

Administrator

Administrator(s) name(s):		
Rule Requirement	Y-N-N/A	Comments
16.04.17.201 AGENCY ADMINISTRATOR. An administrator for an agency is accountable for the overall operations of the agency including ensuring compliance with these rules, overseeing and managing staff, and administering the agency's policies and procedures, and quality assurance program.		
16.04.17.201.01 Administrator Qualifications. Each agency must employ a designated administrator who:		
16.04.17.201.01.a Is at least twenty-one (21) years of age;		
16.04.17.201.01.b Has satisfactorily completed a criminal history check in accordance with IDAPA 16.05.06, "Criminal History and Background Checks"; and		
16.04.17.201.01.c Has a minimum of three (3) years of experience in service delivery with the population served with at least one (1) year having been in an administrative role.		
16.04.17.201.02 Absences. The administrator must designate, in writing, a qualified employee to perform the functions of the administrator to act in his absence. This document must be available upon request.		
16.04.17.201.03 Responsibilities. The administrator must:	N/A	
16.04.17.201.03.a Document and review the overall program and general participant needs on at least a quarterly basis, or more often as necessary, to plan and implement appropriate strategies for meeting those needs;		
16.04.17.201.03.b Make all records available to the Department for review or audit;		
16.04.17.201.03.c Implement all policies addressing safety measures for the protection of participants and staff as mandated by state and federal rules;		
16.04.17.201.03.d Ensure agency personnel, including those providing services, practice within the scope of their certificate or license;		
16.04.17.201.03.e Conduct satisfaction surveys at least annually with each participant or guardian, as applicable.		
16.04.17.201.03.f Assure training, support services, and equipment for agency staff are provided to carry out assigned responsibilities;		
16.04.17.201.03.h Coordinate with other service providers to assure continuity of the delivery of residential habilitation services in the plan of service.		