

# MEMORANDUM

## Department of Aging and Disability Services Regulatory Services Policy \* Survey and Certification Clarification

**TO:** Regulatory Services  
Regional Directors and State Office Managers

**FROM:** Veronda L. Durden  
Assistant Commissioner  
Regulatory Services

**SUBJECT:** **S&CC 11-04** - Administrative Personnel Evaluations

**APPLIES TO:** Home and Community Support Services Agencies

**DATE:** September 20, 2011

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The purpose of this memorandum is to provide guidance to Department of Aging and Disability Services (DADS) surveyors and licensed home and community support services agencies (HCSSAs) regarding performance evaluation of the HCSSA administrator and alternate administrator.

Texas Administrative Code (TAC) Title 40, Part 1, Chapter 97, [§97.245](#)(b)(6) requires that an agency have staffing policies and procedures to ensure it annually evaluates employee performance.

The agency's staffing policies may include procedures for an administrator's or supervising nurse's self-evaluation. The evaluation of the administrative personnel's performance must measure and assess the administrator's organization and direction of the agency's ongoing functions. Similarly, the supervising nurse's evaluation must address the individual's participation in activities relevant to the agency's services, as appropriate to the agency's category of services.

Documentation of agency staff performance evaluations must be in the personnel records of the agency.

For questions concerning this memorandum, please contact a HCSSA policy specialist with the Policy, Rules and Curriculum Development unit at (512) 438-3161.