

## **449.154884 Qualifications and duties of administrator; designated employee to have access to records in absence of administrator**

### **1.**

The administrator of a peer support recovery organization must: (a) Be at least 18 years of age; (b) Have a high school diploma or its equivalent; (c) Be responsible and mature and have the personal qualities which will enable the administrator to understand problems relating to mental illness and addiction; (d) Understand the provisions of this chapter and chapter 449 of NRS; and (e) Demonstrate the ability to read, write, speak and understand the English language.

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Understand the provisions of this chapter and chapter 449 of NRS; and

#### **(e)**

Demonstrate the ability to read, write, speak and understand the English language.

**2.**

The administrator of a peer support recovery organization shall represent the licensee in the daily operation of the peer support recovery organization and shall appoint a designee to exercise his or her authority in the administrator's absence. The responsibilities of an administrator include, without limitation:(a) Employing qualified personnel and arranging for their training; (b) Ensuring that only trained persons provide peer support services to a client of the peer support recovery organization and that such services are provided in accordance with the needs of the client and the policies and procedures of the peer support recovery organization; (c) Developing and implementing an accounting and reporting system that reflects the fiscal experience and current financial position of the peer support recovery organization; (d) Negotiating for services provided by contract in accordance with legal requirements and established policies of the peer support recovery organization; (e) Providing oversight and direction for persons who provide peer support services and other members of the staff of the peer support recovery organization as necessary to ensure that the clients of the peer support recovery organization receive needed services; (f) Developing and implementing policies and procedures for the peer support recovery organization, including, without limitation, policies and procedures concerning terminating the peer support services provided to a client; (g) Designating one or more employees of the peer support recovery organization to be in charge of the peer support recovery organization during those times when the administrator is absent; and (h) Demonstrating to the Division upon request that the peer support recovery organization has sufficient resources and the capability to satisfy the requests of each client of the peer support recovery organization related to the provision of

the peer support services to the client.

**(a)**

Employing qualified personnel and arranging for their training;

**(b)**

Ensuring that only trained persons provide peer support services to a client of the peer support recovery organization and that such services are provided in accordance with the needs of the client and the policies and procedures of the peer support recovery organization;

**(c)**

Developing and implementing an accounting and reporting system that reflects the fiscal experience and current financial position of the peer support recovery organization;

**(d)**

Negotiating for services provided by contract in accordance with legal requirements and established policies of the peer support recovery organization;

**(e)**

Providing oversight and direction for persons who provide peer support services and other members of the staff of the peer support recovery organization as necessary to ensure that the clients of the peer support recovery organization receive needed services;

**(f)**

Developing and implementing policies and procedures for the peer support recovery organization, including, without limitation, policies and procedures concerning terminating the peer support services provided to a client;

**(g)**

Designating one or more employees of the peer support recovery organization to be in

charge of the peer support recovery organization during those times when the administrator is absent; and

**(h)**

Demonstrating to the Division upon request that the peer support recovery organization has sufficient resources and the capability to satisfy the requests of each client of the peer support recovery organization related to the provision of the peer support services to the client.

**3.**

Except as otherwise provided in this subsection, an employee designated to be in charge of the peer support recovery organization when the administrator is absent must have access to all records kept at the peer support recovery organization.

Confidential information may be removed from a file to which an employee designated to be in charge of the peer support recovery organization has access if the confidential information is maintained separately by the administrator.

**4.**

The administrator of a peer support recovery organization shall ensure that: (a) The clients of the peer support recovery organization are not abused, neglected, exploited, isolated or abandoned by a person who provides peer support services or another member of the staff of the peer support recovery organization, or by any person who is visiting the client when a person who provides peer support services or another member of the staff of the peer support recovery organization is present; and (b) Suspected cases of abuse, neglect, exploitation, isolation or abandonment of a client are reported in the manner prescribed in NRS 200.5093, 200.50935 and 632.472.

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**(b)**

Suspected cases of abuse, neglect, exploitation, isolation or abandonment of a client are reported in the manner prescribed in NRS 200.5093, 200.50935 and 632.472.