



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

ROY COOPER • Governor

KODY H. KINSLEY • Secretary

MARK PAYNE • Director, Division of Health Service Regulation

August 16, 2024

Memo #P0034

**MEMORANDUM**

TO: N.C. Licensed Adult Care Home Providers

FROM: Megan Lamphere, Chief   
DHSR Adult Care Licensure Section

**RE: Rule Changes Effective September 1, 2024**

10A NCAC 13F .0102 List of Definitions  
10A NCAC 13F .0402 Qualifications of Manager  
10A NCAC 13F .0404 Qualifications of Activity Director  
10A NCAC 13F .0408 Qualifications of Personal Care Aide Supervisor  
10A NCAC 13F .0601 Management of Facilities - General Administrator and Manager Responsibilities  
10A NCAC 13F .0602 Management of Facilities with a Capacity or Census of Seven to Thirty Residents  
10A NCAC 13F .0603 Management of Facilities with a Census of 31 to 80 Residents  
10A NCAC 13F .0604 Management of Facilities with a Census of 81 or More Residents  
10A NCAC 13F .0605 General Staffing Requirements for Adult Care Homes  
10A NCAC 13F .0606 Staffing for Facilities with a Census of Seven to Twelve Residents  
10A NCAC 13F .0607 Staffing for Facilities with a Census of 13 to 20 Residents  
10A NCAC 13F .0608 Staffing for Facilities with a Census of 21 or More Residents  
10A NCAC 13F .0609 Personal Care Aide Supervisors

As you are aware, the N.C. Medical Care Commission, in partnership with the Division of Health Service Regulation Adult Care Licensure Section, are re-adopting various adult care home rules in accordance with the “Periodic Review of Existing Rules” process required in N.C. Gen. Stat. 150B. According to the law, rules identified during the initial review as being “necessary with substantive interest” must be re-adopted. The re-adoption process includes review by a rule re-adoption workgroup made up of representatives who are providers members of the two industry associations, resident advocacy groups, county departments of social services, the Ombudsman program, and relevant state agencies. The goal of the workgroup and re-adoption of rules is to ensure that rules are clear and unambiguous, are in line with current practices and laws, and protect the health, safety and rights of residents.

**The following rules were approved for readoption by the N.C. Rules Review Commission on June 26, 2024 and the changes are effective September 1, 2024:**

**10A NCAC 13F .0102 List of Definitions (Adopt)**  
**10A NCAC 13F .0402 Qualifications of Manager (Readopt)**  
**10A NCAC 13F .0404 Qualifications of Activity Director (Amend)**  
**10A NCAC 13F .0408 Qualifications of Personal Care Aide Supervisor (Readopt)**  
**10A NCAC 13F .0601 Management of Facilities - General Administrator and Manager Responsibilities (Readopt)**

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF HEALTH SERVICE REGULATION

ADULT CARE LICENSURE SECTION

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MAILING ADDRESS: 2708 Mail Service Center, Raleigh, NC 27699-2708  
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August 16, 2024

**10A NCAC 13F .0602 Management of Facilities with a Capacity or Census of Seven to Thirty Residents (Readopt)**

**10A NCAC 13F .0603 Management of Facilities with a Census of 31 to 80 Residents (Readopt)**

**10A NCAC 13F .0604 Management of Facilities with a Census of 81 or More Residents (Readopt)**

**10A NCAC 13F .0605 General Staffing Requirements for Adult Care Homes (Readopt)**

**10A NCAC 13F .0606 Staffing for Facilities with a Census of Seven to Twelve Residents (Readopt)**

**10A NCAC 13F .0607 Staffing for Facilities with a Census of 13 to 20 Residents (Adopt)**

**10A NCAC 13F .0608 Staffing for Facilities with a Census of 21 or More Residents (Adopt)**

**10A NCAC 13F .0609 Personal Care Aide Supervisors (Adopt)**

**Important rule changes to note effective September 1, 2024, include:**

- New Rules:
  - 10A NCAC 13F .0102 List of Definitions to clarify terms used throughout the adult care home rules
  - 10A NCAC 13F .0408 Qualifications of Personal Care Aide Supervisor (these qualifications were previously in Rule .0605)
- Changes to the Activity Director qualifications to eliminate alternative exam option and update rule to reflect current professional terminology
- Overall reorganization of Section .0600 Staffing, including changes in rule titles and rule numbers, to allow for easier read and comprehension
- Removal of requirements based on capacity or census to using the census to determine management and staffing requirements (used to be capacity or census)
- Updates to clarify specific management responsibilities to include the investigation and reporting of resident abuse, neglect, exploitation, drug diversion, elopement, missing residents, incidents involving hospitalizations or death, and clarifies that the administrator shall be aware when staffing requirements cannot be met and any time the facility seeks the assistance of local law enforcement
- The term “Administrator-in-Charge” has been eliminated and changed to “Manager” for clarity. The Administrator remains responsible for the operations of the facility, while the manager (who is under the direction and supervision of the certified administrator) may be in charge in their absence.

Please be sure to update your staff and colleagues, as well as your records, with these changes. Additionally, to ensure you have the most current set of rules for adult care homes, download copies of 10A NCAC 13F from the Adult Care Licensure Section website at <https://info.ncdhhs.gov/dhsr/acls/rules.html>.

Courtesy copies of the new revised rules and of the rules showing the changes made are enclosed with this memorandum. Also for your convenience, a Rule Comparison Chart is included to aid in understanding how this group of rules is now organized and where notable changes have been made.

Thank you for the care and services you continue to provide each day to the residents living in North Carolina adult care homes.

**Please direct any questions you may have about this memorandum to [DHSR.AdultCare.Questions@dhhs.nc.gov](mailto:DHSR.AdultCare.Questions@dhhs.nc.gov).**

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AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

**DHSR Adult Care Licensure Section**  
**10A NCAC 13F - Adult Care Homes (7 or more beds)**  
**Rule Comparison Chart - Rules Effective 9/1/2024**

New Rule & ASPEN Tag Number* (effective 9/1/24)	Previous Rule & ASPEN Tag Number (prior to 9/1/24)	Key Changes & Important Information to Note
<b>Rule:</b> 13F .0102 List of Definitions <b>Tag: 001</b>	No previous rule or tag number. This is a new rule.	<ul style="list-style-type: none"> <li>Clarifies terms used throughout the adult care home rules</li> </ul>
<b>Rule:</b> 13F .0402 Qualifications of Manager <b>Tag: 124</b>	<b>Rule:</b> 13F .0402 Qualifications of Administrator-In-Charge <b>Tag: 124</b>	<ul style="list-style-type: none"> <li>Removes the position title of “Administrator-in-Charge” and changes the term to “Manager”</li> <li>Removes the alternative examination option for meeting minimum education requirements after September 1, 2024, allowing a Manager to have either a high school diploma or GED</li> <li>Updated continuing education topics</li> </ul>
<b>Rule:</b> 13F .0404 Qualifications of Activity Director <b>Tag(s): 128, 129</b>	<b>Rule:</b> 13F .0404 Qualifications of Activity Director <b>Tag(s): 128, 129</b>	<ul style="list-style-type: none"> <li>Updates terms to be consistent with professional standards</li> </ul>
<b>Rule:</b> 13F .0408 Qualifications of Personal Care Aide Supervisor <b>Tag: 146</b>	This is a new rule and tag number.	<ul style="list-style-type: none"> <li>These requirements are not new. They were removed from rule .0605 and moved to Section .0400 Staff Qualifications.</li> <li>Removes the alternative examination option for meeting minimum education requirements after September 1, 2024.</li> </ul>
<b>Rule:</b> 13F .0601 Management of Facilities-General Administrator and Manager Responsibilities <b>Tag(s): 176, 177, 178, 179, 180</b>	This specific rule language did not exist prior to 9/1/24.  **While 13F .0601 Management of Facilities with a Capacity or Census of Seven to Thirty Residents and 13F .0603 Management of Facilities with a Capacity or Census of 81 or more Residents mentioned	<ul style="list-style-type: none"> <li>Outlines the responsibilities of the Administrator and Manager, including knowledge and communication of certain incidents and events.</li> <li>“Administrator In-Charge” no longer used, term changed to “Manager”.</li> </ul>

*\*\*ASPEN Tag Number” refers to the tag number assigned to each rule in the ASPEN Central Office database used by the DHSR Adult Care Licensure Section for generating a Statement of Deficiencies (SOD) report.*

	Administrator responsibilities, this specific rule language did not exist prior to 9/1/24.**	<ul style="list-style-type: none"> <li>• A Manager is responsible for the operations of the facility in the absence of the administrator; however, they will serve under the direction and supervision of the Administrator.</li> <li>• Clarifies specific responsibilities and involvement in Paragraphs (c), (d), and (e)</li> </ul>
<b>Rule:</b> 13F .0602 Management of Facilities with a Capacity or Census of Seven to Thirty Residents <b>Tag(s):181</b>	<b>Rule:</b> 13F .0601 Management of Facilities with a Capacity or Census of Seven to Thirty Residents <b>Tag(s):176,177, 180,181</b>	<ul style="list-style-type: none"> <li>• Rule titles and numbers were shifted to accommodate new rule language</li> <li>• No changes to the staffing requirements for facilities with a census of 7 to 30</li> <li>• Updated definition for “a cluster of licensed facilities”</li> </ul>
<b>Rule:</b> 13F .0603 Management of Facilities with a Census of 31 to 80 Residents <b>Tag:182</b>	<b>Rule:</b> 13F.0602 Management of Facilities with a Capacity or Census of 31 to 80 <b>Tag(s):181, 182</b>	<ul style="list-style-type: none"> <li>• Rule titles and numbers were shifted to accommodate new rule language</li> <li>• “Capacity” removed; requirements now based on “census”</li> <li>• No changes to the staffing requirements for facilities with a census of 31 to 80</li> </ul>
<b>Rule:</b> 13F .0604 Management of Facilities with a Census of 81 or more <b>Tag:183</b>	<b>Rule:</b> 13F .0603 Management of Facilities with a Capacity or Census of 81 or more Residents <b>Tag(s):183, 184</b>	<ul style="list-style-type: none"> <li>• Rule titles and numbers were shifted to accommodate new rule language</li> <li>• “Capacity” removed; requirements now based on “census”</li> <li>• No changes to the staffing requirements for facilities with a census of 81 or more</li> </ul>
<b>Rule:</b> 13F .0605 General Staffing Requirements for Adult Care Homes <b>Tag(s):184,185,186,187</b>	<b>Rule:</b> 13F .0604 Personal Care and Other Staffing <b>Tag(s):185, 186 (duplicate), 211</b>	<ul style="list-style-type: none"> <li>• Paragraph (d) clarifies what information shall be posted daily.</li> <li>• Clarifies that the contact information of the Administrator and Manager shall also be posted in the facility to ensure residents and families are aware of who they can contact with questions or concerns.</li> </ul>
<b>Rule:</b> 13F .0606 Staffing for Facilities with a Census of Seven to Twelve Residents <b>Tag(s):188, 189,190,191</b>	<b>Rule:</b> 13F .0604 Personal Care and Other Staffing <b>Tag(s): 186</b>	<ul style="list-style-type: none"> <li>• Requirements were previously found in rule .0604, shift made to allow for easier read and improved comprehension</li> </ul>

\*\*ASPEN Tag Number” refers to the tag number assigned to each rule in the ASPEN Central Office database used by the DHSR Adult Care Licensure Section for generating a Statement of Deficiencies (SOD) report.

