

TITLE 26 HEALTH AND HUMAN SERVICES
PART 1 HEALTH AND HUMAN SERVICES COMMISSION
CHAPTER 748 MINIMUM STANDARDS FOR GENERAL RESIDENTIAL OPERATIONS
SUBCHAPTER C ORGANIZATION AND ADMINISTRATION
DIVISION 2 OPERATIONAL RESPONSIBILITIES AND NOTIFICATIONS

§748.153. What changes must I notify Licensing about regarding my operation?

You must provide written notification to your Licensing Representative:

(1) As soon as possible, but at least 30 days before you:

(A) Change the legal structure of your operation or your governing body, if applicable;

(B) Move your operation to another location as required in §745.435 of this title (relating to What must I do if I relocate my operation after I receive my license or certification?); or

(C) Change your operating hours;

(2) As soon as possible, but at least 15 days before:

(A) You make changes to the policies and procedures required in §748.103(b) of this **subchapter** (relating to What policies and procedures must I submit for Licensing's approval as part of the application process?);

(B) Changes are made to the operation's floor plan showing the dimensions and the purpose of all rooms and specifying where children and caregivers, if applicable, will sleep; and

(C) Construction begins on adding a swimming pool or other permanent body of water;

(3) As soon as possible, but no later than two days after:

(A) You change your child-care administrator, **or your child-care administrator position becomes vacant;**

(B) A new individual becomes a controlling person at your operation;

(C) An individual ceases to be a controlling person at your operation; or

(D) There is a significant change in the information we maintain about a controlling person, such as a name change or mailing address change; and

(4) Within 24 hours of the child's placement, if you provide emergency care services and exceed capacity according to §748.155(b) of this **division** (relating to May I exceed my operation's capacity?).

§748.154. What is my timeframe for filling my child-care administrator position if it becomes vacant while I do not have a back-up administrator to carry out the administrator duties?

If you do not have a back-up child-care administrator when your administrator position becomes vacant, as required in §748.535 of this chapter (relating to What responsibilities must the child-care administrator have?), you have 60 days from the date the position becomes vacant to obtain a licensed child-care administrator before we can cite you for not having an administrator.

TITLE 26 HEALTH AND HUMAN SERVICES
PART 1 HEALTH AND HUMAN SERVICES COMMISSION
CHAPTER 748 MINIMUM STANDARDS FOR GENERAL RESIDENTIAL
OPERATIONS
SUBCHAPTER E PERSONNEL
DIVISION 2 CHILD-CARE ADMINISTRATOR

§748.532. When can a child-care administrator with a provisional license serve as the administrator for a general residential operation?

A child-care administrator with a provisional license may serve as the child-care administrator at a general residential operation if, at the time the administrator is hired, the operation is not:

- (1) On a voluntary plan of action;
- (2) On corrective action;
- (3) Subject to an adverse action; or
- (4) Pending due process for a corrective or an adverse action.

Technical Assistance

- Regarding paragraphs 1 and 2, requiring administrators of operations on a voluntary plan of action or corrective action to have a full Child-Care Administrator's License ensures they can focus their full attention improving their operation's compliance in the areas of concern that led to the basis of the action rather than splitting their attention between improving the operation's compliance and completing the requirements for a full administrator's license.

§748.533. Can a child-care administrator be an administrator for two residential child-care operations?

(a) Except as provided in subsections (b) and (c) of this section, a child-care administrator can be an administrator for two residential child-care operations, including a child-placing agency, if:

- (1) Both operations are in good standing with Licensing;
- (2) The size and scope of the operations are manageable by one person, which is clarified in the written professional staffing plans;
- (3) The child-placing agency, if applicable, is not managing more than 25 foster homes;

(4) The person also holds a valid full Child-Placing Agency Administrator License, if the second operation is a child-placing agency; and

(5) The general residential operations are contiguous. A child-placing agency does not have to be contiguous.

(b) An operation that provides emergency care services must designate an employee in the staffing plan that is solely responsible for administering those services. This employee must have the experience and background to be able to perform the child-care administrator responsibilities. See §748.535 of this title (relating to What responsibilities must the child-care administrator have?). A designated employee, other than the child-care administrator for the operation, is not required if the emergency care services program has a capacity of not more than 30 children.

(c) A child-care administrator with a provisional child-care administrator's license may only serve as a licensed administrator at one residential child-care operation.

Technical Assistance
Regarding subsection (c), the purpose of this rule is to allow an individual with a Provisional Child-Care Administrator's License (PCCAL) to focus their full attention on completing their management and supervisory experience requirements needed to qualify for a Full Child-Care Administrator's License before the expiration of the PCCAL.