



Division Directive Number
5.100
Effective Date: 08.05.09
Reviewed: 12.15.10; 04.16.12

Bernard Simons

Bernard Simons, Director

Title: Designation of Acting Regional Director

Application: Applies to Division of Developmental Disabilities Regional Offices.

Purpose: To prescribe the designation of acting Regional Director when Director is absent from work due to annual leave, sick leave, FMLA, etc.

- I. The Regional Director designates the following in the priority listed to act when the Regional Director is absent:
 1. Assistant Regional Director (Habilitation)
 2. Provider Relations Coordinator
 3. Assistant Regional Director (Administration)
- II. Individuals designated under this policy to act as Regional Director shall provide continuity of operation but shall not develop new Regional Office policy or issue instructions that are inconsistent with the Regional Director. The individual acting as Regional Director shall attempt to coordinate intended actions with the Regional Director.
- III. A member of the Regional office administrative team will always be available during business hours. If a situation occurs where none of the individuals identified in the line of authority will be available, the Regional Director will consult with the District Administrator to determine coverage.

Authority

RSMo 630.050 www.moga.mo.gov/statutes/C600-699/6300000050.HTM