		<ul style="list-style-type: none"> <li>• Clarifies that staff shall always be awake to care for residents who are disoriented or known to have wandering behavior.</li> <li>• No changes to staffing requirement for 7 to 12 residents</li> </ul>
<b>Rule:</b> 13F .0607 Staffing for Facilities with a Census of 13 to 20 Residents <b>Tag(s): 192 and 193</b>	<b>Rule:</b> 13F .0604 Personal Care and Other Staffing <b>Tag(s): 195, 196, 197, 198, 199</b>	<ul style="list-style-type: none"> <li>• Requirements were previously found in rule .0604, shift made to allow for easier read and improved comprehension</li> <li>• No changes to staffing requirements for 13 to 20 residents</li> </ul>
<b>Rule:</b> 13F .0608 Staffing for Facilities with a Census of 21 or More Residents <b>Tag(s): 194 and 195</b>	<b>Rule:</b> 13F .0604 Personal Care and Other Staffing <b>Tag(s): 201, 203, 204, 205, 206, 207, 208, 209, 210</b> <b>Rule:</b> 13F .0606 Staffing Chart <b>Tag:219</b>	<ul style="list-style-type: none"> <li>• Requirements were previously found in rule .0604, shift made to allow for easier read and improved comprehension</li> <li>• Clarified to specify the required aide duty hours for each shift and census.</li> <li>• Clarifies when a PCA can perform housekeeping duties</li> <li>• Staffing chart now found within this rule</li> </ul>
<b>Rule:</b> 13F .0609 Personal Care Aide Supervisors <b>Tag(s): 196, 197, 198, 199, 201</b>	<b>Rule:</b> 13F .0605 Staffing of Personal Care Aide Supervisors <b>Tag(s): 212, 213, 214, 215, 216, 217, 218</b>	<ul style="list-style-type: none"> <li>• No new requirements for personal care aide supervisors.</li> <li>• Qualifications of the PCA Supervisor have been moved to rule .0408 for easier reading to improve comprehension of the requirements.</li> </ul>

*\*\*ASPEN Tag Number\*\* refers to the tag number assigned to each rule in the ASPEN Central Office database used by the DHSR Adult Care Licensure Section for generating a Statement of Deficiencies (SOD) report.*

**RULES FOR  
THE LICENSING OF  
ADULT CARE HOMES  
OF  
SEVEN OR MORE BEDS**

**10A NCAC 13F**

**Rules Effective September 1, 2024**

## **10A NCAC 13F .0102 LIST OF DEFINITIONS**

As used in this Subchapter, the following definitions shall apply:

- (1) "Abuse" means the term as defined in G.S. 131D-2.1.
- (2) "Activities of daily living" or "ADL's" means eating, dressing, bathing, toileting, bowel and bladder control, transfers, ambulation, and communication.
- (3) "Acute care needs" means symptoms or a condition that develops quickly and is not a part of the resident's baseline health or mental health status or is a change or worsening in the symptoms of a resident's chronic condition, which may have a slower onset and worsen over time.
- (4) "Administrator" means the term as defined in G.S. 90-288.13 and G.S. 131D-2.1.
- (5) "Adult care home" means the term as defined in G.S. 131D-2.1.
- (6) "Alternative examination" means a test developed and administered by the Department to meet the educational requirements of an activity director, administrator-in-charge, manager, or personal care aide supervisor for those applicants who do not possess a high school diploma or General Education Diploma (G.E.D.) prior to September 1, 2024.
- (7) "Aide duty" means time spent by qualified staff providing assistance with activities of daily living, medication administration, or supervision of residents as determined by the resident's assessment, care plan, physician's orders, and current symptoms.
- (8) "Department" means the North Carolina Department of Health and Human Services.
- (9) "Discharge" means a resident's termination of their residency at the adult care home, resulting in the resident's move to another location.
- (10) "Exploitation" means the term as defined in G.S. 131D-2.1.
- (11) "Facility" means a licensed adult care home.
- (12) "First shift" means the hours of work between 7:01 a.m. and 3:00 p.m.
- (13) "Food service duties" means tasks performed by staff related to serving meals to residents, including assisting with food preparation, arranging and setting the dining tables, serving food and beverages, and cleaning the dining room after meal service is complete.
- (14) "Housekeeping duties" means tasks performed by staff such as cleaning and sanitizing facility common areas and resident rooms.
- (15) "Legal representative" means a person authorized by state or federal law (including, but not limited to, power of attorney, legal guardian, or representative payee) to act on behalf of the resident to support the resident in decision-making; access medical, social, or other personal information of the resident; and manage financial matters or receive notifications.
- (16) "Long-term care" means a continuum of care and services available in an individual's community that provides the care and support required during a persistent or chronic health condition, such as when a person is unable to independently perform some or all activities of daily living or requires supervision due to physical or cognitive impairment.
- (17) "Manager" means an individual responsible for the day-to-day operation of an adult care home in the absence of the administrator and under the direction and supervision of the administrator as described in Rule .0402 of this Subchapter.
- (18) "Medication aide" means an individual who administers medications to residents and meets all requirements as set forth in Rule .0403 of this Subchapter.
- (19) "Neglect" means the term as defined in G.S. 131D-2.1.
- (20) "On-call" means able to be contacted by two-way telecommunication.
- (21) "On-duty" in reference to an administrator means the administrator is on-site and directly responsible for the day-to-day operations of a facility. "On-duty" in reference to a manager means a manager designated by the administrator as required in Rule .0402 of this Subchapter and who is on-site and directly responsible for the day-to-day operations of a facility under the direction and supervision of the administrator.
- (22) "Personal care aide" means a staff member who performs personal care services as defined by G.S. 131D-2.1.
- (23) "Physical restraint" means any physical or mechanical device attached to or adjacent to the resident's body that the resident cannot remove easily, and which restricts freedom of movement or normal access to one's body.
- (24) "Physician extender" means a licensed physician assistant or a licensed nurse practitioner.
- (25) "Resident" means the term as defined in G.S. 131D-2.1.

- (26) "Responsible person" means a person chosen by the resident to act on their behalf to support the resident in decision-making; have access to medical, social, or other personal information of the resident; manage financial matters; or receive notifications.
- (27) "Second shift" means the hours of work between 3:01 p.m. and 11:00 p.m.
- (28) "Staff" means any person who performs duties as an employee, paid or unpaid, on behalf of the adult care home.
- (29) "Supervision" means oversight, monitoring, and interventions implemented by the facility for the purpose of mitigating the risk of an accident, incident, illness, or injury to a resident to ensure the health, safety, and welfare of the resident and other residents.
- (30) "Supervisor" means a personal care aide supervisor as defined in Rule .0609 of this Subchapter.
- (31) "Third shift" means the hours of work between 11:01 p.m. and 7:00 a.m.

*History Note:* Authority G.S. 131D-2.16; 143B-165;  
Eff. September 1, 2024.



#### **10A NCAC 13F .0402 QUALIFICATIONS OF MANAGER**

The facility shall designate a manager when the administrator is absent from the facility. The manager, is responsible for carrying out the day-to-day operations of an adult care home in the absence of the administrator. The administrator remains ultimately responsible for the adult care home, and the manager shall serve under the direction and supervision of the administrator. The manager shall meet the following requirements:

- (1) be 21 years or older;
- (2) be a high school graduate or certified under the G.E.D. program, or if hired before September 1, 2024, have passed the alternative examination established by the Department;
- (3) have six months training or experience related to management or supervision in long term care or health care settings or be a licensed health professional such as a mental health professional, nurse practitioner, physician assistant, or registered nurse, a nursing home administrator certified pursuant to G.S. 90-276(4), or an assisted living administrator certified pursuant to G.S. 90-288.14; and
- (4) earn 12 hours a year of continuing education credits in the management of adult care homes or care of the elderly and individuals with physical, intellectual, or developmental disabilities, cognitive impairment, and mental illness.

*History Note: Authority G.S. 131D.2.16; 131D-4.5; 131D-25; 143B-165;  
Eff. January 1, 1977;  
Readopted Eff. October 31, 1977;  
Temporary Amendment Eff. December 1, 1999;  
Amended Eff. July 1, 2000;  
Temporary Amendment Eff. July 1, 2003;  
Amended Eff. June 1, 2004;  
Readopted Eff. September 1, 2024.*

#### **10A NCAC 13F .0404 QUALIFICATIONS OF ACTIVITY DIRECTOR**

Adult care homes shall have an activity director who meets the following qualifications:

- (1) The activity director hired after September 30, 2022 shall meet a minimum educational requirement by being a high school graduate or certified under the GED Program.
- (2) The activity director hired after September 30, 2022 shall complete, within nine months of employment or assignment to this position, the basic activity course for assisted living activity directors offered by community colleges or a comparable activity course as determined by the Department based on instructional hours and content. An activity director shall be exempt from the required basic activity course if one or more of the following applies:
  - (a) be a licensed recreational therapist or be eligible for certification as a therapeutic recreation specialist as defined by the North Carolina Recreational Therapy Licensure Act in accordance with G.S. 90C;
  - (b) have two years of experience working in programming for an adult recreation or activities program within the last five years, one year of which was full-time in an activities program for patients or residents in a health care or long term care setting;
  - (c) be a licensed occupational therapist or licensed occupational therapy assistant in accordance with G.S. 90, Article 18D;
  - (d) be certified as an Activity Professional by the National Certification Council for Activity Professionals; or
  - (e) the required basic activity course was completed prior to September 1, 2024.

*History Note:* Authority G.S. 131D-2.16; 131D-4.5; 143B-165;  
Eff. January 1, 1977;  
Readopted Eff. October 31, 1977;  
Amended Eff. April 1, 1987; April 1, 1984;  
Temporary Amendment Eff. July 1, 2003;  
Amended Eff. June 1, 2004;  
Temporary Amendment Eff. July 1, 2004;  
Amended Eff. July 1, 2005;  
Readopted Eff. October 1, 2022;  
Amended Eff. September 1, 2024.

**10A NCAC 13F .0408 QUALIFICATIONS OF PERSONAL CARE AIDE SUPERVISOR**

(a) Facilities with a census of 31 or more residents shall employ a Personal Care Aide Supervisor as defined in Paragraph (b) of this Rule. The term "Supervisor" as used throughout Section .0600 of this Subchapter refers to the Personal Care Aide Supervisor.

(b) A supervisor shall meet the following qualifications:

- (1) be 21 years or older;
- (2) be a high school graduate or certified under the G.E.D. program or if hired before September 1, 2024, have passed an alternative examination established by the Department;
- (3) meet the health requirements according to Rule .0406 of this Section;
- (4) have six months of experience in performing or supervising the performance of the duties to be supervised during the period of three years prior to July 1, 2000 or the date of hire, whichever is later, or be a licensed health professional such as a mental health professional, nurse practitioner, physician assistant, or registered nurse, or a nursing home administrator certified pursuant to G.S. 90-276(4);
- (5) meet the same minimum training and competency requirements of the aides being supervised; and
- (6) earn 12 hours a year of continuing education credits related to the care of the elderly and individuals with physical, intellectual, or developmental disabilities, cognitive impairment, and mental illness.

*History Note:* Authority G.S. 131D-2.16; 131D-4.3; 143B-165;  
Eff. September 1, 2024.

## SECTION .0600 - STAFFING

### 10A NCAC 13F .0601 MANAGEMENT OF FACILITIES - GENERAL ADMINISTRATOR AND MANAGER RESPONSIBILITIES

- (a) Each adult care home shall have an administrator who is certified in accordance with Rule .1701 of this Subchapter. The administrator shall be responsible for the total operation and management of the facility to assure that all care and services are provided to maintain the health, safety, and welfare of the residents in accordance with all applicable local, state, and federal regulations and codes. The administrator shall also be responsible to the Division of Health Service Regulation and the county department of social services for complying with the rules of this Subchapter. The co-administrator, when there is one, shall share equal responsibility with the administrator for the operation of the home and for meeting and maintaining the rules of this Subchapter. The term "administrator" also refers to co-administrator where it is used in this Subchapter.
- (b) An adult care home manager shall be responsible for carrying out the day-to-day operations and all required duties of an adult care home in the absence of an administrator.
- (c) The administrator shall have knowledge of and shall ensure the following:
- (1) the investigation and reporting of any allegations of resident abuse, neglect, and exploitation as specified in Rule .1212(d) of this Subchapter;
  - (2) the investigation and reporting of any suspicion of or allegations of drug diversion as specified in Rule .1008 of this Subchapter;
  - (3) the reporting of any incidents of resident elopement or when a resident is missing from the facility, as required in Rule .1212(e)(2) and Rule .0906(f)(4) of this Subchapter; and
  - (4) the investigation and reporting of any incident or accident resulting in the hospitalization or death of a resident, as specified in Rule .1208 and Rule .1212 of this Subchapter.
- (d) The administrator shall be made aware when the facility is unable to meet the staffing requirements of this Section.
- (e) The administrator shall be made aware any time the facility seeks the assistance of the local law enforcement authority.
- (f) For facilities with a census of 7 to 30 residents, the manager or staff person on duty shall immediately notify the administrator of any of the circumstances listed in Paragraphs (c), (d), and (e) of this Rule.
- (g) For facilities with a census of 31 or more, the manager or supervisor shall immediately notify the administrator of any of the circumstances listed in Paragraphs (c), (d), and (e) of this Rule.

*History Note: Authority G.S. 131D-2.16; 131D-4.3; 131D-4.4; 131D-4.5; 131D-25; 143B-165; Eff. January 1, 1977; Readopted Eff. October 31, 1977; Amended Eff. July 1, 1990; April 1, 1987; April 1, 1984; Temporary Amendment Eff. January 1, 2000; December 1, 1999; Amended Eff. July 1, 2000; Temporary Amendment Eff. July 1, 2003; Amended Eff. July 1, 2005; June 1, 2004; Readopted Eff. September 1, 2024.*

**10A NCAC 13F .0602    MANAGEMENT OF FACILITIES WITH A CAPACITY OR CENSUS OF SEVEN TO THIRTY RESIDENTS**

In a facility with a census of greater than seven but less than 31 residents, there shall be one administrator or manager who is directly responsible for assuring that all required duties are carried out in the facility. One or more of the following arrangements shall be used to manage a facility with a census of seven to 30 residents:

- (1) the administrator is in the facility or within 500 feet of the facility with a means of two-way telecommunication with the facility at all times;
- (2) a manager is in the facility or within 500 feet of the facility with a means of two-way telecommunication with the facility at all times; or
- (3) when there is a cluster of licensed facilities, each with a census of 12 or fewer residents, there shall be at least one staff member, either live-in or on a shift basis in each of these facilities. In addition, there shall be at least one administrator or manager who is within 500 feet of each home with a means of two-way telecommunication with each facility at all times and directly responsible for assuring that all required duties are carried out in each facility. For the purpose of the rules in this Section, "a cluster of licensed facilities" means up to six licensed adult care homes which are under common ownership and are located adjacently on the same site.

