

Dear Personal Care Home and Assisted Living Residence Providers,

This communication contains important information about the duties, responsibilities, roles, qualifications, and training requirements for Personal Care Home (PCH) and Assisted Living Residence (ALR) administrators. Please read the entire communication in detail. The Bureau of Human Services Licensing strongly recommends that you retain and share the contents of this communication with all appropriate staff, ownership, and stakeholders, as well as other internal and external supports.

BHSL is cognizant of the staffing challenges PCH/ALR providers face as members of the long-term care community, including the overall availability of potential staff and increased turnover within the industry that impacts both front-line and management employees. In order to ensure that the health, safety, and well-being of PCH/ALR residents continue to be our highest priority, BHSL asks that you review the details of this communication, which are especially vital when leadership and management roles are assigned, and make any necessary procedural changes to ensure regulatory compliance.

[55. PA Code Chapter 2600](#) and [55.PA Code Chapter 2800](#) define “**administrator**” as, “***An individual who is charged with the general administration of an [Assisted Living Residence or Personal Care Home], whether or not the individual has an ownership interest in the residence or his function and duties are shared with other individuals.***”

In addition to detailing the required educational backgrounds, work experience, and age of administrators, § 2600.53 and § 2800.53 (Qualifications and responsibilities of administrators) share the following requirements:

- The administrator shall be responsible for the administration and management of the [PCH/ALR], including the health, safety and well-being of the residents, implementation of policies and procedures and compliance with this chapter.
- The administrator shall have the ability to provide [PC/AL] services or to supervise or direct the work to provide [PC/AL] services.
- The administrator shall have knowledge of this chapter.
- The administrator shall have the ability to comply with applicable laws, rules, and regulations, including this chapter.
- The administrator shall have the ability to maintain or supervise the maintenance of financial and other records.
- At all times the administrator shall be free from a medical condition, including drug or alcohol addiction that would limit the administrator from performing duties with reasonable skill and safety.

When viewed comprehensively, the regulatory definition and individual regulations related to PCH/ALR administrators clearly require that the individual on record as the administrator has completed all of the required initial training, meets the educational background, work

experience, and age requirements, is charged with and is responsible for the general administration and management of the facility, including directing and/or supervision the provision of services, and has sufficient knowledge, experience, and physical and cognitive capacity to maintain regulatory compliance through all areas of PCH/ALR operation.

While BHSL is sympathetic to the challenges faced in PCH/ALR settings, facilities continue to be required to maintain compliance with all of the requirements noted, as well as all other regulatory requirements related to facility administrators.

The individual(s) whose education and qualifications are being utilized to meet the regulatory requirements for these areas must be same individual(s) who is responsible for the general management of the facility. **PCH/ALR providers are not permitted to use one staff person's educational and training qualifications while another staff person maintains administration of the facility.**

Please continue to monitor BHSL's ListServ communications and [website](#) for forthcoming procedures for reporting a change in facility administrator designation.

Questions about this communication may be directed to ra-pwarlheadquarters@pa.gov.

Thank you for your continued devotion to maintaining the health, safety, and well-being of PCH/ALR residents across the Commonwealth of Pennsylvania.