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five dollars of the emergency fee will be applicable to the current year's fee.

- D. Bond in the amount of five thousand dollars must be properly executed and submitted with application.
- E. Insurance certificate certifying automobile public liability and property damage coverage in the amount of not less than ten thousand dollars for operations in Louisiana must be submitted.
- F. All trucks entering the State of Louisiana shall be inspected by a field inspector from the staff of the Commission and certified safe.
- G. Operators of the equipment must pass appropriate examination.

Section 1.1 (b) of the Rules and Regulations is hereby declared nonapplicable to the Class VII-E permit.

Lionel T. Ortego, Director
Liquefied Petroleum Gas Commission

DECLARATION OF EMERGENCY

Department of Wildlife and Fisheries

The Louisiana Wildlife and Fisheries Commission has exercised the emergency provisions of the Administrative Procedures Act (R.S. 49:953B) to place into effect the following dates and areas for an expanded turkey hunting season:

All Louisiana land: South of U.S. Highway 80 from Tallulah to the Mississippi state line; all Louisiana land east of U.S. Highway 65 from Tallulah to State Highway 605, north and east of State Highway 605 to the junction of State Highway 608 to Point Pleasant Road, north of Point Pleasant Road to the Mississippi state line.

The season dates will be March 26 through April 10, 1977, for a sixteen-day period. Season will be for gobblers only.

J. Burton Angelle, Secretary
Department of Wildlife and Fisheries

Rules

RULES

Department of Agriculture Bureau of Entomology and Plant Industry

Supplement to the Sweet-potato Weevil Quarantine and Regulations

In accordance with the authority vested in the Louisiana Department of Agriculture of Part 2 of Chapter 12 of Title 3 of the Louisiana Revised Statutes of 1950, the Sweet-potato Weevil Quarantine and Regulation is hereby supplemented as follows:

III. Quarantined Areas

1. In the United States

- a. The areas hereby quarantined on account of the sweet-potato weevil shall be the portions of all states in which sweet-potato weevil infestations are known to occur, and so officially designated as quarantined or regulated areas, by the sweet potato quarantines of the states of Alabama, Florida, Georgia, Louisiana, Mississippi, Texas and South Carolina.

2. In Louisiana

- a. Quarantined areas in Louisiana are hereby declared to be the entire parishes of Acadia, Allen, Ascension, Assumption, Avoyelles, Beauregard, Calcasieu, Cameron, East Baton Rouge, East Feliciana, Evangeline, Iberia, Iberville, Jefferson, Jefferson Davis, Lafayette, Lafourche, Livingston, Orleans, Plaquemines, Pointe Coupee, Rapides, Sabine, St. Bernard, St. Charles, St. Helena, St. James, St. John the Baptist, St. Landry, St. Martin, St. Mary, St. Tammany, Tangipahoa, Terrebonne, Vermilion, Vernon, Washington, West Baton Rouge, West Feliciana, and those parts of parishes hereinafter listed:

Bienville Parish—Ward 4; that portion consisting of a one mile radius of and including the property of Enis Lowe, Section 12, R5W, T16N, and that por-

Emergency Rules

DECLARATION OF EMERGENCY

Department of Health and Human Resources Office of Family Services

The Louisiana Department of Health and Human Resources, Office of Family Services, exercised the emergency provision of the Administrative Procedures Act (R.S. 49:953B) on March 9, 1977, to implement that part of Public Law 94-401 (1976 Amendments to Title XX of the Social Security Act) which provides for grants to child day care providers to employ welfare recipients. Public Law 94-401 is administratively detailed in the Federal Register, Volume 42, No. 20, page 5,864—Monday, January 31, 1977. The time period for which grants may be paid to child day care providers for employment of welfare recipients dates retroactively from September 7, 1976, and continues through September 30, 1977. The limited period in which the program is operative necessitates emergency rulemaking in order to implement the program timely.

Grants will be made by the Office of Family Services (OFS) to qualified child day care providers for employment of eligible welfare recipients. A qualified child day care provider is defined as an individual in whose facility at least twenty percent of the total number of children regularly served are partly or totally funded under Title XX. In addition, the day care facility must have a day care license issued by the Office of Family Services.

An eligible welfare recipient is defined as an individual who meets the following requirements:

1. Must have been certified for Aid to Families With Dependent Children (AFDC) continuously during the ninety-day period immediately preceding the date on which the employee was hired.
2. Must have been employed by the day care provider on or after September 7, 1976.
3. Must have been a full-time employee of the center for a period in excess of thirty calendar days before the center can bill OFS for reimbursement.
4. Must not have displaced any other individual from employment in the center.

