

SUBJECT: **Governing Body/Executive Management Team**

NO: **C-010**

REVISION DATE: December 12, 2017

EFFECTIVE DATE: July 10, 2017

INTENDED USER(S): Arizona Training Program at Coolidge

**Purpose:**

Pursuant to 42 CFR, 483.410 (a), the purpose of this policy is to identify the membership and responsibilities for the Governing Body and the Executive Management Team for Arizona Training Program at Coolidge.

**Application:**

1.0 This policy applies to all employees, contract staff, and volunteers who provide services and supports to individuals residing at ATPC.

**Definitions:**

2.0 "ICFs" shall mean state owned intermediate care facilities operated by the Division of Developmental Disabilities (DDD) for persons with intellectual disabilities at ATPC.

3.0 "SOGH's" shall mean state owned and operated group homes operated by the DDD for persons with intellectual disabilities at ATPC.

4.0 "Governing Body" shall mean the group of persons responsible for directing the operation of the facility.

5.0 "Executive Management Team" (EMT) shall mean the department heads at ATPC who are responsible for the day to day operation of the homes, day programs and support services at the facility.

**Policy:**

6.0 The Governing Body and Executive Management Team will ensure governance of state owned and operated residential and day services for individuals with intellectual disabilities at ATPC.

**Procedures:**

7.0 The Governing Body will provide general direction, and establish policies governing the operation of ATPC to ensure compliance with applicable laws, rules and regulations and to ensure the health and safety of the persons served.

8.0 The Governing Body of the ATPC is under the direction of the Director of State Operated Services, or designee.

9.0 The membership of the Governing Body shall include but is not limited to, the:

9.1 Assistant Director/Chief Executive Officer for DDD or designee,

- 9.2 Deputy Assistant Director;
- 9.3 Director of State Operated Services;
- 9.4 Human Resources Administrator;
- 9.5 Business Operations Administrator;
- 9.6 Office of Professional Development Training Officer;
- 9.7 Chief Compliance Officer;
- 9.8 Chief Quality Officer;
- 9.9 Office of Facilities Management Physical Plant Manager,
- 9.10 ATPC Program Administrator/Superintendent and
- 9.11 Other medical and/or management staff as appointed by the Director of State Operated Services or designee.

**Responsibility:**

- 10.0 The Governing Body will have responsibility for and authority over the implementation of respective policies, practices and activities of ATPC.
- 10.1 Members of the Governing Body will meet at least monthly to ensure:
  - 10.1.1 The mission of the Department;
  - 10.1.2 Compliance and conformity with all applicable laws, rules and regulations;
  - 10.1.3 Operation within given budget confines;
  - 10.1.4 Adequate staffing;
  - 10.1.5 Health, safety, sanitation, maintenance and repair of individual resources at ATPC, and repair and efficient utilization and management of staff and resources;
  - 10.1.6 Staff training resources, equipment and supports are consistently provided to assure health and safety are provided for residents;
  - 10.1.7 Written policies and procedures are established as needed and reviewed at least annually; and
  - 10.1.8 Participation in committees to improve the general operation of the facility;
  - 10.1.9 Direction is provided for operating the facility.
- 10.2 The Governing Body will establish the qualifications in addition to those already set by State Law, for the program administrator of the facility.
- 10.3 The Governing Body will appoint the program administrator of the facility.

**Procedures:**

- 11.0 The Executive Management Team will provide direction to all ATPC staff, and

establish procedures governing the operation of the ICF's and SOGH's at ATPC to ensure compliance with applicable laws, rules and regulations to ensure the health and safety of the persons served and to ensure the consistent provision of active treatment to the persons served in the ICFs.

- 12.0 The Executive Management Team will be under the direction of the Program Administrator/Superintendent

**Membership:**

- 13.0 The EMT is comprised of the department heads of:

- 13.1 Programs,
- 13.2 Health Services,
- 13.3 Clinical Services,
- 13.4 Quality Assurance,
- 13.5 Food Services,
- 13.6 Warehouse/Central Receiving,
- 13.7 Maintenance,
- 13.8 Human Resources,
- 13.9 Business Operations and
- 13.10 Education & Training.

**Responsibility:**

- 14.0 The EMT will meet at least every other week and is responsible to

- 14.1 Oversee program operations;
- 14.2 Establish administrative procedures;
- 14.3 Direct ATPC planning activities;
- 14.4 Manage and direct administration and support functions;
- 14.5 Implement and administer policies, regulations, and laws affecting provision of services and operation of the facility;
- 14.6 Provide technical support to managers and staff;
- 14.7 Develop requests for proposals and intergovernmental agreements for contracted services in consultation with Business Operations and Procurement;
- 14.8 Participate in selection, and through applicable staff, the monitoring of

contract performance;

- 14.9 Ensure compliance with all ICF/IID Conditions of Participation, and State Licensing requirements;
- 14.10 Oversee coordination of facility related activities with outside agencies, contractors, and other State agencies;
- 14.11 Review quality assurance measures and make recommendations to the Superintendent on operational changes and improvements needed based upon the review; and
- 14.12 Review staffing plans, staff training and staffing measures to ensure adequacy and competence of staff in all operational areas.

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