



DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF HEALTH SERVICE REGULATION

ROY COOPER  
GOVERNOR

MANDY COHEN, MD, MPH  
SECRETARY

MARK PAYNE  
DIRECTOR

**MEMORANDUM**

**TO:** Family Care Home Licensees/Administrators  
**FROM:** Doug Barrick, Policy Coordinator  
**DATE:** April 27, 2017  
**RE:** Family Care Home Administrator Approval

New rules governing the approval of family care home administrators took effect April 1, 2017. These rules are 10A NCAC 13G .1501, .1502 and .1503 (attached). They were adopted by the Medical Care Commission at its February meeting after all the requirements of rulemaking in G.S. 150 B had been fulfilled, including publication in the NC Register for public review and comment. These rules will soon be posted on our website, [www.ncdhhs.gov/dhsr/acls/rules.html](http://www.ncdhhs.gov/dhsr/acls/rules.html).

The following applies, beginning April 1, 2017, based on the new rules:

**Application and Approval Process Changes in 13G .1501**

- Revised application form
- Fingerprint check through the SBI using card provided by this office
- Completion of one of the state-approved Administrator-in Training (AIT) programs listed on our website
- Determination of satisfactory criminal background check as described in rule

**Factors Impacting Approval in 13G .1502**

- Felony and misdemeanor conviction considerations
- Summary suspension or revocation of facility license
- Impairing conditions

**Approval Renewal in 13G .1503**

- 30 hours of continuing education coursework every 2 years with June 30 expiration date; hours prorated for initial approvals
- **Renewal Guidelines for Application of 13G .1503**
  - Renewal applications to be sent to administrators approximately 2-3 months prior to approval expiration date.
  - Completed application and certificates of completion from course provider are to be submitted to the Department by date indicated on renewal application.

**ADULT CARE LICENSURE SECTION**

[www.ncdhhs.gov](http://www.ncdhhs.gov)

TEL 919-855-3765 • FAX 919-733-9379

LOCATION: BROWN BUILDING • 801 BIGGS DRIVE • RALEIGH, NC 27603

MAILING ADDRESS: 2708 MAIL SERVICE CENTER • RALEIGH, NC 27699-2708

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- Dates on certificates must be within the renewal time period only except for those receiving approval after April 1, 2017, as current FCH administrators who may count CE hours from Jan. 1, 2017.
- The same continuing education courses should not be repeated within 12 months.
- Failure to obtain the required number of CE hours is grounds for denying approval as stated in 13G .1502(a)(1). Health Care Personnel Registry checks will also be done by this office prior to renewal to assure no findings on the Registry.
- It is the responsibility of administrators to maintain CE certificates for submission with renewal application. Do not submit certificates to this office prior to receiving renewal application. There is no fee at this time for renewals. Do not submit certificates to county departments of social services since they will not be involved in the renewal process.
- The 30 hours of CE apply to each 2-year renewal period. A specific number of hours does not have to be obtained each year as long as the 30 hours are completed over the 2-year time span.
- As usual, CE courses must be in the areas of management and operation of licensed long-term care facilities, residential or institutional, and care and services for older adults or adults with disabilities.

**Note:** Guidelines will be on the Adult Care Licensure Section website.

### **Points of Rule Application**

- Administrators of Family Care Homes as of March 31, 2017, are considered approved administrators without having to meet new requirements, but conditions for continuing approval through renewal or otherwise as stated in Rules 13G .1502 and .1503 apply.
- Approvals for Family Care Home administrators after April 1 allow for being administrator of any Family Care Home, i.e., approval is no longer tied to a specific home, as long as the approval is kept current with renewal every 2 years and there is no adverse action taken on the approval. Therefore, there will be no need to send in administrator applications for other family care homes but written notification of changes of approved administrators for homes already licensed need to be sent to the Adult Care Licensure Section.
- If an approval lapses due to failure to renew, all requirements of administrator approval as of April 1, 2017, will have to be met again except for the AIT if the administrator met the post-April 1 AIT requirement for initial approval. Any previous AIT based on old rule (30-day training in a family care home) will not meet the new AIT requirement after April 1 so a lapse in renewal of current administrators (approved prior to April 1) will require taking the AIT program per new rules for re-approval.
- If action is taken to deny or revoke an approval based on conditions specified in Rules 13G .1501 and .1502, no further application for approval will be accepted for the time period specified in the denial/revocation notice.
- Approved Family Care Home Administrators cannot be administrators of Adult Care Homes of 7+ beds without meeting certification qualifications. Keep in mind that Family Care Home administrators are approved and Adult Care Home (7+ beds) Administrators are certified as authorized by law.
- There is **no** exemption from the AIT as a qualification for administrator approval regardless of education or background.

Questions may be addressed to [dhsr.adultcare.questions@lists.ncmail.net](mailto:dhsr.adultcare.questions@lists.ncmail.net).

cc: County Departments of Social Services: Directors, Adult Services Supervisors, Adult Home Specialists

Attachments