

**489—2.2 (237) Administrator.** The state board appoints an administrator for the child advocacy board. The administrator is responsible for the ongoing administration of the state and local boards' activities and of the court appointed special advocate program. The administrator:

1. Applies for and administers funds necessary for operations of the child advocacy board and the foster care review board and the court appointed special advocate program.
2. Employs, discharges, trains, and supervises foster care review board and court appointed special advocate program employees.
3. Develops and implements policies and procedures needed to implement requirements of federal law and regulations and state law and administrative rules.
4. Develops and recommends administrative rules for promulgation by the state board as needed to govern the operation of the state board, the foster care review board program and the court appointed special advocate program.
5. Ensures training is provided for state and local board members, court appointed special advocates and coaches and any other volunteers supporting the state board's programs.
6. Ensures that relationships are developed and maintained between the local board and judges, juvenile court referees, local departments, juvenile court services, and advocacy groups.
7. Coordinates efforts to ensure community awareness of state and local boards and the court appointed special advocate program.
8. Works closely with allied agencies and associations to ensure that efforts relating to state and local boards and the court appointed special advocate program are coordinated and consistent.
9. Develops a management information system and procedures which provide feedback to local agencies serving the children to be reviewed, schedules for review, and recommendations following reviews and which provide reports of court appointed special advocate observations, findings, and recommendations to the court and parties to the child's case to which the advocate is assigned.
10. Designs forms and specifies the means by which foster care agencies may transmit case information to local boards.

This rule is intended to implement Iowa Code sections 17A.3 and 237.18(5).

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