*History Note: Authority G.S. 131D-2.16; 131D-4.3; 131D-4.5; 131D-25; 143B-165;  
Temporary Adoption Eff. January 1, 2000;  
Eff. July 1, 2000;  
Readopted Eff. September 1, 2024.*

**10A NCAC 13F .0603 MANAGEMENT OF FACILITIES WITH A CENSUS OF 31 TO 80 RESIDENTS**

Each facility with a census of greater than 30 but less than 81 residents shall:

- (1) have an administrator on-call at all times when not in the building; and
- (2) have a manager on-duty in the facility when the administrator is not on-duty in the facility. The personal care aide supervisor, as required in Rule .0608 of this Section, may serve simultaneously as the manager.

*History Note: Authority G.S. 131D-2.16; 131D-4.3; 131D-4.5; 131D-25; 143B-165;  
Temporary Adoption Eff. January 1, 2000; December 1, 1999;  
Eff. July 1, 2000;  
Amended Eff. July 1, 2005;  
Readopted Eff. September 1, 2024.*

**10A NCAC 13F .0604 MANAGEMENT OF FACILITIES WITH A CENSUS OF 81 OR MORE RESIDENTS**

(a) For an adult care home with a census of 81 or more residents, there shall be an administrator on-duty at the facility at least eight hours per day, five days per week, and shall not serve simultaneously as a personal care aide supervisor or other staff to meet staffing requirements while on duty as an administrator or be an administrator for another adult care home. If there is more than one facility under the same ownership on a contiguous parcel of land or campus setting, and the combined licensed capacity of the facilities is 200 beds or less, there may be one administrator on duty for all the facilities on the campus. The administrator shall not serve simultaneously as a personal care aide supervisor or other staff in this campus setting.

(b) When the administrator is not on-duty, there shall be a manager on-duty. The supervisor may serve simultaneously as the manager if the individual meets the qualifications required in Rule .0402 of this Subchapter. Each facility on a contiguous parcel of land or campus setting, as described in Paragraph (a) of this Rule, shall have a person designated as the manager in the facility when the administrator is not on-duty.

(c) The administrator shall be on-call, at all times when not on-duty.

*History Note: Authority G.S. 131D-2.16; 131D-4.5; 131D-25; 143B-165;  
Eff. January 1, 1977;  
Readopted Eff. October 31, 1977;  
Amended Eff. December 1, 1991; September 1, 1990; July 1, 1990; April 1, 1984;  
Temporary Amendment Eff. January 1, 2000; December 1, 1999;  
Amended Eff. July 1, 2005; July 1, 2000;  
Readopted Eff. September 1, 2024.*

**10A NCAC 13F .0605 GENERAL STAFFING REQUIREMENTS FOR ADULT CARE HOMES**

- (a) Adult care homes shall staff based on the facility's resident census and provide staffing to meet the care and supervision needs of the residents in accordance with the rules of this Subchapter.
- (b) At no time shall residents be left alone without a staff member in the facility.
- (c) The facility shall maintain a daily census log which lists current residents by name, room assignment and date of admission, which shall be available for review by the Division of Health Service Regulation and the county departments of social services.
- (d) The facility shall post daily staffing information in a location accessible to residents and visitors in accordance with G.S. 131D-4.3(a)(5). The information shall include:
  - (1) the name and contact information of the administrator and manager;
  - (2) the number of required supervisors on each shift; and
  - (3) the number of aides required on each shift.

*History Note: Authority G.S. 131D-2.16; 131D-4.3; 131D-4.5; 143B-165;  
Temporary Adoption Eff. January 1, 2000; December 1, 1999;  
Eff. July 1, 2000;  
Readopted Eff. September 1, 2024.*



**10A NCAC 13F .0606 STAFFING FOR FACILITIES WITH A CENSUS OF SEVEN TO TWELVE RESIDENTS**

- (a) In a facility with a census of greater than six but less than 13 residents, there shall be an administrator or manager in the facility or within 500 feet of the facility with a means of two-way telecommunication at all times.
- (b) When the administrator or manager is not on-duty, there shall be at least one staff member on-duty on the first and second shifts and at least one staff member available within the building, who need not be on-duty, on third shift. There shall be a call system connecting the bedroom of the available staff member, who may be asleep on the third shift, with each resident's bedroom. If there are residents in the facility who are disoriented or known to have wandering behavior, there shall be at least one staff member on-duty and awake at all times.
- (c) When the administrator or manager is on duty on the first or second shifts and available within the facility on third shift, another staff member (i.e., co-administrator, manager or aide) shall be in the building or within 500 feet of the facility with a means of two-way telecommunication at all times.
- (d) The administrator shall prepare a plan of operation for each licensed facility specifying the staff involved, their regularly assigned duties and the amount of time estimated to be spent for each duty. There shall be a current plan of operation on file in the facility, available for review by the Division of Health Service Regulation and the county department of social services.
- (e) Each facility shall assign at least one staff member per shift to provide personal care services and supervision of residents as needed by the residents. The staff member so assigned shall not perform food service duties during the shift of rendering care services and supervision. The staff member so assigned shall not perform housekeeping duties during the shift of rendering care services and supervision, except:
  - (1) between the hours of 7:00 a.m. and 9:00 p.m., and then only when the housekeeping duties are incidental to the rendering of care services; and
  - (2) between the hours of 9:00 p.m. and 7:00 a.m. and then only to the extent that the housekeeping duties do not hinder the assigned staff's duties of care or immediate response to residents, nor impede the assigned staff member's ability to monitor the residents.
- (f) There shall be additional staff to provide daily housekeeping and food service duties.
- (g) A cluster of facilities, each with capacity or census of 12 or fewer residents, shall comply with the following staffing:
  - (1) When there is a cluster of up to six licensed facilities located adjacently, there shall be at least one administrator or manager who lives within 500 feet of each of the facilities with a means of two-way telecommunication at all times.
  - (2) The administrator or manager on-duty shall be directly responsible for assuring that all required daily duties are carried out in each facility.

*History Note: Authority G.S. 131D-2.16; 131D-4.3; 131D-4.5; 143B-165; Temporary Adoption Eff. January 1, 2000; Eff. July 1, 2000; Readopted Eff. September 1, 2024.*

**10A NCAC 13F .0607 STAFFING FOR FACILITIES WITH A CENSUS OF 13 TO 20 RESIDENTS**

- (a) In a facility with a census of greater than 12 but less than 21 residents, there shall be an administrator or manager in the facility or within 500 feet of the facility with a means of two-way telecommunication at all times.
- (b) When the administrator or manager is not on duty within the facility, there shall be at least one awake staff member on duty on the first, second, and third shifts.
- (c) When the administrator or manager is on duty within the facility, another staff member (i.e. co-administrator, manager or aide) shall be in the building or within 500 feet of the facility with a means of two-way telecommunication at all times and available to assist if needed.
- (d) Each facility shall assign at least one staff member per shift to provide personal care services and supervision of residents as needed by the residents. The staff member so assigned shall not perform food service duties during the shift of rendering care services and supervision. The staff member so assigned shall not perform housekeeping duties during the shift of rendering care services and supervision, except;
  - (1) between the hours of 7:00 a.m. and 9:00 p.m., and then only when the housekeeping duties are incidental to the rendering of care services; and
  - (2) between the hours of 9:00 p.m. and 7:00 a.m., and then only to the extent that the housekeeping duties do not hinder the assigned staff's duties of care or immediate response to residents, nor impede the assigned staff member's ability to monitor the residents.
- (e) There shall be additional staff to provide daily housekeeping and food service duties.

*History Note: Authority G.S. 131D-2.16; 131D-4.3; 131D-4.5; 143B-165; Eff. September 1, 2024.*

**10A NCAC 13F .0608 STAFFING FOR FACILITIES WITH A CENSUS OF 21 OR MORE RESIDENTS**

(a) Each facility with a census of 21 or more residents shall have staff on duty to meet the needs of the residents.

(b) In addition to the requirement in Paragraph (a) of this Rule, each facility with a census of 21 or more residents shall comply with the following staffing requirements:

(1) On first shift and second shift, the total aide duty hours shall be at least:

- (A) 16 hours of aide duty for facilities with a census of 21 to 40 residents.
- (B) 20 hours of aide duty for facilities with a census of 41 to 50 residents.
- (C) 24 hours of aide duty for facilities with a census of 51 to 60 residents.
- (D) 28 hours of aide duty for facilities with a census of 61 to 70 residents.
- (E) 32 hours of aide duty for facilities with a census of 71 to 80 residents.
- (F) 36 hours of aide duty for facilities with a census of 81 to 90 residents.
- (G) 40 hours of aide duty for facilities with a census of 91 to 100 residents.
- (H) 44 hours of aide duty for facilities with a census of 101 to 110 residents.
- (I) 48 hours of aide duty for facilities with a census of 111 to 120 residents.
- (J) 52 hours of aide duty for facilities with a census of 121 to 130 residents.
- (K) 56 hours of aide duty for facilities with a census of 131 to 140 residents.
- (L) 60 hours of aide duty for facilities with a census of 141 to 150 residents.
- (M) 64 hours of aide duty for facilities with a census of 151 to 160 residents.
- (N) 68 hours of aide duty for facilities with a census of 161 to 170 residents.
- (O) 72 hours of aide duty for facilities with a census of 171 to 180 residents.
- (P) 76 hours of aide duty for facilities with a census of 181 to 190 residents.
- (Q) 80 hours of aide duty for facilities with a census of 191 to 200 residents.
- (R) 84 hours of aide duty for facilities with a census of 201 to 210 residents.
- (S) 88 hours of aide duty for facilities with a census of 211 to 220 residents.
- (T) 92 hours of aide duty for facilities with a census of 221 to 230 residents.
- (U) 96 hours of aide duty for facilities with a census of 231 to 240 residents.

(2) On third shift, the total aide duty hours shall be at least:

- (A) 8 hours of aide duty for facilities with a census of 21 to 30 residents.
- (B) 16 hours of aide duty for facilities with a census of 31 to 60 residents.
- (C) 24 hours of aide duty for facilities with a census of 61 to 90 residents.
- (D) 32 hours of aide duty for facilities with a census of 91 to 120 residents.
- (E) 40 hours of aide duty for facilities with a census of 121 to 150 residents.
- (F) 48 hours of aide duty for facilities with a census of 151 to 180 residents.
- (G) 56 hours of aide duty for facilities with a census of 181 to 210 residents.
- (H) 64 hours of aide duty for facilities with a census of 211 to 240 residents.

(3) If the Department determines the needs of the residents at a facility are not being met by staffing requirements of Paragraph (b) of this Rule, the Department shall require the facility to employ staff to meet the needs of the residents.

(c) The aide shall provide personal care services and supervision needed by the residents.

(d) Aides shall not provide housekeeping duties except:

(1) Between the hours of 7:00 a.m. to 9:00 p.m.:

- (A) to prevent an accident or injury;
- (B) when occasionally attending to an individual resident housekeeping need; and
- (C) when the number of aides on duty exceeds the minimum required by Paragraph (a) of this Rule.

(2) Between the hours of 9:00 p.m. to 7:00 a.m., as long as the housekeeping duties do not:

- (A) hinder the aide's care of residents or immediate response to resident calls;
- (B) do not disrupt the residents' normal lifestyles and sleeping patterns; and
- (C) do not take the aide out of view of where the residents are as the aide shall be prepared to care for the residents since that remains his or her primary duty.

(e) Aides shall not be assigned food service duties except when providing assistance to individual residents who need help with eating and carrying plates, trays, or beverages to residents.

(f) In addition to the staffing required for management and aide duties, there shall be additional staff to perform housekeeping and food service duties.

Note: The following chart illustrates the required aide, supervisory and management staffing requirements for each eight-hour shift in facilities with a census of 21 or more residents according to Rules .0602, .0603, .0604, .0608, and .0609 of this Section.

