

Colorado Department of Public Health and Environment Health Facilities and Emergency Medical Services Division Policy Manual		Section: Part:
Subject: Interim Administrator in Assisted Living Residences		Page:
Date: July 1, 2010 Revised: January 26, 2011	<input type="checkbox"/> Replacement page(s) <input type="checkbox"/> Addition of page(s) <input type="checkbox"/> New Section	of part _____ to part _____

SUMMARY

This Policy and Procedure addresses the appointment of an interim administrator in Assisted Living Residences and the circumstances under which the \$500.00 change of administrator fee will not be assessed.

BACKGROUND AND PURPOSE

Pursuant to 6 C.C.R. 1011-1, Chapter VII, Section 1.103(2) (f) (i) (D), any facility applying for a change of administrator shall submit a fee of \$500 with the application. The Health Facilities and Emergency Medical Services Division recognizes that situations arise where an assisted living administrator resigns or is terminated prior to the employment of a new administrator. During the search for a new administrator, the owner may appoint an interim administrator who is responsible for the overall operation, and daily administration, management and maintenance of the facility.

APPLICABILITY

This policy applies only to Assisted Living Residences. The application of this policy is limited to one time per facility during the one year term of the license.

DEFINITIONS

"Administrator" is defined in 6 C.C.R. 1011-1, Chapter VII, Section 1.102(2) as "...a person who is responsible for the overall operation, and daily administration, management and maintenance of the facility." Administrator also refers to "operator" as that term is used in Title 25, Section 27, Part 1.

"Interim administrator" means administrator as defined above, who has been appointed on a temporary, short term basis between the departure of the current administrator and employment of the new permanent administrator.

"Short term basis" means no more than ninety (90) days.

POLICY

It is the policy of HFEMSD that an assisted living residence will not be charged a \$500 change of administrator fee upon notification that the administrator of record is no longer employed by the facility and an interim administrator has been appointed provided the following conditions are met:

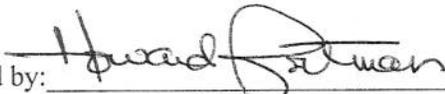
- The Department is formally notified of the change of administrator/appointment of an interim administrator using the Letter of Intent form found on the Health Facilities and Emergency Medical Services Division website at www.healthfacilities.info
- The interim administrator has completed the 30-hour Assisted Living Residence administrator training course or evidence of equivalent education, background, and experience has been submitted and approved by HFEMSD.

- The interim administrator has completed a fingerprint check with flagging, the results have been received by HFEMSD, and there are no felony or misdemeanor convictions that would pose a risk to the health, safety and welfare of the residents.
- The interim administrator is not employed by or functioning in the capacity as the administrator of another assisted living residence while he or she is employed or functioning in the capacity as the interim administrator
- The term of the interim administrator does not exceed 90 days from the date of appointment.
- Upon appointment of the permanent administrator, the facility will formally notify the Department using the Letter of Intent form found on the Health Facilities and Emergency Medical Services Division website at www.healthfacilities.info and submit the required \$500 change of administrator fee.

If a permanent administrator is not employed within 90 days of the appointment of the interim administrator, the facility will be required to pay the \$500 change of administrator fee for the interim administrator and another \$500 fee upon employment of the permanent administrator.



Approved by: _____ Title: Division Director Date: 6-30-2010



Revision approved by: _____ Title: Division Director Date: 1-26-2011