

CHAPTER II

GENERAL ADMINISTRATION

Section 1. Organization.

- (a) Each program shall have a governing body that has overall responsibility for the operation of the program.
- (b) The governing body shall meet at least quarterly and minutes of these meetings shall be kept.

Section 2. Financial Management.

- (a) The governing body shall annually adopt a formal, written budget of expected revenues and expenses.
 - (i) The budget shall categorize revenues by mental health and by substance abuse and by source of revenue for each.
 - (ii) The budget shall categorize expenses by mental health and by substance abuse and by types of expenses for each.
 - (iii) Revisions made in the budget during the fiscal year shall be reviewed and approved by the governing body, according to its policies.
- (b) The program shall maintain current, written policies and procedures for the operation of the fiscal management system in accordance with generally acceptable accounting practices and procedures recommended by the program's independent auditor.
- (c) The fiscal management system shall include a fiscal performance reporting mechanism that makes such reports available on a regular basis to the governing body.
- (d) The program shall maintain insurance coverage for malpractice, and for general liability.
- (e) The program shall ensure that all program personnel who handle funds are covered by fidelity bonding insurance.
- (f) The programs financial records shall be kept either in original form or in another acceptable form, such as but not limited to microfilm, microfiche, or optical disk storage, for a period of seven (7) years from the close of the state fiscal year. If the records are the subject of an audit, a fraud investigation, or a lawsuit, they shall be kept until the matter is resolved.

Section 3. Physical Plant.

(a) Any program that provides services to mental health or substance abuse clients shall comply with generally accepted standards governing health, sanitation, and fire safety, and with existing local inspection codes.

(b) All program facilities shall have fire extinguishers in operating order.

(c) If no existing local inspection codes apply, the program shall have an annual fire safety inspection at each facility used by the program for client services.

(d) Each program shall provide a location for interviewing, staff conferences, and client evaluation that is suitable to protect the confidentiality of such activities.

Section 4. Personnel Policies.

(a) Written personnel policies shall be developed, adopted, and maintained by the program.

(b) All personnel policies shall be reviewed and approved on a biennial basis by the governing body and dated to indicate each time of review.

(c) The written personnel policies shall be explained to each employee.

(d) The program shall notify its employees of changes in personnel policies.

(e) A personnel record shall be kept on each staff member.

(f) There shall be written policies that are designed to assure the confidentiality of personnel records and that specify who has access to various types of personnel information.

(g) For each position in the program, there shall be a written job description that specifies the duties and responsibilities of the position and the minimum level of education, training and/or related work experience required or needed to fulfill it.

Section 5. Operating Policies.

(a) The program shall develop, adopt, and maintain written operating policies.

(b) There shall be a written policy that describes methods and procedures for supervising all personnel, including volunteers.

(c) In programs where volunteer services are utilized, the objectives and scope of the volunteer service shall be clearly stated in writing.

(d) There shall be written policies and procedures for handling alleged instances of client neglect and abuse occurring within the program.

(e) There shall be procedures for staff to meet the statutory requirement of reporting alleged instances of neglect and abuse that staff have knowledge of occurring outside the program.

(f) There shall be procedures for advising all staff of applicable state and federal statutes regarding reporting procedures in cases involving child or adult abuse or neglect.