Census	Position Type	First Shift	Second Shift	Third Shift
21 - 30	Aide	16	16	8
	Supervisor	Not Required	Not Required	Not Required
	Administrator	In the building, or within 500 feet and immediately available.		
31-40	Aide	16	16	16
	Supervisor	8*	8*	In the building, or within 500 feet and immediately available.**
	Administrator	On call		
41-50	Aide	20	20	16
	Supervisor	8*	8*	In the building, or within 500 feet and immediately available.**
	Administrator	On call		
51-60	Aide	24	24	16
	Supervisor	8*	8*	In the building, or within 500 feet and immediately available.**
	Administrator	On call		
61-70	Aide	28	28	24
	Supervisor	8*	8*	4 hours within the facility/4 hours within 500 feet and immediately available.**
	Administrator	On call		
71-80	Aide	32	32	24
	Supervisor	8	8	4 hours within the facility/4 hours within 500 feet and immediately available.**
	Administrator	On call		
81-90	Aide	36	36	24
	Supervisor	8	8	4 hours within the facility/4 hours within 500 feet and immediately available.**
	Administrator	5 days/week: Minimum of 40 hours. When not in facility, on call.		
91-100	Aide	40	40	32
	Supervisor	8	8	8**
	Administrator	5 days/week: Minimum of 40 hours. When not in facility, on call.		
101-110	Aide	44	44	32
	Supervisor	8	8	8**
	Administrator	5 days/week: Minimum of 40 hours. When not in facility, on call.		
111-120	Aide	48	48	32
	Supervisor	8	8	8**
	Administrator	5 days/week: Minimum of 40 hours. When not in facility, on call.		

121-130	Aide	52	52	40
	Supervisor	8	8	8
	Administrator	5 days/week: Minimum of 40 hours. When not in facility, on call.		
131-140	Aide	56	56	40
	Supervisor	8	8	8
	Administrator	5 days/week: Minimum of 40 hours. When not in facility, on call.		
141-150	Aide	60	60	40
	Supervisor	8	8	8
	Administrator	5 days/week: Minimum of 40 hours. When not in facility, on call.		
151-160	Aide	64	64	48
	Supervisor	16	16	8
	Administrator	5 days/week: Minimum of 40 hours. When not in facility, on call.		
161-170	Aide	68	68	48
	Supervisor	16	16	8
	Administrator	5 days/week: Minimum of 40 hours. When not in facility, on call.		
171-180	Aide	72	72	48
	Supervisor	16	16	8
	Administrator	5 days/week: Minimum of 40 hours. When not in facility, on call.		
181-190	Aide	76	76	56
	Supervisor	16	16	8
	Administrator	5 days/week: Minimum of 40 hours. When not in facility, on call.		
191-200	Aide	80	80	56
	Supervisor	16	16	8
	Administrator	5 days/week: Minimum of 40 hours. When not in facility, on call.		
201-210	Aide	84	84	56
	Supervisor	16	16	8
	Administrator	5 days/week: Minimum of 40 hours. When not in facility, on call.		
211-220	Aide	88	88	64
	Supervisor	16	16	16
	Administrator	5 days/week: Minimum of 40 hours. When not in facility, on call.		
221-230	Aide	92	92	64
	Supervisor	16	16	16
	Administrator	5 days/week: Minimum of 40 hours. When not in facility, on call.		
231-240	Aide	96	96	64
	Supervisor	24	24	16
	Administrator	5 days/week: Minimum of 40 hours. When not in facility, on call.		

\*Supervisor may conduct up to four hours of aide duty.

\*\* Supervisor's time on duty in the facility may be counted as required aide duty if the facility is sprinklered.

*History Note: Authority G.S. 131D-2.16; 131D-4.3; 131D-4.5; 143B-165;  
Eff. September 1, 2024.*

**10A NCAC 13F .0609 PERSONAL CARE AIDE SUPERVISORS**

- (a) The personal care aide supervisor shall be responsible for the direct supervision of personal care aides, including those who administer medications, to assure that care and services are provided to residents by personal care aides in accordance with their training, the facility's policies and procedures, the licensure rules of this Subchapter, and Chapter 131D of the general statutes. The personal care aide supervisor shall also be responsible for observing personal care aides in the performance of their duties; instructing, correcting, and consulting with aides as needed; and reviewing documentation by aides.
- (b) During the first and second shifts in facilities with a census of 31 or more residents, and on third shift in facilities with a census of 91 or more residents, the facility shall have supervisors on-duty during each shift as follows:
- (1) One supervisor on duty in the facility for less than 64 hours of aide duty per shift.
  - (2) Two supervisors for 64 to less than 96 hours of aide duty per shift.
  - (3) Three supervisors for 96 to less than 128 hours of aide duty per shift.
- (c) Supervisors shall not provide hours of aide duty while servicing as a supervisor except as follows:
- (1) On third shift, in facilities with a census of 31 to 120 residents and a sprinkler fire suppression system.
  - (2) On first and second shifts, up to four hours, in facilities with a census of 31 to 70 residents.
  - (3) On first and second shifts, in facilities with a census of 71 or more residents in which some personal care duties are performed, but the time involved in performing any personal care cannot be counted as required aide hours.
- (d) On third shift, in facilities with a census of 31 to 60 residents, the supervisor shall be in the facility or within 500 feet and immediately available, as defined in Rule .0608 of this Section.
- (e) On third shift, in facilities with a census of 61 to 90 residents, the supervisor shall be on duty in the facility for at least four hours and within 500 feet and immediately available, as defined in Rule .0608 of this Section, for the remaining four hours.
- (f) The supervisor on duty shall not serve simultaneously as the administrator but may serve simultaneously as the manager in the absence of the administrator.

*History Note:* Authority G.S. 131D-2.16; 131D-4.3; 131D-4.5; 143B-165;  
Eff. September 1, 2024.

1 10A NCAC 13F .0102 is adopted as published in 38:11 NCR 662-677 as follows:

2  
3 **10A NCAC 13F .0102 LIST OF DEFINITIONS**

4 As used in this Subchapter, the following definitions shall apply:

- 5 (1) “Abuse” means the term as defined in G.S. 131D-2.1.
- 6 (2) “Activities of daily living” or “ADL’s” means eating, dressing, bathing, toileting, bowel and bladder  
7 control, transfers, ambulation, and communication.
- 8 (3) “Acute care needs” means symptoms or a condition that develops quickly and is not a part of the  
9 resident’s baseline health or mental health status or is a change or worsening in the symptoms of a  
10 resident’s chronic condition, which may have a slower onset and worsen over time.
- 11 (4) “Administrator” means the term as defined in G.S. 90-288.13 and G.S. 131D-2.1.
- 12 (5) “Adult care home” means the term as defined in G.S. 131D-2.1.
- 13 (6) “Alternative examination” means a test developed and administered by the Department to meet the  
14 educational requirements of an activity director, administrator-in-charge, manager, or personal care  
15 aide supervisor for those applicants who do not possess a high school diploma or General Education  
16 Diploma (G.E.D.) prior to September 1, 2024.
- 17 (7) “Aide duty” means time spent by qualified staff providing assistance with activities of daily living,  
18 medication administration, or supervision of residents as determined by the resident’s assessment,  
19 care plan, physician’s orders, and current symptoms.
- 20 (8) “Department” means the North Carolina Department of Health and Human Services.
- 21 (9) “Discharge” means a resident’s termination of their residency at the adult care home, resulting in  
22 the resident’s move to another location.
- 23 (10) “Exploitation” means the term as defined in G.S. 131D-2.1.
- 24 (11) “Facility” means a licensed adult care home.
- 25 (12) “First shift” means the hours of work between 7:01 a.m. and 3:00 p.m.
- 26 (13) “Food service duties” means tasks ~~[that may be]~~ performed by staff related to serving meals to  
27 residents, including assisting with food preparation, ~~[arranging,]~~ **arranging** and setting the dining  
28 tables, serving food and beverages, and cleaning the dining room after meal service is complete.
- 29 (14) “Housekeeping duties” means tasks ~~[that may be]~~ performed by staff such as cleaning and sanitizing  
30 facility common areas and resident **rooms.** ~~[rooms, sweeping, vacuuming, dusting, mopping,~~  
31 ~~collecting, and disposing of trash.]~~
- 32 (15) “Legal representative” means a person authorized by state or federal law **(including, ~~[(including)]~~but**  
33 not limited ~~[to]~~ **to,** power of attorney, legal guardian, or representative payee) to act on behalf of the  
34 resident to support the resident in decision-making; access medical, social, or other personal  
35 information of the resident; and manage financial matters or receive notifications.
- 36 (16) “Long-term care” means a continuum of care and services available in an individual's community  
37 that provides the care and **[supports]** **support** required during a persistent or chronic **[state of health,**

- 1 throughout which time] health condition, such as when a person is unable to independently perform  
 2 some or all activities of daily living or requires supervision due to physical or cognitive impairment.
- 3 (17) “Manager” means an individual responsible for the day-to-day operation of an adult care home in  
 4 the absence of the administrator and under the direction and supervision of the administrator as  
 5 described in Rule .0402 of this Subchapter.
- 6 (18) “Medication aide” means an individual who administers medications to residents and meets all  
 7 requirements as set forth in Rule .0403 of this Subchapter.
- 8 (19) “Neglect” means the term as defined in G.S. 131D-2.1.
- 9 (20) “On-call” means able to be contacted by two-way telecommunication.
- 10 (21) “On-duty” in reference to an administrator means the administrator is on-site and directly  
 11 responsible for the day-to-day operations of a facility. “On-duty” in reference to a manager means  
 12 a manager designated by the administrator as required in Rule .0402 of this Subchapter and who is  
 13 on-site and directly responsible for the day-to-day operations of a facility under the direction and  
 14 supervision of the administrator.
- 15 (22) “Personal care aide” means a staff member who performs personal care services as defined by G.S.  
 16 131D-2.1.
- 17 (23) “Physical restraint” means any physical or mechanical device attached to or adjacent to the  
 18 resident’s body that the resident cannot remove easily, and which restricts freedom of movement or  
 19 normal access to one’s body.
- 20 (24) “Physician extender” means a licensed physician assistant or a licensed nurse practitioner.
- 21 (25) “Resident” means the term as defined in G.S. 131D-2.1.
- 22 (26) “Responsible person” means a person chosen by the resident to act on their behalf to support the  
 23 resident in decision-making; have access to medical, social, or other personal information of the  
 24 resident; manage financial matters; or receive notifications.
- 25 (27) “Second shift” means the hours of work between 3:01 p.m. and 11:00 p.m.
- 26 (28) “Staff” means any person who performs duties as an employee, paid or unpaid, on behalf of the  
 27 adult care home.
- 28 (29) “Supervision” means oversight, monitoring, and interventions implemented by the facility for the  
 29 purpose of mitigating the risk of an accident, incident, illness, or injury to a resident to ensure the  
 30 health, safety, and welfare of the resident and other residents.
- 31 (30) “Supervisor” means a personal care aide supervisor as defined in Rule .0609 of this Subchapter.
- 32 (31) “Third shift” means the hours of work between 11:01 p.m. and 7:00 a.m.

34 *History Note: Authority G.S. 131D-2.16; ~~143B-153;~~ 143B-165;*  
 35 *Eff. September 1, 2024.*



1 **10A NCAC 13F .0402 QUALIFICATIONS OF ~~ADMINISTRATOR IN CHARGE~~ MANAGER**

2 The facility shall designate a manager when the administrator is absent from the facility. The ~~administrator in charge,~~  
3 ~~manager, who~~ is responsible to the administrator for carrying out the ~~program in~~ day-to-day operations of an adult  
4 care home in the absence of the ~~administrator,~~ administrator. The administrator remains ultimately responsible for the  
5 adult care home, and the manager shall serve under the direction and supervision of the administrator. The manager  
6 shall meet the following requirements:

- 7 (1) be 21 years or older;
- 8 (2) be a high school graduate or certified under the G.E.D. ~~program~~ program, or if hired before  
9 September 1, 2024, have passed ~~an~~ the alternative examination established by the Department;
- 10 (3) have six months training or experience related to management or supervision in long term care or  
11 health care settings or be a licensed health ~~professional,~~ professional such as a mental health  
12 professional, nurse practitioner, physician assistant, or registered nurse, licensed a nursing home  
13 administrator administrator certified pursuant to G.S. 90-276(4), or certified an assisted living  
14 administrator; administrator certified pursuant to G.S. 90-288.14; and
- 15 (4) earn 12 hours a year of continuing education credits ~~related to~~ in the management of adult care  
16 homes or care of ~~aged and disabled persons.~~ the elderly and individuals with physical, intellectual,  
17 or developmental disabilities, cognitive impairment, and mental illness.

