

§ 76513. Administrator.

- (a) Each facility shall employ a licensed administrator to administer the policies of the licensee.
- (b) A fingerprint card for any new administrator employed by the facility shall be submitted previous to or within 10 days of employment for the purpose of a criminal record review. No person may act as an administrator if the criminal review indicates grounds for denial of a license application as specified in Section 76209.
- (c) The administrator shall be responsible for the administration and management of only one facility with the following exceptions:
- (1) If an administrator is responsible for more than one facility, he shall not be responsible for more than three facilities with an aggregate total of 200 beds and these facilities shall be within 30 minutes travel time of each other.
- (2) If an administrator is responsible for more than one facility, the administrator shall designate a responsible adult in each facility to be responsible for carrying out the policies of the licensee in the administrator's absence.
- (d) The administrator shall have freedom from other responsibilities and shall be on the premises of the facility the number of hours necessary to permit attention to the management and administration of the facility. The Department may require that the administrator spend additional hours in the facility whenever the Department determines through a written evaluation that such additional hours are needed to provide administrative management.
- (e) A copy of the current regulations shall be maintained by the administrator, program director and the registered nurse responsible for nursing services. The administrator's copy shall be available to all personnel.
- (f) The administrator or the designee shall be responsible for informing appropriate personnel of changes to facility regulations.
- (g) The administrator or the designee shall be responsible for informing the Department, within 24 hours either by telephone (confirmed in writing) or by telegraph, of an occurrence that causes damage to the facility or threatens the safety or welfare of clients .
- (h) The administrator or the designee shall be responsible for reviewing client and employee incident and accident reports and shall ensure that appropriate corrective action is taken. In a state hospital, the program director shall have this responsibility.
- (i) The administrator or the designee and registered nurse and program director shall be responsible for screening clients for admission to the facility to ensure the facility admits

only those clients for whom care can be provided. The administrator or the designee shall conduct preadmission personal interviews as appropriate with the client's physician, client, client's next of kind and/or sponsor. A telephone interview may be substituted when a personal interview is not feasible.

Note: Authority cited: Section 208(a), Health and Safety Code. Reference: Sections 1276 and 1277, Health and Safety Code.

22 CCR § 76513, 22 CA ADC § 76513