**Section 801.340 Administration**

a) The facility and its programs shall be managed by a Chief Administrative Officer to whom all employees or units of management are responsible.

b) The facility shall maintain written qualifications and a description of the authority and responsibilities of the Chief Administrative Officer.

c) An updated table of organization of the facility shall be maintained that groups functions, services, and activities into administrative subunits.

d) Either the Chief Administrative Officer or an individual designated to act in the place of the Chief Administrative Officer shall be scheduled at the facility and function as the on-call administrator at all times.

e) Where direct care services to facility youth are contracted, the role and functions of employees of the contracted agencies as they relate to facility treatment, programming, operations, and security shall be covered by a written plan. The plan shall be reviewed at least annually and be updated as needed.

f) The facility shall establish and maintain an updated comprehensive manual which includes, at a minimum, the policies and procedures for the supervision, care, and treatment of youth and the operation and security of the facility, and the maintenance of a drug-free and smoke-free workplace. The manual shall be accessible to the Department.

g) New or revised policies, procedures, and plans shall be approved by the Licensing Administrator prior to dissemination and implementation. Approved policies, procedures, and plans shall be disseminated to the designated staff, volunteers, the Licensing Administrator, and when appropriate, to youth prior to implementation.

h) The facility shall establish a written quality assurance plan to assess treatment and program services to youth and an internal audit plan to determine compliance with facility policies and standards contained in this Part. These plans shall include the frequency, scope, content, and administrative reviews and responses required. Copies of all assessment and review documentation shall be available to the Department.