

9520.0570 REQUIRED DOCUMENTATION AND REPORTS.

Subpart 1. **Insurance coverage.** Each program shall have written documentation of insurance coverage in an amount sufficient to protect the interests of residents.

Subp. 2. **Bonding.** Each program shall have written documentation that all employees are bonded or otherwise appropriately insured if they have access to or responsibility for handling money.

Subp. 3. **Financial information.** A new program shall document in writing a plan of funding sufficient to meet total projected program costs for a period of at least one year in addition to start-up costs.

Subp. 4. [Repealed, 18 SR 2748]

Subp. 5. **Nondiscrimination policy.** Each program shall have a written policy which requires that no resident be discriminated against in admission, termination, or the provision of program services on the basis of race, creed, color, national origin, religion, physical disability, sexual preference, public assistance status, or marital status.

Subp. 6. **Vulnerable adults.** Each applicant shall comply with provisions of Minnesota Statutes, section 626.557.

Subp. 7. **Accident reports.** Each program shall have a written policy regarding accidents and missing persons. Each program shall maintain in central files at the facility reports regarding accidents or missing persons if the reports pertain to facility residents.

Subp. 8. **Annual comprehensive report.** Each program shall give a comprehensive annual report to its governing body, its advisory committee and to the host county. The report shall also be available to the commissioner. The report shall include documentation in at least the following areas:

- A. a current organizational chart listing the number of full-time equivalent positions in each job class;
- B. training, staff development, and continuing education activities of staff;
- C. administrative policy and procedure changes;
- D. program evaluation as required in part 9520.0580; and
- E. a financial report.

Statutory Authority: *MS s 245A.09*

History: *18 SR 2748; L 2005 c 56 s 2*

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