

## Agency Governing Authority

Rule Requirement	Y-N-N/A	Comments
16.04.17.200 AGENCY GOVERNING AUTHORITY. Each agency must be organized and administered under one governing (1) authority. The governing authority may be a named individual or a number of individuals that will assume full legal responsibility for the overall conduct of the agency.		
16.04.17.200.01 Structure. The agency must document an organizational chart that identifies the individuals acting as its governing authority, the administrator, the residential habilitation professional, and all other agency employees with administrative responsibilities. This organizational chart must be provided at the time of the application, updated at least annually or upon significant change to the agency's organizational structure, and available to the Department upon request.		
16.04.17.200.02 Responsibilities. The governing authority must assume responsibility for:		
16.04.17.200.02.a Adopting appropriate organizational bylaws and policies and procedures;		
16.04.17.200.02.b Appointing an administrator qualified to carry out the agency's overall responsibilities in relation to written policies and procedures and applicable state and federal laws. The administrator must participate in deliberation of policy decisions concerning all services;		
16.04.17.200.02.c Ensuring the agency administrator fulfills the duties and obligations outlined in Section 201 of these rules. Any failure on part of the Administrator is the ultimate responsibility of the agency and its governing body.		
16.04.17.200.02.d Conducting and documenting that it performed an annual review of the agency for compliance with these rules;		
16.04.17.200.02.e Developing and implementing written administrative policies and procedures that comply with applicable state and federal rules; and		
16.04.17.200.02.f Developing and implementing policies and procedures in accordance with these rules. All policies and procedures must be reviewed at least annually and revised as necessary.		