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Title 22@ Social Security

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Division 5@ Licensing and Certification of Health Facilities, Home Health Agencies, Clinics, and Referral Agencies

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Chapter 8.5@ Intermediate Care Facilities/Developmentally Disabled-Habilitative

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Article 4@ Administration

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Section 76913@ Administrator

## **76913 Administrator**

### **(a)**

An administrator who does not have Qualified Mental Retardation Professional responsibilities shall not be responsible for more than four intermediate care facilities/developmentally disabled--habilitative with an aggregate total of 60 beds and these facilities shall be within 30 minutes surface travel time of each other.

### **(b)**

An administrator who has Qualified Mental Retardation Professional responsibilities shall not be an administrator of more than three intermediate care facilities/developmentally disabled--habilitative with an aggregate total of eighteen beds, and these facilities shall be within 30 minutes surface travel time of each other.

### **(c)**

The administrator 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.

### **(d)**

A copy of the current intermediate care facility/developmentally disabled--habilitative licensing regulations shall be maintained by the

administrator and shall be made available to all facility personnel.

**(e)**

The administrator shall inform 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.

**(f)**

The administrator shall review client and employee incident and accident reports and shall take appropriate corrective action within a reasonable period of time, but no more than 30 days from the date of the incident or accident.

**(g)**

The administrator shall screen clients for admission to the facility to ensure that the facility admits only those clients for whom appropriate care can be provided. The administrator shall conduct pre-admission interviews as appropriate with the client's physician, client, client's next of kin and/or sponsor.