

Administrator:

Responsibilities in NEW REGULATIONS

AUGUST 10, 2021

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Colorado Gerontological Society

Building Leadership in Aging

A 501 (c) (3) organization that provides advocacy,
information and assistance to the Assisted Living Industry

Definition from Chapter 7 CDPHE regulations

June 14, 2021

- 2.2 “Administrator” means a person who is responsible for the overall operation, daily administration, management and maintenance of the assisted living residence. The term “administrator” is synonymous with “operator” as that term is used in Title 25, Article 27, Part 1.

Qualifications:

- Qualifications 6.2 An administrator who is recognized by the Department as having been an assisted living residence administrator of record prior to July 1, 2019, shall not be required to meet the criteria in Part 6.3.
- * Others appointed after this date must comply with new regulation

Section 6: CDPHE Chapter 7

If the Administrator does not meet this requirement

Please Print out the pages following the presentation that is
drafted from regulation.

1. There are 8 different qualification standards in new regulation.

6.3 A – H

2. The Training topics for the NEW Administrator Course

You May want to get a Qmap !

- 6.4 Each administrator of an assisted living residence shall ensure that qualified medication administration persons (QMAPs) comply with the medication administration requirements and limitations in 6 CCR 1011-1, Chapter 24, and Sections 25-1.5-301 through 25-1.5-303, C.R.S.

Administrator Duties:

Duties 6.8 The administrator shall be responsible for the overall day-to-day operation of the assisted living residence, including, but not limited to:

- (A) Managing the day-to-day delivery of services to ensure residents receive the care that is described in the resident agreement, the comprehensive resident assessment, and the resident care plan;
- (B) Organizing and directing the assisted living residence's ongoing functions including physical maintenance;
- (C) Ensuring that resident care services conform to the requirements set forth in Part 12 of this chapter;
- (D) Employing, training, and supervising qualified personnel;

Administrator Duties Cont....

- (E) Providing continuing education for all personnel,;
- (F) Establishing and maintaining a written organizational chart to ensure there are well defined lines of responsibility and adequate supervision of all personnel;
- (G) Reviewing the marketing materials and information published by an assisted living residence to ensure consistency with the services actually provided by the ALR;
- (H) Managing the business and financial aspects of the assisted living residence which includes working with the licensee to ensure there is an adequate budget to provide necessary resident services;
- (I) Completing, maintaining, and submitting all reports and records required by the Department

Administrator Duties – cont.

(J) Complying with all applicable federal, state, and local laws concerning licensure and certification; and

(K) Appointing and supervising a qualified designee who is capable of satisfactorily fulfilling the administrator's duties when the administrator is unavailable.

- (1) The name and contact information for the administrator or qualified designee on duty shall always be readily available to the residents and public.
- (2) The administrator or qualified designee shall always, whether on or off site, be readily accessible to staff.
- (3) When a qualified designee is acting as administrator in an assisted living residence that is licensed for more than 12 beds, there shall be at least one other staff member on duty whose primary responsibility is the daily care of residents.

HOW will this happen!!!

- It appears to be a daunting task for an Administrator to fulfill all the daily requirements. It almost seems impossible. Below are some ideas:
- Create a company culture that is a team approach and staff pitch in to help the home stay compliant and do NOT say “Not my job”
- Give thank you gifts, (Starbucks cards, personal notes, a best house award if running multiple homes for everyone helping run a great place to live and work)
- Give out “Caught you caring awards. Positive reinforcement is always better than nagging at staff.
- Get involved in CALA so you have friends and mentors in the business that can help with ideas.