**Section 410.80 Supervision of the Emergency Shelter**

a) The supervising individual or organization shall designate a qualified administrator to provide ongoing program administration, personnel administration and monitoring of the emergency shelter's operation. Administrative staff of a licensed child welfare agency may serve as the administrator of the youth emergency shelter. The administrator shall maintain fiscal and administrative records for the shelter. The administrator shall conduct on-site visits and on-site conferences with personnel employed at the shelter at least twice a month. Visits at the shelter shall include contact with residents to determine the residents' view of the program.

b) The administrator shall:

1) be at least 25 years of age;

2) have at least a Bachelor's degree; and

3) have at least two years of successful full-time experience in a residential or shelter care program or in related youth service programs with at least one year in program administration.

c) If the emergency shelter does not have a separate homeless youth supervisor, the administrator also shall meet the requirements for a homeless youth supervisor if required by Section 410.100 of this Part and shall visit the emergency shelter at least weekly.

d) The supervising individual or organization shall be responsible for providing and maintaining qualified staff and volunteers as specified in this Part.

e) The supervising individual or organization shall assure that all persons connected in any way with the emergency shelter are of reputable character as determined by background checks, character references, and a personal interview.

f) When notified by the Department that an employee, volunteer or other person in frequent contact with residents of the facility is the subject of a formal investigation for child abuse or neglect pursuant to the Abused and Neglected Child Reporting Act (Ill. Rev. Stat. 1987, ch. 23, pars 2051 et seq.) the licensee shall take reasonable action necessary to assure that the employee or other person is restricted during the pendency of the investigation from contact with the residents. Such reasonable action includes, but is not limited to barring or removing the person from the facility, assuring that another adult is always present when the subject of the investigation is in contact with residents.