health within that designated timeframe, which is crucial for decision-making processes. In contrast, the Balance Sheet reflects the company's financial position at a specific point in time, showing assets, liabilities, and equity without focusing on activity over a period. The Cash Flow Statement tracks cash in and out of the business and can provide insight into liquidity but is also not structured to show activities "for the period" in the same sense as the Income Statement. The Statement of Retained Earnings details changes in retained earnings over a specific duration but does not present a comprehensive overview of income or expenses like the Income Statement does. Thus, the Income Statement is the correct choice for capturing and reporting specific financial activity over a defined period.

5. Which of the following best describes an operational budget?

- A. A budget for long-term capital investments**
- B. A budget for daily expenses and revenues**
- C. A budget focused on cash flow management**
- D. A budget for special projects and programs**

An operational budget is primarily designed to outline the expected revenues and expenses associated with the daily functioning of an organization. It serves as a financial plan that details how resources will be allocated to meet the ongoing costs of operations, such as salaries, utilities, supplies, and other day-to-day expenses. By focusing on the regular income and operational outlays, an operational budget aids in managing day-to-day activities effectively, ensuring that an organization remains financially stable throughout its operations. This budget is essential for making informed decisions about resource allocation, setting financial goals, and monitoring performance against those goals. It helps administrators track how effectively they are managing expenditures and generating revenue, which is crucial for maintaining a sustainable operation in settings such as assisted living facilities. The emphasis on daily expenses and revenues distinctly characterizes the operational budget compared to other types, which may focus on longer-term financial strategies or specific projects.

6. Which document should detail both toxins and their treatment protocols?

- A. Emergency Protocol Manual**
- B. Safety Data Sheet**
- C. Risk Management Plan**
- D. Facility Maintenance Manual**

The Safety Data Sheet (SDS) is specifically designed to provide comprehensive information about hazardous substances, including toxins. Each SDS contains crucial details such as identification, hazards, safe handling, exposure control measures, and treatment protocols in case of exposure. This document ensures that staff and healthcare professionals understand the risks associated with specific chemicals or toxins, how to handle them safely, and the appropriate responses to accidents or exposures. In contexts where toxic substances might be present, the SDS becomes an essential resource for both training staff and ensuring safety protocols are adhered to. It covers not just the toxicological information but also emergency measures, making it integral to handling hazardous materials in any environment, particularly assisted living facilities. Other documents listed, while important for various safety and operational purposes, do not specifically focus on the details of toxins and their treatment protocols like the Safety Data Sheet does. For example, an Emergency Protocol Manual outlines procedures for various emergency situations but may not cover specific toxins in depth, while a Risk Management Plan primarily addresses broader organizational policies related to risk rather than specific handling of hazardous materials. A Facility Maintenance Manual typically focuses on maintenance protocols for the building and its systems, rather than chemical safety. Thus, the Safety Data Sheet is the most relevant choice for detailing toxins and their

7. What should the smoking room's air exchange capacity be designed to achieve?

- A. 35 cubic feet per minute**
- B. 45 cubic feet per minute**
- C. 60 cubic feet per minute**
- D. 70 cubic feet per minute**

The smoking room's air exchange capacity should be designed to achieve a specific airflow that effectively reduces smoke-related pollutants and maintains indoor air quality. The requirement of 60 cubic feet per minute aligns with established guidelines for smoking areas to ensure that the air is adequately refreshed and any harmful particulates are expelled. High air exchange rates are essential in environments where smoking is permitted, as they help to dilute the concentration of smoke and provide a safer environment for both smokers and non-smokers. A capacity of 60 cubic feet per minute allows for sufficient ventilation to manage odors, contaminants, and prevent the buildup of harmful substances. This level of airflow contributes to meeting health and safety standards, promoting the well-being of all residents and staff in assisted living facilities.

8. How must medications that are not self-administered be stored to comply with regulations?

- A. Visible and Accessible at All Times**
- B. In a Locked Area When Not in Use**
- C. On Each Resident's Nightstand**
- D. Under Staff Supervision Only**

Medications that are not self-administered must be stored in a locked area when not in use to ensure the safety and security of residents. This storage requirement is in place to prevent unauthorized access to prescription medications, which helps to minimize the risk of misuse or accidental ingestion by residents or other individuals. By keeping medications locked away, the facility can maintain compliance with regulations that govern the administration and management of medications, thus ensuring the health and safety of all residents. The importance of secured storage is emphasized in assisted living regulations to protect vulnerable populations, ensuring that only trained and authorized personnel can access medications. This practice is vital in preventing potential hazards associated with improper medication management, including overdose or medication errors. Adhering to this standard promotes a responsible approach to medication administration in assisted living facilities.

9. How long is personal care assistant certification valid from the date of issue?

- A. 1 year
- B. 2 years**
- C. 3 years
- D. 5 years

The certification for personal care assistants is valid for 2 years from the date of issue. This timeframe is established to ensure that personal care assistants maintain their skills, knowledge, and competency in providing care. Regular renewal requirements help ensure that these professionals stay updated on best practices, regulatory changes, and advancements in the field of assisted living and personal care. This structure of a two-year certification period is common in the healthcare field, as it encourages ongoing education and training, thus improving the quality of care provided to residents. Continuing education requirements during this renewal process may include specific hours of training or courses relevant to personal care and elder care, reinforcing the commitment to high standards of service in assisted living settings.

10. How often should CPR/AED training be renewed for personnel in assisted living facilities?

- A. Every year
- B. Every two years**
- C. Every three years
- D. Every four years

Renewing CPR/AED training every two years is aligned with the recommendations set forth by organizations such as the American Heart Association and other certifying bodies in health and safety training. This timeframe ensures that personnel maintain current and effective skills in life-saving techniques, especially in environments like assisted living facilities where the health and safety of residents are of paramount importance. By engaging in this training every two years, staff members are able to stay up-to-date on the latest protocols, guidelines, and best practices. This continual training reinforces their knowledge and builds their confidence in responding to emergencies, which can be crucial in life-threatening situations. Regular training renewal is essential not only for compliance with regulatory standards but also for enhancing the overall safety and well-being of residents in assisted living settings. As techniques and guidelines may evolve, a two-year renewal helps ensure that staff can provide the highest quality of care in emergencies.