**Section 411.405 Administration**

a) The facility and its programs shall be managed by a facility director to whom all employees or units of management are responsible. When the facility director is unable to be on the premises, the facility director shall designate an administratively responsible person to be on the premises, as required in Section 411.435 of this Part.

b) The facility shall maintain written qualifications and a description of the authority and responsibilities of the facility director.

c) An updated table of organization of the facility shall be maintained that groups functions, services, and activities into administrative subunits.

d) Where direct care services to facility children and youth are contracted, the contract shall require the direct child care services contractor to comply with all Department rules and regulations. The role and functions of employees of the contracted agencies as they relate to facility treatment, programming, operations, and security shall be covered by a written plan. The plan shall be updated as needed. The facility director shall submit the plan to the licensing representative for review and approval at least annually. Contractual employees must meet the requirements set out in this Part for the positions or duties they assume within the secure child care facility.

e) The governing body shall review and approve written policies of the facility that shall be disseminated to all members of the governing body, employees, volunteers and the licensing representative. Policies shall include, at a minimum, the policies and procedures for the operation and security of the facility, the maintenance of a drug-free and smoke-free workplace, admissions, personnel policies, fiscal operations, the supervision, care, and treatment of children and youth, and other policies as needed to direct the facility, such as family visitation, community contacts with children and youth, and the functions of the facility director.

f) The facility shall establish a written quality assurance plan to assess treatment and program services to children and youth, and an internal audit plan to determine compliance with facility policies and standards contained in this Part. These plans shall include the frequency, scope, content, and administrative reviews and responses required. Copies of all assessment and review documentation shall be available to the Department.

g) The secure child care facility shall carry public liability insurance in the single limit minimum amount of $300,000 per occurrence.

h) A complete and current set of licensing standards shall be available at all times in an area that is accessible to all employees.