**Section 800.300 Administration**

a) All licensed Transitional Housing facilities shall employ at least one full-time authorized representative who is responsible for the daily operations at the Transitional Housing facility.

b) The Authorized Representative's name and contact information shall be provided to the Department, the probation office of the county in which the Transitional Housing facility is located, and the local police department. The Transitional Housing authorized representative may also function as a Transitional Housing manager.

c) All licensed Transitional Housing facilities shall have on-site at all times at least one Transitional Housing manager who oversees all activities under the direction of the authorized representative. The Transitional Housing manager shall maintain at the facility a historical record of each sex offender placed at the facility and a file on each sex offender that includes the transition plan for residency in the area and anticipated length of stay at the facility, tracks the efforts made to implement this plan, contains the resident's treatment plan, and documents the sex offender's attendance at any treatment or group services within the facility. Such file shall be given to the supervising agent for the sex offender when the sex offender concludes his or her residency at the facility.

d) All licensed Transitional Housing facilities shall maintain written qualifications and a description of the authority and responsibilities of the authorized representative.

e) Either the authorized representative or an individual designated to act in the place of the authorized representative shall be scheduled at the facility and function as the on-call administrator at all times.

f) All licensed Transitional Housing facilities shall have a minimum of one case manager for every 20 sex offender residents. The case manager shall:

1) Develop and monitor individual treatment and case plans for each sex offender.

2) Assist sex offenders in developing a long-term self-sufficiency plan to enable them to transition successfully into the community by providing linkage to resources such as housing, employment, and transportation.

3) Maintain appropriate referral sources and contact persons for the sex offenders' referral for community-based services such as sex offender treatment, mental health services, substance abuse services, and healthcare.

4) Assist in making appointments that facilitate the approved treatment plans for sex offenders, and where necessary, transport sex offenders to and from those appointments.

5) Maintain thorough, accurate, and timely sex offender records, files, and correspondence.

6) Prepare reports and presentations of information as required.

7) Reinforce with sex offenders all program policies, rules, and expectations for participation in the program.

8) Attend and participate in case reviews and present progress reports on each sex offender.

g) Operations manuals shall be accessible to the Department.