

5122-30-19

**Facility administration and management.**

- (A) The residential facility shall assure appropriate policies and procedures regarding the administration and management of the facility including compliance with the requirements for licensure. This responsibility shall also include, but may not be limited to:
- (1) Arranging for necessary permits and inspections, and paying all fees and costs associated with inspections;
  - (2) Daily monitoring and supervising staff to assure acceptable performance of assigned job duties and compliance with the requirements for licensure;
  - (3) Participating in an appropriate and cooperative working relationship with the ~~affiliating mental health agency, or board, and~~ or the department;
  - (4) Reporting to the department any change regarding facility operation or use that relates to the requirements for licensure;
  - (5) For a class two or three facility, reporting to the department a current emergency contact telephone number for the operator and manager.
  - ~~(5)~~(6) Securing appropriate, alternative responsibility for the operation and staffing of the facility for planned or unplanned staff/operator absence;
  - ~~(6)~~(7) Consistently maintaining the finances necessary for the stable and safe operation of the facility;
  - ~~(7)~~(8) Maintaining a stable and supportive environment for residents of the facility, through respect for the rights of residents, as well as sensitivity and responsiveness to ~~resident~~ resident's needs, preferences and culturally competent services and care; and
  - ~~(8)~~(9) Knowledge of and compliance with federal, state, and local laws concerning the ownership and operation of the facility, including, but not limited to zoning requirements; or equal opportunity employment practices; ~~etc.~~
- (B) The executive director~~, ceo, or operator~~ for ~~type 1~~ class one facilities, and the operator for ~~type~~ class 2 and 3 facilities may delegate ~~his/her~~ their responsibilities for the administration and management of the facility to a specific person(s) who shall be authorized in writing to enact the executive director, ceo, or operator's responsibilities and sign necessary and appropriate documents for the executive director, ceo, or operator, including, but not limited to, the application for licensure,

major unusual incident reports, plans of correction, etc. The written authorization shall be retained in the facility. The person(s) to whom the operator's responsibilities are delegated may also perform resident-related activities of the facility as staff of the facility, but shall be subject to staff qualifications and requirements as stated in rules 5122-30-20 and 5122-30-21 of the Administrative Code.

- (C) The residential facility will have proof of ownership of the residence, or a signed agreement from the facility's landlord indicating that the landlord permits the use of the residence as a residential facility
- (D) The utility services, including cable and internet, for the facility shall not be in the name of the residents.
- (E) If any utility service account for the facility is thirty days past due, the facility receives a past due notice or disconnection notice, or utility service is disconnected; the operator must notify the department within one business day.

Effective:

Five Year Review (FYR) Dates: 01/20/2017

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Certification

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Date

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