18

19 *History Note: Authority G.S. 131D.2.16; 131D-4.5; 131D-25; 143B-165;*  
20 *Eff. January 1, 1977;*  
21 *Readopted Eff. October 31, 1977;*  
22 *Temporary Amendment Eff. December 1, 1999;*  
23 *Amended Eff. July 1, 2000;*  
24 *Temporary Amendment Eff. July 1, 2003;*  
25 *Amended Eff. June 1, ~~2004~~ 2004;*  
26 *Readopted Eff. September 1, 2024.*

1 **10A NCAC 13F .0404 QUALIFICATIONS OF ACTIVITY DIRECTOR**

2 Adult care homes shall have an activity director who meets the following qualifications:

- 3 (1) The activity director hired after September 30, 2022 shall meet a minimum educational requirement  
4 by being a high school graduate or certified under the GED Program.
- 5 (2) The activity director hired after September 30, 2022 shall complete, within nine months of  
6 employment or assignment to this position, the basic activity course for assisted living activity  
7 directors offered by community colleges or a comparable activity course as determined by the  
8 Department based on instructional hours and content. An activity director shall be exempt from the  
9 required basic activity course if one or more of the following applies:
- 10 (a) be a licensed recreational therapist or be eligible for certification as a therapeutic recreation  
11 specialist as defined by the North Carolina Recreational Therapy Licensure Act in  
12 accordance with G.S. 90C;
- 13 (b) have two years of experience working in programming for an adult recreation or activities  
14 program within the last five years, one year of which was full-time in an activities program  
15 for patients or residents in a health care or long term care setting;
- 16 (c) be a licensed occupational therapist or licensed occupational therapy assistant in  
17 accordance with G.S. 90, Article 18D; ~~or~~
- 18 (d) be certified as an Activity ~~Director~~ Professional by the National Certification Council for  
19 Activity ~~Professionals~~. Professionals; ~~or~~
- 20 (e) the required basic activity course was completed prior to September 1, 2024.

21

22 *History Note: Authority G.S. 131D-2.16; 131D-4.5; 143B-165;*  
23 *Eff. January 1, 1977;*  
24 *Readopted Eff. October 31, 1977;*  
25 *Amended Eff. April 1, 1987; April 1, 1984;*  
26 *Temporary Amendment Eff. July 1, 2003;*  
27 *Amended Eff. June 1, 2004;*  
28 *Temporary Amendment Eff. July 1, 2004;*  
29 *Amended Eff. July 1, 2005;*  
30 *Readopted Eff. October 1, ~~2022~~, 2022;*  
31 *Amended Eff. September 1, 2024.*

1 **10A NCAC 13F .0408 QUALIFICATIONS OF PERSONAL CARE AIDE SUPERVISOR**

2 (a) Facilities with a census of 31 or more residents shall employ a Personal Care Aide Supervisor as defined in  
3 Paragraph (b) of this Rule. The term “Supervisor” as used throughout Section .0600 of this Subchapter refers to the  
4 Personal Care Aide Supervisor.

5 (b) A supervisor shall meet the following qualifications:

- 6 (1) be 21 years or older;
- 7 (2) be a high school graduate or certified under the G.E.D. program or if hired before September 1,  
8 2024, have passed an alternative examination established by the Department;
- 9 (3) meet the health requirements according to Rule .0406 of this Section;
- 10 (4) have six months of experience in performing or supervising the performance of the duties to be  
11 supervised during the period of three years prior to July 1, 2000 or the date of hire, whichever is  
12 later, or be a licensed health professional such as a mental health professional, nurse practitioner,  
13 physician assistant, or registered nurse, or a nursing home administrator certified pursuant to G.S.  
14 90-276(4);
- 15 (5) meet the same minimum training and competency requirements of the aides being supervised; and
- 16 (6) earn 12 hours a year of continuing education credits related to the care of the elderly and individuals  
17 with physical, intellectual, or developmental disabilities, cognitive impairment, and mental illness.

18  
19 *History Note: Authority G.S. 131D-2.16; 131D-4.3; 143B-165;*  
20 *Eff. September 1, 2024.*

1 10A NCAC 13F .0601 is readopted with changes as published in 38:11 NCR 662-677 as follows:

2  
3 **SECTION .0600 - STAFFING**

4  
5 **10A NCAC 13F .0601 MANAGEMENT OF ~~FACILITIES WITH A CAPACITY OR CENSUS OF SEVEN~~**  
6 **FACILITIES - GENERAL ADMINISTRATOR AND**  
7 **MANAGER RESPONSIBILITIES**

8 (a) Each adult care home shall have an ~~An adult care home~~ administrator who is certified in accordance with Rule  
9 .1701 of this Subchapter. The administrator shall be responsible for the total operation of an adult care home and  
10 management of the facility to assure that all care and services are provided to maintain the health, safety, and welfare  
11 of the residents in accordance with all applicable local, state, and federal regulations and codes. The administrator  
12 shall also be responsible to the Division of Health Service Regulation and the county department of social services for  
13 meeting and maintaining complying with the rules of this Subchapter. The co-administrator, when there is one, shall  
14 share equal responsibility with the administrator for the operation of the home and for meeting and maintaining the  
15 rules of this Subchapter. The term ~~administrator~~ “administrator” also refers to co-administrator where it is used in this  
16 Subchapter.

17 ~~(b) At all times there shall be one administrator or administrator in charge who is directly responsible for assuring~~  
18 ~~that all required duties are carried out in the home and for assuring that at no time is a resident left alone in the home~~  
19 ~~without a staff member. Except for the provisions in Paragraph (c) of this Rule, one of the following arrangements~~  
20 ~~shall be used to manage a facility with a capacity or census of 7 to 30 residents:~~

21 (1) ~~The administrator is in the home or within 500 feet of the home with a means of two way~~  
22 ~~telecommunication with the home at all times;~~

23 (2) ~~An administrator in charge is in the home or within 500 feet of the home with a means of two way~~  
24 ~~telecommunication with the home at all times; or~~

25 (3) ~~When there is a cluster of licensed homes, each with a capacity of 7 to 12 residents, located~~  
26 ~~adjacently on the same site, there shall be at least one staff member, either live in or on a shift basis~~  
27 ~~in each of these homes. In addition, there shall be at least one administrator or~~  
28 ~~administrator in charge who is within 500 feet of each home with a means of two way~~  
29 ~~telecommunication with each home at all times and directly responsible for assuring that all required~~  
30 ~~duties are carried out in each home.~~

31 ~~(c) When the administrator or administrator in charge is absent from the home or not within 500 feet of the home,~~  
32 ~~the following shall apply:~~

33 (1) ~~For absences of a non routine nature that do not exceed 24 hours per week, a relief person in charge~~  
34 ~~designated by the administrator shall be in charge of the home during the absence and in the home~~  
35 ~~or within 500 feet of the home according to the requirements in Paragraph (b) of this Rule. The~~  
36 ~~administrator shall assure that the relief person in charge is prepared to respond in case of an~~  
37 ~~emergency in the home. The relief person in charge shall be 21 years or older.~~

1           ~~(2) For recurring or planned absences, a relief administrator in charge designated by the administrator~~  
 2           ~~shall be in charge of the home during the absence and in the home or within 500 feet of the home~~  
 3           ~~according to the requirements in Paragraph (b) of this Rule. The relief administrator in charge shall~~  
 4           ~~meet all of the qualifications required for the administrator in charge as specified in Rule .0402 of~~  
 5           ~~this Subchapter with the exception of Item (4) pertaining to the continuing education requirement.~~

6 (b) An adult care home manager shall be responsible for carrying out the day-to-day operations and all required duties  
 7 of an adult care home in the absence of an administrator.

8 (c) The administrator shall have knowledge of and shall ensure the following:

9           (1) the investigation and reporting of any allegations of resident abuse, neglect, and exploitation as  
 10           specified in Rule .1212(d) of this Subchapter;

11           (2) the investigation and reporting of any suspicion of or allegations of drug diversion as specified in  
 12           Rule .1008 of this Subchapter;

13           (3) the reporting of any incidents of resident elopement or when a resident is missing from the facility,  
 14           as required in Rule .1212(e)(2) and Rule .0906(f)(4) of this Subchapter; and

15           (4) the investigation and reporting of any incident or accident resulting in the hospitalization or death  
 16           of a resident, as specified in Rule .1208 and Rule .1212 of this Subchapter.

17 (d) The administrator shall be made aware when the facility is unable to meet the staffing requirements of this Section.

18 (e) The administrator shall be made aware any time the facility seeks the assistance of the local law enforcement  
 19 authority.

20 (f) For facilities with a census of 7 to 30 residents, the manager or staff person on duty shall immediately notify the  
 21 administrator of any of the circumstances listed in Paragraphs (c), (d), and (e) of this Rule.

22 (g) For facilities with a census of 31 or ~~more~~ more, the manager or supervisor shall immediately notify the  
 23 administrator of any of the circumstances listed in Paragraphs (c), (d), and (e) of this Rule.

24  
 25 *History Note: Authority G.S. 131D-2.16; 131D-4.3; 131D-4.4; 131D-4.5; 131D-25; 143B-165;*

26 *Eff. January 1, 1977;*

27 *Readopted Eff. October 31, 1977;*

28 *Amended Eff. July 1, 1990; April 1, 1987; April 1, 1984;*

29 *Temporary Amendment Eff. January 1, 2000; December 1, 1999;*

30 *Amended Eff. July 1, 2000;*

31 *Temporary Amendment Eff. July 1, 2003;*

32 *Amended Eff. July 1, 2005; June 1, ~~2004~~ 2004;*

33 *Readopted Eff. September 1, 2024.*

1 10A NCAC 13F .0602 is readopted with changes as published in 38:11 NCR 662-677 as follows:

2  
3 **10A NCAC 13F .0602 MANAGEMENT OF FACILITIES WITH A CAPACITY OR CENSUS OF ~~31 TO~~**  
4 **80 SEVEN TO THIRTY RESIDENTS**

5 ~~(a) In facilities with a capacity or census of 31 to 80 residents, there shall be an administrator on call, which means~~  
6 ~~able to be contacted by telephone, pager or two-way intercom, at all times when not in the building. (For staffing~~  
7 ~~chart, see Rule .0606 of this Subchapter.)~~

8 ~~(b) When the administrator is not on duty in the facility, there shall be a person designated as administrator in charge~~  
9 ~~on duty in the facility who has the responsibility for the overall operation of the facility and meets the qualifications~~  
10 ~~for administrator in charge required in Rule .0602 of this Section. The personal care aide supervisor, as required in~~  
11 ~~Rule .0605 of this Subchapter, may serve simultaneously as the administrator in charge.~~

12 In a facility with a census of greater than seven but less than 31 residents, there shall be one administrator or manager  
13 who is directly responsible for assuring that all required duties are carried out in the facility. One **or more** of the  
14 following arrangements shall be used to manage a facility with a census of seven to 30 residents:

15 (1) the administrator is in the facility or within 500 feet of the facility with a means of two-way  
16 telecommunication with the facility at all times;

17 (2) a manager is in the facility or within 500 feet of the facility with a means of two-way  
18 telecommunication with the facility at all times; or

19 (3) when there is a cluster of licensed facilities, each with a census of 12 or fewer residents, there shall  
20 be at least one staff member, either live-in or on a shift basis in each of these facilities. In addition,  
21 there shall be at least one administrator or manager who is within 500 feet of each home with a  
22 means of two-way telecommunication with each facility at all times and directly responsible for  
23 assuring that all required duties are carried out in each facility. For the purpose of the rules in this  
24 Section, "a cluster of licensed facilities" means up to six licensed adult care homes which are under  
25 common ownership and are located adjacently on the same site.

26  
27 *History Note: Authority G.S. 131D-2.16; 131D-4.3; 131D-4.5; 131D-25; 143B-165;*

28 *Temporary Adoption Eff. January 1, 2000;*

29 *Eff. July 1, ~~2000~~ 2000;*

30 *Readopted Eff. September 1, 2024.*

1 10A NCAC 13F .0603 is proposed for re adoption with substantive changes as follows:

2  
3 **10A NCAC 13F .0603 MANAGEMENT OF FACILITIES WITH A ~~CAPACITY OR CENSUS OF 81 OR~~**  
4 **MORE 31 TO 80 RESIDENTS**

5 ~~(a) An adult care home with a capacity or census of 81 or more residents shall be under the direct control of an~~  
6 ~~administrator, who shall be responsible for the operation, administration, management and supervision of the facility~~  
7 ~~on a full-time basis to assure that all care and services to residents are provided in accordance with all applicable local,~~  
8 ~~state and federal regulations and codes. The administrator shall be on duty in the facility at least eight hours per day,~~  
9 ~~five days per week and shall not serve simultaneously as a personal care aide supervisor or other staff to meet staffing~~  
10 ~~requirements while on duty as an administrator or be an administrator for another adult care home except as follows.~~  
11 ~~If there is more than one facility on a contiguous parcel of land or campus setting, and the combined licensed capacity~~  
12 ~~of the facilities is 200 beds or less, there may be one administrator on duty for all the facilities on the campus. The~~  
13 ~~administrator shall not serve simultaneously as a personal care aide supervisor in this campus setting. For staffing~~  
14 ~~chart, see Rule .0606 of this Subchapter.~~

15 ~~(b) When the administrator is not on duty in the facility, there shall be a person designated as administrator in charge~~  
16 ~~on duty in the facility who has responsibility for the overall operation of the facility. The supervisor may serve~~  
17 ~~simultaneously as the administrator in charge. Each facility on a contiguous parcel of land or campus setting, as~~  
18 ~~described in Paragraph (a) of this Rule, shall have a person designated as the administrator in charge in the facility~~  
19 ~~when the administrator is not on duty.~~

20 ~~(c) The administrator shall be on call, which means able to be contacted by telephone, pager or two-way intercom at~~  
21 ~~all times when not in the building.~~

22 Each facility with a census of greater than 30 but less than 81 residents shall:

23 (1) have an administrator on-call at all times when not in the building; and

24 (2) have a manager on-duty in the facility when the administrator is not on-duty in the facility. The  
25 personal care aide supervisor, as required in Rule .0608 of this Section, may serve simultaneously  
26 as the manager.

