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Title 22@ Social Security

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Division 6@ Licensing of Community Care Facilities

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Chapter 7@ Transitional Housing Placement Program

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Article 7@ Physical Environment

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Section 86087.1@ Administrative Office/Sub-Administrative Offices

86087.1 Administrative Office/Sub-Administrative Offices

(a)

The THPP licensee shall maintain an administrative office that provides privacy for confidential interviews. (1) All participant records shall be maintained in a secure area or locked file cabinets in the administrative office. (2) Copies of confidential records maintained in a THPP staff residential unit shall be kept in a secure area or in a locked file cabinet.

(1)

All participant records shall be maintained in a secure area or locked file cabinets in the administrative office.

(2)

Copies of confidential records maintained in a THPP staff residential unit shall be kept in a secure area or in a locked file cabinet.

(b)

The administrative office shall maintain the following records: (1) Participant records; (2) Personnel records; and (3) Listing of all THPP participants and living units.

(1)

Participant records;

(2)

Personnel records; and

(3)

Listing of all THPP participants and living units.

(c)

The administrative office shall not be located more than two hours' travel by automobile from the THPP participant living units.

(d)

A sub-administrative office shall meet all of the same requirements of Sections 86087.1(a) through (c) above.