

ALABAMA DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION  
ADMINISTRATIVE CODECHAPTER 580-3-25  
ADMINISTRATIVE REVIEW FOR THE CERTIFICATION OF COMMUNITY PROGRAMS

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**580-3-25-.01      Introduction.**

These regulations establish reasonable administrative certification rules for community programs which provide mental health services, mental retardation services, and/or substance abuse services

**Author:** DMH/MR Office of Certification

**Statutory Authority:** Code of Ala. 1975, §22-50-11.

**History: New Rule:** Filed February 4, 2005; effective March 11, 2005.

**580-3-25-.02      Governing Body.**

The agency shall maintain and have the following documents/information available for review onsite.

(1) Each entity shall have written board-approved operational policies.

(2) Each entity shall have articles of incorporation (or charter) and bylaws.

(3) Each entity shall have a current organizational chart.

(4) Each entity shall have a written mission statement that is approved by the Board of Directors.

(5) Each entity shall have in written form the responsibilities of the Board of Directors.

(6) Records/minutes of Board meetings shall be maintained and available for review.

**Author:** DMH/MR Office of Certification

**Statutory Authority:** Code of Ala. 1975, §22-50-11.

**History: New Rule:** Filed February 4, 2005; effective March 11, 2005.

**580-3-25-.03      Personnel.**

(1) The records of all administrative staff will be reviewed. The term "administrative staff" is defined as:

- (a) Executive Director or equivalent
- (b) Program Director(s) or equivalent(s)
- (c) Clinical Director(s) or equivalent(s)
- (d) Business Manager/Chief Financial Officer or equivalent
- (e) Program Coordinators or equivalents
- (f) Assessment Specialists or equivalents (Substance abuse services only)

(2) All other staff will be considered support/direct care for the purpose of the administrative review, and, at the discretion of the certification site team, their records will be subject to review.

(3) Each employee shall have a personnel record which shall, at a minimum, include

- (a) A copy of the employee's valid drivers' license if the employee's job function entails or could entail the transportation of clients
- (b) Evidence of the employee's current tuberculosis skin test to include, at a minimum, those employees who have direct contact with consumers.
- (c) Documentation of the employee's background check.
- (d) A completed job application and/or resume.
- (e) The required qualifications and credentials as identified in the respective DMH/MR program standards for the positions identified below. If the position is governed by multiple divisions, the qualification of staff will comply with all standards.

1. Financial officer
2. Executive director
3. Clinical/program director
4. Direct care/treatment staff
5. Physician
6. Psychiatrist
7. Other staff as specifically identified in the respective DMH/MR program standards

(4) As required by the Social Security Act and the Fair Labor Standards Act, the entity shall maintain a U. S. Department of Labor certification for all employees paid less than the current minimum wage.

**Author:** DMH/MR Office of Certification

**Statutory Authority:** Code of Ala. 1975, §22-50-11

**History: New Rule:** Filed February 4, 2005; effective March 11, 2005.

**580-3-25-.04      Training Records.**

Records of training for all employees shall be available for review.

**Author:** DMH/MR Office of Certification

**Statutory Authority:** Code of Ala. 1975, §22-50-11.

**History: New Rule:** Filed February 4, 2005; effective March 11, 2005.

**580-3-25-.05      Performance Improvement/Quality Enhancement.**

Each entity shall have a written performance improvement/quality enhancement plan.

**Author:** DMH/MR Office of Certification

**Statutory Authority:** Code of Ala. 1975, §22-50-11.

**History: New Rule:** Filed February 4, 2005; effective March 11, 2005.

**580-3-25-.06      Incident Prevention and Management.**

Each entity shall have a written plan that addresses the process of prevention and management of incidents.

**Author:** DMH/MR Office of Certification

**Statutory Authority:** Code of Ala. 1975, §22-50-11.

**History: New Rule:** Filed February 4, 2005; effective March 11, 2005.

**580-3-25-.07      Client Funds.**

Each entity shall have a written plan/policy regarding the management of client's personal funds which requires, at a minimum, the following.

(1) Clients shall manage their personal fund account unless there is a payee, guardian or similar appointee who manages the account for them.

(2) Each entity that manages a client's funds shall have on record the appropriate written consent to manage that client's personal funds.

(3) Clients/guardians shall be informed of the process whereby the client may access his/her personal funds.

(4) Each entity shall maintain documentation of all expenditures made from the client's personal fund account. Such expenditures shall be for the exclusive use and/or benefit of the client.

(5) Funds in excess of what are needed to maintain the client's personal fund account will be placed into an interest bearing savings account, with interest income accrued to the client's account.

(6) At least quarterly, an accounting of the client's personal fund account activity and savings account activity, if applicable, will be made to the client/guardian.

**Author:** DMH/MR Office of Certification

**Statutory Authority:** Code of Ala. 1975, §22-50-11.

**History: New Rule:** Filed February 4, 2005; effective March 11, 2005.