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Title 22@ Social Security

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Division 6@ Licensing of Community Care Facilities

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Chapter 2@ Social Rehabilitation Facilities

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Subchapter 1@ Basic Requirements

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Article 6@ Continuing Requirements

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Section 81064.1@ Program Director Qualifications and Duties

## **81064.1 Program Director Qualifications and Duties**

### **(a)**

All social rehabilitation facilities shall have a program director.

### **(b)**

The program director shall be on the premises the number of hours necessary to manage and administer the treatment program of the facility in compliance with California Code of Regulations, Title 9, Division 1, Chapter 3, Article 3.5, Sections 531 through 535 and Title 22, Division 6, Chapter 2, Sections 81001 (l)(5), (s)(2) and (t)(2).

### **(c)**

When the program director is temporarily absent from the facility, there shall be coverage by a substitute program director designated in writing by the licensee.

(1) If the absence is for more than 14 consecutive calendar days, excluding emergency leave, sick leave or vacation of the program director, the designated substitute shall meet the qualifications of a program director set forth by the Department of Health Care Services.

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If the absence is for more than 14 consecutive calendar days, excluding emergency leave, sick leave or vacation of the program director, the designated substitute shall meet the qualifications of a program director set forth by the Department of Health Care Services.

**(d)**

The program director shall meet the minimum qualifications set forth in California Code of Regulations, Title 9, Division 1, Chapter 3, Article 3.5, Sections 532.6(f), (g), and (i).

**(e)**

The program director shall ensure the following: (1) Communication with the licensee concerning the operation of the facility. (2) Provision of the services identified in each client's individual needs and services plan or required by California Code of Regulations, Title 9, Division 1, Chapter 3, Article 3.5, Sections 531 through 535 or Title 22, Division 6, Chapter 2. (3) Arrangements for clients to attend available community programs, when clients have needs, identified in the needs and services plan, which cannot be met by the facility but can be met by community programs. (A) Such arrangements shall include, but not be limited to, arranging for transportation. 1. This requirement does not exempt the licensee from providing transportation when public transportation is not practical or when the client is unable to use public transit. (4) Arrangements for special provision of services to clients with disabilities including visual and auditory deficiencies. (5) Development of an employee work schedule as required in Section 81066(a). (6) Provision of staff support to clients in the planning, preparing, and serving of meals. (A) If clients are unable to plan, prepare, and serve meals, the program director shall initiate and carry out the program plan pursuant to Section 81022(b)(17) to ensure the requirements of Section 81076 are met. (7) Provision of staff support to clients in performing facility maintenance and/or cleaning activities as designated in the client's treatment/rehabilitation plan. (A) If clients are unable to perform facility maintenance and/or cleaning activities, the program director shall initiate and carry out the plan developed pursuant to Section

81022(b)(17) to ensure the requirements of Section 81087(a) are met.

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**(2)**

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**(3)**

Arrangements for clients to attend available community programs, when clients have needs, identified in the needs and services plan, which cannot be met by the facility but can be met by community programs. (A) Such arrangements shall include, but not be limited to, arranging for transportation. 1. This requirement does not exempt the licensee from providing transportation when public transportation is not practical or when the client is unable to use public transit.

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**(4)**

Arrangements for special provision of services to clients with disabilities including visual and auditory deficiencies.

**(5)**

Development of an employee work schedule as required in Section 81066(a).

**(6)**

Provision of staff support to clients in the planning, preparing, and serving of meals. (A) If clients are unable to plan, prepare, and serve meals, the program director shall initiate and carry out the program plan pursuant to Section 81022(b)(17) to ensure the requirements of Section 81076 are met.

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**(f)**

Any person designated as a program director shall be required to complete at least 20-clock-hours of continuing education per year in areas relating to mental health and the care of the mentally ill, and/or administration.

**(g)**

If the program director is also the administrator, he/she shall also meet the requirements of the administrator set forth in Section 81064(b).