27  
28 *History Note: Authority G.S. 131D-2.16; 131D-4.3; 131D-4.5; 131D-25; 143B-165;*  
29 *Temporary Adoption Eff. January 1, 2000; December 1, 1999;*  
30 *Eff. July 1, 2000;*  
31 *Amended Eff. July 1, ~~2005~~. 2005;*  
32 *Readopted Eff. September 1, 2024.*

1 10A NCAC 13F .0604 is readopted with changes as published in 38:11 NCR 662-677 as follows:

2  
3 **10A NCAC 13F .0604 ~~PERSONAL CARE AND OTHER STAFFING~~ MANAGEMENT OF FACILITIES**  
4 **WITH A CENSUS OF 81 OR MORE RESIDENTS**

5 ~~(a) Adult care homes shall staff to the licensed capacity of the home or to the resident census. When a home is staffing~~  
6 ~~to resident census, a daily census log shall be maintained which lists current residents by name, room assignment and~~  
7 ~~date of admission and must be available for review by the Division of Health Service Regulation and the county~~  
8 ~~departments of social services.~~

9 ~~(b) Homes with capacity or census of 12 or fewer residents shall comply with the following.~~

10 ~~(1) — At all times there shall be an administrator or administrator in charge in the home or within 500 feet~~  
11 ~~of the home with a means of two-way telecommunication.~~

12 ~~(2) — When the administrator or administrator in charge is not on duty within the home, there shall be at~~  
13 ~~least one staff member on duty on the first and second shifts and at least one staff member on call~~  
14 ~~within the building on third shift. There shall be a call system connecting the bedroom of the staff~~  
15 ~~member, who may be asleep on the third shift, with each resident's bedroom.~~

16 ~~(3) — When the administrator or administrator in charge is on duty within the home on the first and second~~  
17 ~~shifts and on call within the home on the third shift, another staff member (i.e., co-administrator,~~  
18 ~~administrator in charge or aide) shall be in the building or within 500 feet of the home with a means~~  
19 ~~of two-way telecommunication at all times.~~

20 ~~(4) — The administrator shall prepare a plan of operation for the home (each home in a cluster) specifying~~  
21 ~~the staff involved, their regularly assigned duties and the amount of time estimated to be spent for~~  
22 ~~each duty. There shall be a current plan of operation on file in the home, available for review by~~  
23 ~~the Division of Health Service Regulation and the county department of social services.~~

24 ~~(5) — At least 12 hours shall be spent daily providing for the personal services, health services, drug~~  
25 ~~management, planned activities, and other direct services needed by the residents. These duties are~~  
26 ~~the primary responsibility of the staff member(s) on duty on the first and second shifts; however,~~  
27 ~~other help, such as administrator in charge and activities coordinator may be used to assist in~~  
28 ~~providing these services.~~

29 ~~(6) — Between the hours of 9 p.m. and 7 a.m. the staff member on duty and the person on call may perform~~  
30 ~~housekeeping and food service duties as long as a staff member can respond immediately to resident~~  
31 ~~calls or the residents are otherwise supervised. The duties shall not hinder care of residents or~~  
32 ~~immediate response to resident calls, disrupt residents' normal lifestyles and sleeping patterns, nor~~  
33 ~~take a staff member out of view of where the residents are.~~

34 ~~(7) — There shall be staff available daily to assure housekeeping and food service.~~

35 ~~(c) A cluster of homes with capacity or census of 12 or fewer residents shall comply with the following staffing:~~

36 ~~(1) — When there is a cluster of up to six licensed homes located adjacently, there shall be at least one~~  
37 ~~administrator or administrator in charge who lives within 500 feet of each of the homes with a~~



1 means of two-way telecommunication at all times and who is directly responsible for assuring that  
 2 all required duties are carried out in each home; and

- 3 (2) — In each of the homes, at least one staff member shall be on duty on the first and second shifts and at  
 4 least one staff member shall be on call within the building during the third shift. There shall be a  
 5 call system connecting the bedroom of the staff member, who may be asleep on the third shift, with  
 6 each resident's bedroom.

7 (d) ~~Homes with capacity or census of 13-20 shall comply with the following staffing. When the home is staffing to~~  
 8 ~~census and the census falls below 13 residents, the staffing requirements for a home with 12 or fewer residents shall~~  
 9 ~~apply.~~

- 10 (1) — At all times there shall be an administrator or administrator in charge in the home or within 500 feet  
 11 of the home with a means of two-way telecommunication.

- 12 (2) — When the administrator or administrator in charge is not on duty within the home, there shall be at  
 13 least one staff member on duty on the first, second and third shifts.

- 14 (3) — When the administrator or administrator in charge is on duty within the home, another staff member  
 15 (i.e. co-administrator, administrator in charge or aide) shall be in the building or within 500 feet of  
 16 the home with a means of two-way telecommunication at all times.

- 17 (4) — The job responsibility of the staff member on duty within the home is to provide the direct personal  
 18 assistance and supervision needed by the residents. Any housekeeping duties performed by the staff  
 19 member between the hours of 7 a.m. and 9 p.m. shall be limited to occasional, non-routine tasks.  
 20 The staff member may perform housekeeping duties between the hours of 9 p.m. and 7 a.m. as long  
 21 as such duties do not hinder care of residents or immediate response to resident calls, do not disrupt  
 22 residents' normal lifestyles and sleeping patterns and do not take the staff member out of view of  
 23 where the residents are. The staff member on duty to attend to the residents shall not be assigned  
 24 food service duties.

- 25 (5) — In addition to the staff member(s) on duty to attend to the residents, there shall be staff available  
 26 daily to perform housekeeping and food service duties.

27 (e) ~~Homes with capacity or census of 21 or more shall comply with the following staffing. When the home is staffing~~  
 28 ~~to census and the census falls below 21 residents, the staffing requirements for a home with a census of 13-20 shall~~  
 29 ~~apply.~~

- 30 (1) — The home shall have staff on duty to meet the needs of the residents. The daily total of aide duty  
 31 hours on each 8-hour shift shall at all times be at least:

32 (A) — ~~First shift (morning) 16 hours of aide duty for facilities with a census or capacity of 21 to~~  
 33 ~~40 residents; and 16 hours of aide duty plus four additional hours of aide duty for every~~  
 34 ~~additional 10 or fewer residents for facilities with a census or capacity of 40 or more~~  
 35 ~~residents. (For staffing chart, see Rule .0606 of this Subchapter.)~~

36 (B) — ~~Second shift (afternoon) 16 hours of aide duty for facilities with a census or capacity of~~  
 37 ~~21 to 40 residents; and 16 hours of aide duty plus four additional hours of aide duty for~~

1 every additional 10 or fewer residents for facilities with a census or capacity of 40 or more  
2 residents. (For staffing chart, see Rule .0606 of this Subchapter.)

3 (C) — ~~Third shift (evening) 8.0 hours of aide duty per 30 or fewer residents (licensed capacity  
4 or resident census). (For staffing chart, see Rule .0606 of this Subchapter.)~~

5 (D) — ~~The facility shall have additional aide duty to meet the needs of the facility's heavy care  
6 residents equal to the amount of time reimbursed by Medicaid. As used in this Rule, the  
7 term, "heavy care resident", means an individual residing in an adult care home who is  
8 defined as "heavy care" by Medicaid and for which the facility is receiving enhanced  
9 Medicaid payments.~~

10 (E) — ~~The Department shall require additional staff if it determines the needs of residents cannot  
11 be met by the staffing requirements of this Rule.~~

12 (2) — ~~The following describes the nature of the aide's duties, including allowances and limitations:~~

13 (A) — ~~The job responsibility of the aide is to provide the direct personal assistance and  
14 supervision needed by the residents.~~

15 (B) — ~~Any housekeeping performed by an aide between the hours of 7 a.m. and 9 p.m. shall be  
16 limited to occasional, non-routine tasks, such as wiping up a water spill to prevent an  
17 accident, attending to an individual resident's soiling of his bed, or helping a resident make  
18 his bed. Routine bed making is a permissible aide duty.~~

19 (C) — ~~If the home employs more than the minimum number of aides required, any additional  
20 hours of aide duty above the required hours of direct service between 7 a.m. and 9 p.m.  
21 may involve the performance of housekeeping tasks.~~

22 (D) — ~~An aide may perform housekeeping duties between the hours of 9 p.m. and 7 a.m. as long  
23 as such duties do not hinder the aide's care of residents or immediate response to resident  
24 calls, do not disrupt the residents' normal lifestyles and sleeping patterns, and do not take  
25 the aide out of view of where the residents are. The aide shall be prepared to care for the  
26 residents since that remains his primary duty.~~

27 (E) — ~~Aides shall not be assigned food service duties; however, providing assistance to individual  
28 residents who need help with eating and carrying plates, trays or beverages to residents is  
29 an appropriate aide duty.~~

30 (3) — ~~In addition to the staffing required for management and aide duties, there shall be sufficient  
31 personnel employed to perform housekeeping and food service duties.~~

32 (f) Information on required staffing shall be posted in the facility according to G.S. 131D 4.3(a)(5).

33 (a)(a) For an adult care home with a census of 81 or more residents, there shall be an administrator on-duty at the  
34 facility at least eight hours per day, five days per [week] week, and shall not serve simultaneously as a personal care  
35 aide supervisor or other staff to meet staffing requirements while on duty as an administrator or be an administrator  
36 for another adult care [home] home. [except as follows:] If there is more than one facility under the same ownership  
37 on a contiguous parcel of land or campus setting, and the combined licensed capacity of the facilities is 200 beds or

1 less, there may be one administrator on duty for all the facilities on the campus. The administrator shall not serve  
2 simultaneously as a personal care aide supervisor or other staff in this campus setting.

3 (b) When the administrator is not on-duty, there shall be a manager on-duty. The supervisor may serve simultaneously  
4 as the manager if the individual meets the qualifications required in Rule .0402 of this Subchapter. Each facility on a  
5 contiguous parcel of land or campus setting, as described in Paragraph (a) of this Rule, shall have a person designated  
6 as the manager in the facility when the administrator is not on-duty.

7 (c) The administrator shall be on-call, at all times when not on-duty.  
8

9 *History Note: Authority G.S. 131D-2.16; ~~131D-4.3~~; 131D-4.5; 131D-25; 143B-165;*

10 *Eff. January 1, 1977;*

11 *Readopted Eff. October 31, 1977;*

12 *Amended Eff. December 1, 1991; September 1, 1990; July 1, 1990; April 1, 1984;*

13 *Temporary Amendment Eff. January 1, 2000; December 1, 1999;*

14 *Amended Eff. July 1, 2005; July 1, ~~2000~~; 2000;*

15 *Readopted Eff. September 1, 2024.*

1 10A NCAC 13F .0605 is readopted with changes as published in 38:11 NCR 662-677 as follows:

2  
3 **10A NCAC 13F .0605    ~~STAFFING OF PERSONAL CARE AIDE SUPERVISORS~~ GENERAL STAFFING**  
4 **REQUIREMENTS FOR ADULT CARE HOMES**

5 ~~(a) On first and second shifts in facilities with a capacity or census of 31 or more residents and on third shift in~~  
6 ~~facilities with a capacity or census of 91 or more residents, there shall be at least one supervisor of personal care aides,~~  
7 ~~hereafter referred to as supervisor, on duty in the facility for less than 64 hours of aide duty per shift; two supervisors~~  
8 ~~for 64 to less than 96 hours of aide duty per shift; and three supervisors for 96 to less than 128 hours of aide duty per~~  
9 ~~shift. In facilities sprinklered for fire suppression with a capacity or census of 91 to 120 residents, the supervisor's~~  
10 ~~time on third shift may be counted as required aide duty. (For staffing chart, see Rule .0606 of this Section.)~~

11 ~~(b) On first and second shifts in facilities with a capacity or census of 31 to 70 residents, the supervisor may provide~~  
12 ~~up to four hours of aide duty per shift which may be counted as required aide hours of duty. The supervisor's hours~~  
13 ~~on duty shall not be counted as required hours of aide duty except as specified in this Rule.~~

14 ~~Note: Supervisors may be involved in performing some personal care in facilities with a capacity or census of 71 or~~  
15 ~~more residents, but their primary responsibility is the direct supervision of personal care aides and the time involved~~  
16 ~~in performing any personal care cannot be counted as required aide hours.~~

