

9515.3100 ADMINISTRATIVE RECORDS.

Subpart 1. **Staff records.** The license holder must maintain personnel records on all staff. The staff records must include the following information:

A. documentation that a background study has been done as required by Minnesota Statutes, section 245A.04, subdivision 3;

B. documentation of a staff person's education and experience, including current licensure, certification, or registration when required by a person's position; and

C. documentation of staff orientation and training. The record must include the date orientation or training was completed, the topics covered, and the hours of training received.

Subp. 2. **General administrative records.** The license holder must maintain the following administrative records and make the records available to the commissioner for inspection:

A. a directory of all persons in the treatment program;

B. a copy of the facility's licenses from the commissioner and the commissioner of health;

C. a copy of the purchase of service contracts and subcontracts with a consultant and other individuals who provide services in the residential program, but who are not under the direct control of the license holder; and

D. a copy of the facility's quality improvement plan, including reports that monitor and evaluate current activities.

Statutory Authority: *MS s 246B.04*

History: *20 SR 935*

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