

## **78403 Plan of Operation**

### **(a)**

Each center shall have a written plan of operation submitted with the license application and which shall be kept current.

### **(b)**

The plan shall include the following: (1) Hours and days of operation. (2) Number of participants to be served, age and type of participants. (3) Description of basic services and any optional services for which departmental approval is required. (4) Policies and procedures for admission and discharge planning. (5) Policies and procedures for assessment of participants. (6) Staffing pattern which includes a description of multidisciplinary professional staff by discipline. (7) A plan for utilizing community resources. (8) Policies and procedures for in-service training of employees and volunteers.

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#### **(2)**

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#### **(3)**

Description of basic services and any optional services for which departmental approval is required.

#### **(4)**

Policies and procedures for admission and discharge planning.

**(5)**

Policies and procedures for assessment of participants.

**(6)**

Staffing pattern which includes a description of multidisciplinary professional staff by discipline.

**(7)**

A plan for utilizing community resources.

**(8)**

Policies and procedures for in-service training of employees and volunteers.