17 ~~(c) On third shift in facilities with a capacity or census of 31 to 60 residents, the supervisor shall be in the facility or~~  
18 ~~within 500 feet and immediately available, as defined in Rule .0601 of this Subchapter. In facilities sprinklered for~~  
19 ~~fire suppression with a capacity or census of 31 to 60 residents, the supervisor's time on duty in the facility on third~~  
20 ~~shift may be counted as required aide duty.~~

21 ~~(d) On third shift in facilities with a capacity or census of 61 to 90 residents, the supervisor shall be on duty in the~~  
22 ~~facility for at least four hours and within 500 feet and immediately available, as defined in Rule .0601 of this~~  
23 ~~Subchapter, for the remaining four hours. In facilities sprinklered for fire suppression with a capacity or census of 61~~  
24 ~~to 90 residents, the supervisor's time on duty in the facility on third shift may be counted as required aide duty.~~

25 ~~(e) A supervisor is responsible for the direct supervision of personal care aides, including those who administer~~  
26 ~~medications, to assure that care and services are provided to residents by personal care aides in a safe and secure~~  
27 ~~manner and according to licensure rules. This involves observing personal care aides in the performance of their~~  
28 ~~duties; instructing, correcting and consulting with aides as needed; and reviewing documentation by aides.~~

29 ~~(f) A supervisor on duty shall not serve simultaneously as the administrator but may serve simultaneously as the~~  
30 ~~administrator in charge in the absence of the administrator.~~

31 ~~(g) A supervisor shall meet the following qualifications:~~

32 ~~(1) — be 21 years or older;~~

33 ~~(2) — be a high school graduate or certified under the G.E.D. program, or have passed an alternative~~  
34 ~~examination established by the Department;~~

35 ~~(3) — meet the general health requirements according to Rule .0406 of this Section;~~

- 1           (4) ~~have at least six months of experience in performing or supervising the performance of duties to be~~  
 2           ~~supervised during a period of three years prior to the effective date of this Rule or the date of hire,~~  
 3           ~~whichever is later, or be a licensed health professional or a licensed nursing home administrator;~~  
 4           (5) ~~meet the same minimum training and competency requirements of the aides being supervised; and~~  
 5           (6) ~~earn at least 12 hours a year of continuing education credits related to the care of aged and disabled~~  
 6           ~~persons in accordance with procedures established by the Department of Health and Human~~  
 7           ~~Services.~~

8           (a) Adult care homes shall staff ~~to~~ based on the facility's resident census and provide staffing to meet the care and  
 9           supervision needs of the residents in accordance with the rules of this Subchapter.

10          (b) At no time shall residents be left alone without a staff member in the facility.

11          (c) The facility shall maintain a daily census log which lists current residents by name, room assignment and date of  
 12          admission, which shall be available for review by the Division of Health Service Regulation and the county  
 13          departments of social services.

14          (d) The facility shall post daily staffing information in a location accessible to residents and visitors in accordance  
 15          with G.S. 131D-4.3(a)(5). The information shall include:

16               (1) the name and contact information of the administrator and manager;

17               (2) the number of required supervisors on each shift; and

18               (3) the number of aides required on each shift.

19  
 20          *History Note: Authority G.S. 131D-2.16; 131D-4.3; 131D-4.5; 143B-165;*  
 21                               *Temporary Adoption Eff. January 1, 2000; December 1, 1999;*  
 22                               *Eff. July 1, 2000. 2000;*  
 23                               *Readopted Eff. September 1, 2024.*

10A NCAC 13F .0606 is proposed for readoption with substantive changes as follows:

**10A NCAC 13F .0606 STAFFING CHART STAFFING FOR FACILITIES WITH A CENSUS OF SEVEN TO TWELVE RESIDENTS**

The following chart specifies the required aide, supervisory and management staffing for each eight hour shift in facilities with a capacity or census of 21 or more residents according to Rules .0601, .0603, .0602, .0604 and .0605 of this Subchapter.

Bed Count	Position Type	First Shift	Second Shift	Third Shift
21-30	Aide	16	16	8
	Supervisor	Not Required	Not Required	Not Required
	Administrator/SIC	In the building, or within 500 feet and immediately available.		
31-40	Aide	16	16	16
	Supervisor	8*	8*	In the building, or within 500 feet and immediately available.**
	Administrator	On call		
41-50	Aide	20	20	16
	Supervisor	8*	8*	In the building, or within 500 feet and immediately available.**
	Administrator	On call		
51-60	Aide	24	24	16
	Supervisor	8*	8*	In the building, or within 500 feet and immediately available.**
	Administrator	On call		
61-70	Aide	28	28	24
	Supervisor	8*	8*	4 hours within the facility/4 hours within 500 feet and immediately available.**
	Administrator	On call		
71-80	Aide	32	32	24
	Supervisor	8	8	4 hours within the facility/4 hours within 500 feet and immediately available.**
	Administrator	On call		
81-90	Aide	36	36	24
	Supervisor	8	8	4 hours within the facility/4 hours within 500 feet and immediately available.**
	Administrator	5 days/week: Minimum of 40 hours. When not in facility, on call.		
91-100	Aide	40	40	32
	Supervisor	8	8	8**
	Administrator	5 days/week: Minimum of 40 hours. When not in facility, on call.		
101-110	Aide	44	44	32
	Supervisor	8	8	8**
	Administrator	5 days/week: Minimum of 40 hours. When not in facility, on call.		

111-120	Aide	48	48	32
	Supervisor	8	8	8**
	Administrator	5 days/week: Minimum of 40 hours. When not in facility, on call.		
121-130	Aide	52	52	40
	Supervisor	8	8	8
	Administrator	5 days/week: Minimum of 40 hours. When not in facility, on call.		
131-140	Aide	56	56	40
	Supervisor	8	8	8
	Administrator	5 days/week: Minimum of 40 hours. When not in facility, on call.		
141-150	Aide	60	60	40
	Supervisor	8	8	8
	Administrator	5 days/week: Minimum of 40 hours. When not in facility, on call.		
151-160	Aide	64	64	48
	Supervisor	16	16	8
	Administrator	5 days/week: Minimum of 40 hours. When not in facility, on call.		
161-170	Aide	68	68	48
	Supervisor	16	16	8
	Administrator	5 days/week: Minimum of 40 hours. When not in facility, on call.		
171-180	Aide	72	72	48
	Supervisor	16	16	8
	Administrator	5 days/week: Minimum of 40 hours. When not in facility, on call.		
181-190	Aide	76	76	56
	Supervisor	16	16	8
	Administrator	5 days/week: Minimum of 40 hours. When not in facility, on call.		
191-200	Aide	80	80	56
	Supervisor	16	16	8
	Administrator	5 days/week: Minimum of 40 hours. When not in facility, on call.		
201-210	Aide	84	84	56
	Supervisor	16	16	8
	Administrator	5 days/week: Minimum of 40 hours. When not in facility, on call.		
211-220	Aide	88	88	64
	Supervisor	16	16	16
	Administrator	5 days/week: Minimum of 40 hours. When not in facility, on call.		
221-230	Aide	92	92	64
	Supervisor	16	16	16
	Administrator	5 days/week: Minimum of 40 hours. When not in facility, on call.		
231-240	Aide	96	96	64
	Supervisor	24	24	16
	Administrator	5 days/week: Minimum of 40 hours. When not in facility, on call.		

1

2 \*Supervisor may conduct up to four hours of aide duty.

3 \*\* Supervisor' time on duty in the facility may be counted as required aide duty if the facility is sprinklered.

4 (a) In a facility with a census of greater than six but less than 13 residents, there shall be an administrator or manager  
5 in the facility or within 500 feet of the facility with a means of two-way telecommunication at all times.6 (b) When the administrator or manager is not on-duty, there shall be at least one staff member on-duty on the first  
7 and second shifts and at least one staff member available within the building, who need not be on-duty, on third shift.

8 There shall be a call system connecting the bedroom of the available staff member, who may be asleep on the third

1 shift, with each resident's bedroom. If there are residents in the facility who are disoriented or known to have  
 2 wandering behavior, there shall be at least one staff member on-duty and awake at all times.

3 (c) When the administrator or manager is on duty on the first or second shifts and available within the facility on third  
 4 shift, another staff member (i.e., co-administrator, manager or aide) shall be in the building or within 500 feet of the  
 5 facility with a means of two-way telecommunication at all times.

6 (d) The administrator shall prepare a plan of operation for each licensed facility specifying the staff involved, their  
 7 regularly assigned duties and the amount of time estimated to be spent for each duty. There shall be a current plan of  
 8 operation on file in the facility, available for review by the Division of Health Service Regulation and the county  
 9 department of social services.

10 (e) Each facility shall assign at least one staff member per shift to provide personal care services and supervision of  
 11 residents as needed by the residents. The staff member so assigned shall not perform food service duties during the  
 12 shift of rendering care services and supervision. The staff member so assigned shall not perform housekeeping duties  
 13 during the shift of rendering care services and supervision, except:

14 (1) between the hours of 7:00 a.m. and 9:00 p.m., and then only when the housekeeping duties are  
 15 incidental to the rendering of care services; and

16 (2) between the hours of 9:00 p.m. and 7:00 a.m. and then only to the extent that the housekeeping  
 17 duties do not hinder the assigned staff's duties of care or immediate response to residents, nor  
 18 impede the assigned staff member's ability to monitor the residents.

19 (f) There shall be additional staff to provide daily housekeeping and food service duties.

20 (g) A cluster of facilities, each with capacity or census of 12 or fewer residents, shall comply with the following  
 21 staffing:

22 (1) When there is a cluster of up to six licensed facilities located adjacently, there shall be at least one  
 23 administrator or manager who lives within 500 feet of each of the facilities with a means of two-  
 24 way telecommunication at all times.

25 (2) The administrator or manager on-duty shall be directly responsible for assuring that all required  
 26 daily duties are carried out in each facility.

27  
 28 *History Note: Authority G.S. 131D-2.16; 131D-4.3; 131D-4.5; 143B-165;*  
 29 *Temporary Adoption Eff. January 1, 2000;*  
 30 *Eff. July 1, ~~2000~~ 2000;*  
 31 *Readopted Eff. September 1, 2024.*



1 10A NCAC 13F .0607 is proposed for adoption as follows:

2

3 **10A NCAC 13F .0607 STAFFING FOR FACILITIES WITH A CENSUS OF 13 TO 20 RESIDENTS**

4 (a) In a facility with a census of greater than 12 but less than 21 residents, there shall be an administrator or manager  
5 in the facility or within 500 feet of the facility with a means of two-way telecommunication at all times.

6 (b) When the administrator or manager is not on duty within the facility, there shall be at least one awake staff member  
7 on duty on the first, second, and third shifts.

8 (c) When the administrator or manager is on duty within the facility, another staff member (i.e. co-administrator,  
9 manager or aide) shall be in the building or within 500 feet of the facility with a means of two-way telecommunication  
10 at all times and available to assist if needed.

11 (d) Each facility shall assign at least one staff member per shift to provide personal care services and supervision of  
12 residents as needed by the residents. The staff member so assigned shall not perform food service duties during the  
13 shift of rendering care services and supervision. The staff member so assigned shall not perform housekeeping duties  
14 during the shift of rendering care services and supervision, except;

15 (1) between the hours of 7:00 a.m. and 9:00 p.m., and then only when the housekeeping duties are  
16 incidental to the rendering of care services; and

17 (2) between the hours of 9:00 p.m. and 7:00 a.m., and then only to the extent that the housekeeping  
18 duties do not hinder the assigned staff's duties of care or immediate response to residents, nor  
19 impede the assigned staff member's ability to monitor the residents.

20 (e) There shall be additional staff to provide daily housekeeping and food service duties.

21

22 History Note: Authority G.S. 131D-2.16; 131D-4.3; 131D-4.5; 143B-165;

23 Eff. September 1, 2024.

1 10A NCAC 13F .0608 is proposed for adoption as follows:

2  
3 **10A NCAC 13F .0608 STAFFING FOR FACILITIES WITH A CENSUS OF 21 OR MORE RESIDENTS**

4 (a) Each facility with a census of 21 or more residents shall have staff on duty to meet the needs of the residents.

5 (b) In addition to the requirement in Paragraph (a) of this Rule, each facility with a census of 21 or more residents  
6 shall comply with the following staffing requirements:

7 (1) On first shift and second shift, the total aide duty hours shall be at least:

8 (A) 16 hours of aide duty for facilities with a census of 21 to 40 residents.

9 (B) 20 hours of aide duty for facilities with a census of 41 to 50 residents.

10 (C) 24 hours of aide duty for facilities with a census of 51 to 60 residents.

11 (D) 28 hours of aide duty for facilities with a census of 61 to 70 residents.

12 (E) 32 hours of aide duty for facilities with a census of 71 to 80 residents.

13 (F) 36 hours of aide duty for facilities with a census of 81 to 90 residents.

14 (G) 40 hours of aide duty for facilities with a census of 91 to 100 residents.

15 (H) 44 hours of aide duty for facilities with a census of 101 to 110 residents.

