

Administrator Alert

Policy updates & rule clarifications for Assisted Living, Residential Care & Nursing Facilities

Office of Licensing & Quality — Oregon Department of Human Services

August 8, 2011

Administrator Reference Summary

There is a new Administrator Reference Summary (ARS) form (SDS 0566) available on the Forms Server. Please note the following changes:

The ARS has included a line for administrator's social security number and date of birth. All new administrators hired to work at facilities that accept Medicaid funds as payment will be required to submit their social security number and date of birth. This information is needed to verify each person against a Federal database. For more information regarding this requirement, please see 42 CFR 455.104 <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=d79098ee26f348a1ab87837a3cd89e5d&rgn=div5&view=text&node=42:4.0.1.1.13&idno=42#42:4.0.1.1.13.2.136.5>

- A copy of the administrator class certificate must be sent with each Administrator Reference Summary submitted to Central Office.

In addition to these changes, we would like to remind everyone of the following current rules regarding employment as an administrator. It is imperative these rules are followed.

OAR 411-054-0065:

(3) ADMINISTRATOR REQUIREMENTS.

(a) Facility administrators must meet the following training requirements prior to employment:

(A) Complete a Division approved classroom administrator training program of at least 40 hours;

(B) Complete a Division approved administrator training program that includes both a classroom training of less than 40 hours and a Division approved 40-hour internship program with a Division approved administrator;

You may not assume the responsibilities or act in the capacity of an administrator until the required training is completed. Contact the policy analysts at Central Office in Salem if you have any questions.



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(d) Prior to employment as administrator of a facility, persons must complete the criminal records check requirements of OAR 407-007-0200 to 407-007-0370 and comply with the tuberculosis screening recommendations in OAR 333-019-0041. An administrator of a facility may not have convictions of any of the crimes described in OAR 407-007-0275.

We understand it may take some time to get a criminal background check back from the Background Check Unit (BCU) when fingerprints are required. But if fingerprints are not involved, the background check form should be submitted at the same time the ARS is sent in to Central Office.

(e) ADMINISTRATOR REFERENCE SUMMARY. Newly hired administrators are responsible for the completion of form SDS 0566, Administrator Reference Summary, and are required to fax the completed form to the Division upon hire. The Division may reject a form that has been falsified or is incomplete.

It is the administrator's responsibility to submit the ARS to Central Office in Salem upon hire. Do not assume anyone else at your facility or corporate office will send this in for you.

411-054-0025 Facility Administration

(6) NOTIFICATION. The facility must notify Division Central Office immediately by telephone, fax, or email, (if telephone communication is used the facility must follow-up within 72 hours by written or electronic confirmation) of the following:

(a) Any change of the administrator of record:

You are required to notify the facility when there has been a change in administrators.

Contact the policy analysts in Central Office if you have any questions

