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## EVALUATOR MANUAL TRANSMITTAL SHEET

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<b><u>Distribution:</u></b>  <input type="checkbox"/> All Child Care Evaluator Manual Holders <input checked="" type="checkbox"/> All Residential Care Evaluator Manual Holders <input type="checkbox"/> All Evaluator Manual Holders	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;"><b><u>Transmittal No.</u></b></td> </tr> <tr> <td style="padding: 2px;">10ARF-02</td> </tr> <tr> <td style="padding: 2px;"><b><u>Date Issued</u></b></td> </tr> <tr> <td style="padding: 2px;">February 2010</td> </tr> </table>	<b><u>Transmittal No.</u></b>	10ARF-02	<b><u>Date Issued</u></b>	February 2010
<b><u>Transmittal No.</u></b>					
10ARF-02					
<b><u>Date Issued</u></b>					
February 2010					

**Subject:**

Regulation Interpretations and Procedures for Adult Residential Facilities  
 Section 85064 - Administrator Qualifications and Duties

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**Reason for Change:**

Amend Section 85064

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**Filing Instructions:**

REMOVE – Page 3

INSERT – Pages 3

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**Approved:**

*Original Document Signed by  
 Seton Bunker for Thomas Stahl*

*2/16/10*

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**THOMAS STAHL Chief**  
 Policy Development Bureau  
 Community Care Licensing Division

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Date

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**85064 ADMINISTRATOR QUALIFICATIONS AND DUTIES**  
(Continued)

**85064**

(e) **PROCEDURE (Continued)**

Section 1562.3(d) of the Health and Safety Code requires the Department to certify individuals who have completed the administrator certification training program, passed a written test, have a criminal record clearance, and have paid the required fee.

The individual’s age or status as a high school graduate is not checked as part of the certification process. Consequently, the fact that a person has their administrator certification, does not mean that the person meets the age or high school graduation requirements.

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(f) **POLICY**

The licensing agency may require that an administrator/licensee devote additional hours in the facility when it is documented and substantiated that a facility has not been administered according to regulations or the administrator has not fulfilled his/her responsibilities. This would typically occur after repeated citations for the same violations. The licensing agency is responsible for evaluating each unique situation and making case-by-care determinations based on the type and number of violations. As there are no guidelines to the number of hours required, this would be negotiated between the licensee and the licensing agency.

**PROCEDURE**

Review facility records and interview staff and clients, if appropriate, to determine that the administrator is in the facility and providing sufficient time to the operation and management of the facility. Document findings on the LIC 9099 or the LIC 809 and other supporting reports that are required.

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(g) **POLICY**

The designated substitute is not required to meet the education, **certification** and/or experience requirements for an administrator, but must be able to perform the duties specified in Section 85064(k)(1)-(6) and be held responsible and accountable for facility operation in the administrator’s absence.

**PROCEDURE**

Refer to Section 80064(b).