16 (I) 48 hours of aide duty for facilities with a census of 111 to 120 residents.

17 (J) 52 hours of aide duty for facilities with a census of 121 to 130 residents.

18 (K) 56 hours of aide duty for facilities with a census of 131 to 140 residents.

19 (L) 60 hours of aide duty for facilities with a census of 141 to 150 residents.

20 (M) 64 hours of aide duty for facilities with a census of 151 to 160 residents.

21 (N) 68 hours of aide duty for facilities with a census of 161 to 170 residents.

22 (O) 72 hours of aide duty for facilities with a census of 171 to 180 residents.

23 (P) 76 hours of aide duty for facilities with a census of 181 to 190 residents.

24 (Q) 80 hours of aide duty for facilities with a census of 191 to 200 residents.

25 (R) 84 hours of aide duty for facilities with a census of 201 to 210 residents.

26 (S) 88 hours of aide duty for facilities with a census of 211 to 220 residents.

27 (T) 92 hours of aide duty for facilities with a census of 221 to 230 residents.

28 (U) 96 hours of aide duty for facilities with a census of 231 to 240 residents.

29 (2) On third shift, the total aide duty hours shall be at least:

30 (A) 8 hours of aide duty for facilities with a census of 21 to 30 residents.

31 (B) 16 hours of aide duty for facilities with a census of 31 to 60 residents.

32 (C) 24 hours of aide duty for facilities with a census of 61 to 90 residents.

33 (D) 32 hours of aide duty for facilities with a census of 91 to 120 residents.

34 (E) 40 hours of aide duty for facilities with a census of 121 to 150 residents.

35 (F) 48 hours of aide duty for facilities with a census of 151 to 180 residents.

36 (G) 56 hours of aide duty for facilities with a census of 181 to 210 residents.

37 (H) 64 hours of aide duty for facilities with a census of 211 to 240 residents.

(3) If the Department determines the needs of the residents at a facility are not being met by staffing requirements of Paragraph (b) of this Rule, the Department shall require the facility to employ staff to meet the needs of the residents.

(c) The aide shall provide personal care services and supervision needed by the residents.

(d) Aides shall not provide housekeeping duties except:

(1) Between the hours of 7:00 a.m. to 9:00 p.m.:

(A) to prevent an accident or injury;

(B) when occasionally attending to an individual resident housekeeping need; and

(C) when the number of aides on duty exceeds the minimum required by Paragraph (a) of this Rule.

(2) Between the hours of 9:00 p.m. to 7:00 a.m., as long as the housekeeping duties do not:

(A) hinder the aide's care of residents or immediate response to resident calls;

(B) do not disrupt the residents' normal lifestyles and sleeping patterns; and

(C) do not take the aide out of view of where the residents are as the aide shall be prepared to care for the residents since that remains his or her primary duty.

(e) Aides shall not be assigned food service duties except when providing assistance to individual residents who need help with eating and carrying plates, trays, or beverages to residents.

(f) In addition to the staffing required for management and aide duties, there shall be additional staff to perform housekeeping and food service duties.

Note: The following chart illustrates the required aide, supervisory and management staffing requirements for each eight-hour shift in facilities with a census of 21 or more residents according to Rules .0602, .0603, .0604, .0608, and .0609 of this Section.

<u>Census</u>	<u>Position Type</u>	<u>First Shift</u>	<u>Second Shift</u>	<u>Third Shift</u>
<u>21 - 30</u>	<u>Aide</u>	<u>16</u>	<u>16</u>	<u>8</u>
	<u>Supervisor</u>	<u>Not Required</u>	<u>Not Required</u>	<u>Not Required</u>
	<u>Administrator</u>	<u>In the building, or within 500 feet and immediately available.</u>		
<u>31-40</u>	<u>Aide</u>	<u>16</u>	<u>16</u>	<u>16</u>
	<u>Supervisor</u>	<u>8*</u>	<u>8*</u>	<u>In the building, or within 500 feet and immediately available.**</u>
	<u>Administrator</u>	<u>On call</u>		
<u>41-50</u>	<u>Aide</u>	<u>20</u>	<u>20</u>	<u>16</u>
	<u>Supervisor</u>	<u>8*</u>	<u>8*</u>	<u>In the building, or within 500 feet and immediately available.**</u>
	<u>Administrator</u>	<u>On call</u>		
<u>51-60</u>	<u>Aide</u>	<u>24</u>	<u>24</u>	<u>16</u>
	<u>Supervisor</u>	<u>8*</u>	<u>8*</u>	<u>In the building, or within 500 feet and immediately available.**</u>

	<u>Administrator</u>	<u>On call</u>		
<u>61-70</u>	<u>Aide</u>	<u>28</u>	<u>28</u>	<u>24</u>
	<u>Supervisor</u>	<u>8*</u>	<u>8*</u>	<u>4 hours within the facility/4 hours within 500 feet and immediately available.**</u>
	<u>Administrator</u>	<u>On call</u>		
<u>71-80</u>	<u>Aide</u>	<u>32</u>	<u>32</u>	<u>24</u>
	<u>Supervisor</u>	<u>8</u>	<u>8</u>	<u>4 hours within the facility/4 hours within 500 feet and immediately available.**</u>
	<u>Administrator</u>	<u>On call</u>		
<u>81-90</u>	<u>Aide</u>	<u>36</u>	<u>36</u>	<u>24</u>
	<u>Supervisor</u>	<u>8</u>	<u>8</u>	<u>4 hours within the facility/4 hours within 500 feet and immediately available.**</u>
	<u>Administrator</u>	<u>5 days/week: Minimum of 40 hours. When not in facility, on call.</u>		
<u>91-100</u>	<u>Aide</u>	<u>40</u>	<u>40</u>	<u>32</u>
	<u>Supervisor</u>	<u>8</u>	<u>8</u>	<u>8**</u>
	<u>Administrator</u>	<u>5 days/week: Minimum of 40 hours. When not in facility, on call.</u>		
<u>101-110</u>	<u>Aide</u>	<u>44</u>	<u>44</u>	<u>32</u>
	<u>Supervisor</u>	<u>8</u>	<u>8</u>	<u>8**</u>
	<u>Administrator</u>	<u>5 days/week: Minimum of 40 hours. When not in facility, on call.</u>		
<u>111-120</u>	<u>Aide</u>	<u>48</u>	<u>48</u>	<u>32</u>
	<u>Supervisor</u>	<u>8</u>	<u>8</u>	<u>8**</u>
	<u>Administrator</u>	<u>5 days/week: Minimum of 40 hours. When not in facility, on call.</u>		
<u>121-130</u>	<u>Aide</u>	<u>52</u>	<u>52</u>	<u>40</u>
	<u>Supervisor</u>	<u>8</u>	<u>8</u>	<u>8</u>
	<u>Administrator</u>	<u>5 days/week: Minimum of 40 hours. When not in facility, on call.</u>		
<u>131-140</u>	<u>Aide</u>	<u>56</u>	<u>56</u>	<u>40</u>
	<u>Supervisor</u>	<u>8</u>	<u>8</u>	<u>8</u>
	<u>Administrator</u>	<u>5 days/week: Minimum of 40 hours. When not in facility, on call.</u>		
<u>141-150</u>	<u>Aide</u>	<u>60</u>	<u>60</u>	<u>40</u>
	<u>Supervisor</u>	<u>8</u>	<u>8</u>	<u>8</u>
	<u>Administrator</u>	<u>5 days/week: Minimum of 40 hours. When not in facility, on call.</u>		
<u>151-160</u>	<u>Aide</u>	<u>64</u>	<u>64</u>	<u>48</u>
	<u>Supervisor</u>	<u>16</u>	<u>16</u>	<u>8</u>
	<u>Administrator</u>	<u>5 days/week: Minimum of 40 hours. When not in facility, on call.</u>		
<u>161-170</u>	<u>Aide</u>	<u>68</u>	<u>68</u>	<u>48</u>
	<u>Supervisor</u>	<u>16</u>	<u>16</u>	<u>8</u>
	<u>Administrator</u>	<u>5 days/week: Minimum of 40 hours. When not in facility, on call.</u>		
<u>171-180</u>	<u>Aide</u>	<u>72</u>	<u>72</u>	<u>48</u>
	<u>Supervisor</u>	<u>16</u>	<u>16</u>	<u>8</u>
	<u>Administrator</u>	<u>5 days/week: Minimum of 40 hours. When not in facility, on call.</u>		
<u>181-190</u>	<u>Aide</u>	<u>76</u>	<u>76</u>	<u>56</u>
	<u>Supervisor</u>	<u>16</u>	<u>16</u>	<u>8</u>
	<u>Administrator</u>	<u>5 days/week: Minimum of 40 hours. When not in facility, on call.</u>		
<u>191-200</u>	<u>Aide</u>	<u>80</u>	<u>80</u>	<u>56</u>
	<u>Supervisor</u>	<u>16</u>	<u>16</u>	<u>8</u>

	<u>Administrator</u>	<u>5 days/week: Minimum of 40 hours. When not in facility, on call.</u>		
<u>201-210</u>	<u>Aide</u>	<u>84</u>	<u>84</u>	<u>56</u>
	<u>Supervisor</u>	<u>16</u>	<u>16</u>	<u>8</u>
	<u>Administrator</u>	<u>5 days/week: Minimum of 40 hours. When not in facility, on call.</u>		
<u>211-220</u>	<u>Aide</u>	<u>88</u>	<u>88</u>	<u>64</u>
	<u>Supervisor</u>	<u>16</u>	<u>16</u>	<u>16</u>
	<u>Administrator</u>	<u>5 days/week: Minimum of 40 hours. When not in facility, on call.</u>		
<u>221-230</u>	<u>Aide</u>	<u>92</u>	<u>92</u>	<u>64</u>
	<u>Supervisor</u>	<u>16</u>	<u>16</u>	<u>16</u>
	<u>Administrator</u>	<u>5 days/week: Minimum of 40 hours. When not in facility, on call.</u>		
<u>231-240</u>	<u>Aide</u>	<u>96</u>	<u>96</u>	<u>64</u>
	<u>Supervisor</u>	<u>24</u>	<u>24</u>	<u>16</u>
	<u>Administrator</u>	<u>5 days/week: Minimum of 40 hours. When not in facility, on call.</u>		

1

2 \*Supervisor may conduct up to four hours of aide duty.3 \*\* Supervisor's time on duty in the facility may be counted as required aide duty if the facility is sprinklered.

4

5 History Note: Authority G.S. 131D-2.16; 131D-4.3; 131D-4.5; 143B-165;6 Eff. September 1, 2024.

1 10A NCAC 13F .0609 is adopted as published in 38:11 NCR 662-677 as follows:

2  
3 **10A NCAC 13F .0609 PERSONAL CARE AIDE SUPERVISORS**

4 (a) The personal care aide supervisor shall be responsible for the direct supervision of personal care aides, including  
5 those who administer medications, to assure that care and services are provided to residents by personal care aides in  
6 in accordance with their training, the facility's policies and procedures, the licensure rules of this Subchapter, and  
7 Chapter 131D of the general statutes. The personal care aide supervisor shall also be responsible for observing personal  
8 care aides in the performance of their duties; instructing, correcting, and consulting with aides as needed; and  
9 reviewing documentation by aides.

10 (b) During the first and second shifts in facilities with a census of 31 or more [residents] residents, and on third shift  
11 in facilities with a census of 91 or more residents, the facility shall have supervisors on-duty during each shift as  
12 follows:

13 (1) One [supervisor,] supervisor on duty in the facility for less than 64 hours of aide duty per shift.

14 (2) Two supervisors for 64 to less than 96 hours of aide duty per shift.

15 (3) Three supervisors for 96 to less than 128 hours of aide duty per shift.

16 (c) Supervisors shall not provide hours of aide duty while servicing as a supervisor except as follows:

17 (1) On third [shift] shift, in facilities with a census of 31 to 120 residents and a sprinkler fire suppression  
18 system.

19 (2) On first and second shifts, up to four hours, in facilities with a census of 31 to 70 residents.

20 (3) On first and second [shifts] shifts, in facilities with a census of 71 or more residents in which some  
21 personal care duties are [performed] performed, but [however] the time involved in performing any  
22 personal care cannot be counted as required aide hours.

23 (d) On third [shift] shift, in facilities with a census of 31 to 60 residents, the supervisor shall be in the facility or within  
24 500 feet and immediately available, as defined in Rule .0608 of this Section.

25 (e) On third [shift] shift, in facilities with a census of 61 to 90 residents, the supervisor shall be on duty in the facility  
26 for at least four hours and within 500 feet and immediately available, as defined in Rule .0608 of this Section, for the  
27 remaining four hours.

28 (f) The supervisor on duty shall not serve simultaneously as the administrator but may serve simultaneously as the  
29 manager in the absence of the administrator.

30  
31 History Note: Authority G.S. 131D-2.16; 131D-4.3; 131D-4.5; 143B-165;

32 Eff. September 1, 2024.