

**G940**

*(Rev. 219; Issued: 04-12-24; Effective: 04-12-24; Implementation: 04-12-24)*

***§484.105 Condition of participation: Organization and administration of services.***

**The HHA must organize, manage, and administer its resources to attain and maintain the highest practicable functional capacity, including providing optimal care to achieve the goals and outcomes identified in the patient's plan of care, for each patient's medical, nursing, and rehabilitative needs. The HHA must assure that administrative and supervisory functions are not delegated to another agency or organization, and all services not furnished directly are monitored and controlled. The HHA must set forth, in writing, its organizational structure, including lines of authority, and services furnished.**

**Interpretive Guidelines §484.105**

The roles of the governing body, administrator and clinical manager may not be delegated. In other words, an HHA must ensure that the responsibilities of the governing body, administrator and clinical manager (for the day-to-day operation of the HHA) are not relinquished to another person or organization on an on-going basis. This does not apply to periodic “acting” employees in the absence of the administrator or clinical manager. In addition, the use of payroll services, OASIS transmission contractors, and personnel training programs are not considered to be delegation of administrative and supervisory functions; these are service contracts that the agency may use to optimize administrative and supervisory efficiencies.