

|->

Title 22@ Social Security

|->

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

|->

Chapter 10@ Adult Day Health Centers

|->

Article 4@ Administration

|->

Section 78415@ Administrator

78415 Administrator

(a)

Each center shall have an administrator. The administrator shall have the responsibility and authority to carry out the policies of the licensee. The licensee shall notify the Department in writing within 14 working days following a change of administrator. Notification shall include the new administrator's name, the mailing address, the effective date of office, background, qualifications and Social Security number.

(b)

An administrator shall have the following qualifications: (1) Knowledge of supervision and care appropriate to the participants receiving services. (2) Ability to conform to the applicable laws, rules and regulations. (3) Ability to maintain or supervise the maintenance of financial and other records. (4) Ability to direct the work of others. (5) Be of good character and reputation of personal integrity. (6) Graduation from an accredited college or university in a field related to the program and either of the following: (A) A master's degree and one year of successful experience in a responsible managerial, administrative or supervisory position in a social or health service program or agency. (B) A bachelor's degree and three years of successful experience in a responsible managerial, administrative or supervisory position in a social or health service program or agency.

(1)

Knowledge of supervision and care appropriate to the participants receiving services.

(2)

Ability to conform to the applicable laws, rules and regulations.

(3)

Ability to maintain or supervise the maintenance of financial and other records.

(4)

Ability to direct the work of others.

(5)

Be of good character and reputation of personal integrity.

(6)

Graduation from an accredited college or university in a field related to the program and either of the following: (A) A master's degree and one year of successful experience in a responsible managerial, administrative or supervisory position in a social or health service program or agency. (B) A bachelor's degree and three years of successful experience in a responsible managerial, administrative or supervisory position in a social or health service program or agency.

(A)

A master's degree and one year of successful experience in a responsible managerial, administrative or supervisory position in a social or health service program or agency.

(B)

A bachelor's degree and three years of successful experience in a responsible managerial, administrative or supervisory position in a social or health service program or agency.

(c)

The administrator shall: (1) Administer the center in accordance with these regulations and established policy, program and budget. (2) Report to the licensee

concerning the operation of the center and interpret recognized standards of care and supervision to the licensee. (3) Develop an administrative plan and procedure to insure clearly defined lines of responsibility, equitable workloads and adequate supervision. (4) Recruit, employ and train qualified employees and terminate employment of employees who perform in an unsatisfactory manner.

(1)

Administer the center in accordance with these regulations and established policy, program and budget.

(2)

Report to the licensee concerning the operation of the center and interpret recognized standards of care and supervision to the licensee.

(3)

Develop an administrative plan and procedure to insure clearly defined lines of responsibility, equitable workloads and adequate supervision.

(4)

Recruit, employ and train qualified employees and terminate employment of employees who perform in an unsatisfactory manner.

(d)

Each center shall make provision for continuity of operation and assumption of the administrator's responsibilities during the administrator's absence.

(e)

Centers with a capacity of 50 and over shall provide both an administrator and a full-time program director.

(f)

The administrator of two or more licensed centers shall not serve as a program director.

(g)

The administrator shall not be responsible for more than three centers, without prior written approval by the Department. In this circumstance there shall be one or more assistant administrators for every three additional centers.