

# Administrator Alert

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

Office of Licensing & Quality — Oregon Department of Human Services

*September 1, 2011*

### ***Protocols for Interim Administrators***

Many long term care companies utilize interim (or traveling) administrators to provide administrative oversight in communities until a permanent administrator can be hired. These administrators provide oversight to multiple communities in the course of a year.

Administrative rule requires newly hired administrators fax their completed Administrator's Reference Summary (ARS) upon hire (OAR 411-054-0025(6) and 411-054-0065(3) (e). We also require a background check and the Uniform Disclosure Statement (1<sup>st</sup> page only to indicate the name of the current administrator).

Obtaining these forms several times throughout the year has become burdensome for both Seniors and People with Disabilities (SPD) as well as the provider.

For SPD purposes, an interim administrator is an individual who is in compliance with the requirements as outlined in OAR 411-054-0065 (1-4) and is expected to provide administrative oversight for no longer than three months. Following are new protocols for those instances when interim administrators are utilized.

- Submit the ARS, verification of completion of approved administrator training and background check one time only. SPD requests that the ARS, verification of training and background check be scanned and submitted via email to the policy analyst assigned to the facility or it can be sent to [cbc.team@state.or.us](mailto:cbc.team@state.or.us). Or fax copies of these documents to 503-378-8966. SPD reserves the right to request updated information as needed.
- The licensee representative or interim administrator will notify SPD by email or fax when an interim administrator has been temporarily assigned to a facility.
- The licensee representative or new administrator will notify SPD via email, fax or regular mail when a permanent administrator has been hired.
- If the interim administrator is expected to be at the facility for three months or longer, then an ARS, verification of approved administrator training, background check and page 1 of the Uniform Disclosure Statement must be submitted.

