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Title 22@ Social Security

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Division 6@ Licensing of Community Care Facilities

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Chapter 8.8@ Foster Family Agencies

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Article 7@ Continuing Requirements

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Section 88064@ Administrator-Qualifications and Duties

88064 Administrator-Qualifications and Duties

(a)

In addition to Section 80064, the following shall apply: (1) All foster family agencies shall have an administrator who shall meet one of the following requirements: (A) A Master's Degree from an accredited or state approved graduate school, as defined in Section 94310 of the Education Code, in social work or social welfare, marriage, family and child counseling, counseling psychology, social psychology or equivalent education and experience as determined by the licensing agency. In addition, the administrator shall have demonstrated ability and leadership through a minimum of three years of experience in the field of child or family services, two years of which have been in an administrative or managerial position. (B) A Bachelor's Degree in behavioral science from an accredited college or university. In addition, the administrator shall have demonstrated ability and leadership through a minimum of five years of experience in the field of child or family services, two years of which have been in an administrative or managerial position. (2) Foster family agency administrators hired before October 30, 1993, who do not meet the education and experience requirements shall remain qualified, provided they have no break exceeding three consecutive years in employment as a foster family agency administrator. (3) The administrator shall be responsible for the operation of the foster family agency, including the following duties: (A) Designating a staff person to perform the

duties of the administrator in his/her absence from the facility who has the following qualifications. 1. Knowledge of the foster family agency operations. 2. Training in programs provided by the foster family agency. 3. Designation as the authorized person to correct deficiencies that constitute immediate threats to the health and safety of children in the foster family agency certified family homes. (B) Appointing and dismissing staff. (C) Ensuring attendance at each board meeting by the chief executive officer, administrator, or designee. (D) Mailing copies of all alleged child abuse or neglect, substantiated complaint, licensing, and incident reports to the Board of Directors. (E) Organizing and carrying out a program of staff development for all staff members. (F) Ensuring the maintenance of a file of all foster family agency incident investigation reports and Department complaint investigation reports, including the foster family agency action taken. (G) Ensuring that incident and complaint investigation reports are kept confidential as required by Health and Safety Code Section 1538(b).

(1)

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which have been in an administrative or managerial position.

(A)

A Master's Degree from an accredited or state approved graduate school, as defined in Section 94310 of the Education Code, in social work or social welfare, marriage, family and child counseling, counseling psychology, social psychology or equivalent education and experience as determined by the licensing agency. In addition, the administrator shall have demonstrated ability and leadership through a minimum of three years of experience in the field of child or family services, two years of which have been in an administrative or managerial position.

(B)

A Bachelor's Degree in behavioral science from an accredited college or university. In addition, the administrator shall have demonstrated ability and leadership through a minimum of five years of experience in the field of child or family services, two years of which have been in an administrative or managerial position.

(2)

Foster family agency administrators hired before October 30, 1993, who do not meet the education and experience requirements shall remain qualified, provided they have no break exceeding three consecutive years in employment as a foster family agency administrator.

(3)

The administrator shall be responsible for the operation of the foster family agency, including the following duties: (A) Designating a staff person to perform the duties of the administrator in his/her absence from the facility who has the following qualifications. 1. Knowledge of the foster family agency operations. 2. Training in programs provided by the foster family agency. 3. Designation as the authorized person to correct deficiencies that constitute immediate threats to the health and safety of

children in the foster family agency certified family homes. (B) Appointing and dismissing staff. (C) Ensuring attendance at each board meeting by the chief executive officer, administrator, or designee. (D) Mailing copies of all alleged child abuse or neglect, substantiated complaint, licensing, and incident reports to the Board of Directors. (E) Organizing and carrying out a program of staff development for all staff members. (F) Ensuring the maintenance of a file of all foster family agency incident investigation reports and Department complaint investigation reports, including the foster family agency action taken. (G) Ensuring that incident and complaint investigation reports are kept confidential as required by Health and Safety Code Section 1538(b).

(A)

Designating a staff person to perform the duties of the administrator in his/her absence from the facility who has the following qualifications. 1. Knowledge of the foster family agency operations. 2. Training in programs provided by the foster family agency. 3. Designation as the authorized person to correct deficiencies that constitute immediate threats to the health and safety of children in the foster family agency certified family homes.

1.

Knowledge of the foster family agency operations.

2.

Training in programs provided by the foster family agency.

3.

Designation as the authorized person to correct deficiencies that constitute immediate threats to the health and safety of children in the foster family agency certified family homes.

(B)

Appointing and dismissing staff.

(C)

Ensuring attendance at each board meeting by the chief executive officer, administrator, or designee.

(D)

Mailing copies of all alleged child abuse or neglect, substantiated complaint, licensing, and incident reports to the Board of Directors.

(E)

Organizing and carrying out a program of staff development for all staff members.

(F)

Ensuring the maintenance of a file of all foster family agency incident investigation reports and Department complaint investigation reports, including the foster family agency action taken.

(G)

Ensuring that incident and complaint investigation reports are kept confidential as required by Health and Safety Code Section 1538(b).

(b)

The administrator may also serve in another personnel capacity provided he/she meets the applicable qualifications of both positions.