5. Is not a migrant worker.

Grants (reimbursement of expenses related to employment of AFDC recipients) may be paid to qualified public, nonprofit private, and proprietary child day care providers, through contracts with the Office of Family Services, for salaries paid to employ eligible welfare recipients, provided the grants do not exceed the following amounts:

1. Five thousand dollars to public and nonprofit private providers for each recipient per year.
2. Four thousand dollars to proprietary providers for each recipient per year.

Implementation and administration of this employment program is accorded a high priority within the Office of Family Services in order that eligible AFDC recipients may participate in the program.

William H. Stewart, M.D., Secretary
Department of Health and Human Resources

DECLARATION OF EMERGENCY

Liquefied Petroleum Gas Commission

The Louisiana Liquefied Petroleum Gas Commission has exercised the emergency provision of the Administrative Procedures Act (R.S. 49:953B) and made effective February 25, 1977, the following Class VII-E (Emergency) permit.

Class VII-E

Holders of these permits may transport liquefied petroleum gases on the highways of Louisiana. These permits are valid only for ninety days from date of issue and may be secured from the office of the Director upon receipt of the following:

- A. Application must be submitted to the office of the Liquefied Petroleum Gas Commission.
- B. Check for filing fee in the amount of twenty-five dollars made payable to the Liquefied Petroleum Gas Commission must be submitted.
- C. Check for Emergency Permit (valid for ninety days only) made payable to Department of Revenue in the amount of one hundred dollars must be submitted. In the event the applicant desires to obtain a permanent Class VII, seventy

tion consisting of a one mile radius of and including the property of Henry Lowe, Section 13, R5W, T16N;

Caddo Parish—Wards 6 and 7; that portion consisting of a one mile radius of and including the property of Dr. Joe White, 115 Lucia Lane, Shreveport; that portion consisting of a one mile radius of and including the property of T. M. Boyter, Section 29, R14W, T18N; that portion consisting of a one mile radius of and including the property of Mrs. L. M. Laborde, Section 32, R13W, T16N and that portion consisting of a one mile radius of and including the property of Tony Scarpinato, Section 16, R13W, T16N;

Caldwell Parish—that portion consisting of a one mile radius of and including the property of Ed Hilburn, Section 28, R3N, T14N, and that portion consisting of a one mile radius of and including the property of Clifton Hilburn, Section 28, R3N, T14N;

DeSoto Parish—that portion south of T15N;

Jackson Parish—that portion consisting of a one mile radius and including the property of Loretta Denton, Section 26, R4W, T16N, and that portion consisting of a one mile radius and including the property of Lee Watkins, Section 11, R4W, T15N;

Lincoln Parish—that portion consisting of a one mile radius of and including the property of James Kay, Section 13, R3W, T17N;

Natchitoches Parish—that portion west and southwest of the Red River;

and/or such other area or areas as may hereafter be designated as quarantined areas by notice in the Louisiana Register and Official Journal of the State of Louisiana by the State Entomologist, with the approval of the Commissioner.

- b. Non-sweet potato areas shall be infested properties in the area north of Avoyelles and Rapides Parishes, east and northeast

of the Red River line at Grant Parish, northeast of the Red River in Natchitoches Parish, north of the Natchitoches Parish line west of the Red River and north of the Sabine Parish line, and such other area or areas as may hereafter be declared non-sweet potato areas by publication in the Official Journal and the Louisiana Register by the State Entomologist, with the approval of the Commissioner.

The above supplement to the Sweet-potato Weevil Quarantine and Regulation shall be revised effective on and after March 20, 1977.

Richard Carlton, State Entomologist
Bureau of Entomology and Plant Industry

RULES

Board of Elementary and Secondary Education

The Board of Elementary and Secondary Education adopted Bulletin 741, Handbook for School Administrators, Part I, Revised 1977 at its regularly scheduled meeting of February 24, 1977.

The Department of the State Register, in accordance with R.S. 49:954.1C, has exercised its privilege to omit from the Louisiana Register the text of the Handbook for School Administrators. The public may inspect these rules at the Board's office, Room 104, Education Building, 646 North Fourth Street, Baton Rouge, Louisiana.

Earl Ingram, Director
Board of Elementary and
Secondary Education

RULES

Department of Health and Human Resources Office of Family Services

Minimum Standards for Licensure of Child Day Care Centers

Introduction

Licensing Authority—The State of Louisiana, Department of Health and Human Resources, Office of Family Services, is charged with the responsibility for

developing and publishing standards for the licensing of day care centers.

The licensing authority of the Office of Family Services is established by R.S. 46:1401-1411 (Act 367 of 1956 and amended by Act 152 of 1962, Act 241 of 1968, and Act 290 of 1976) making mandatory the licensing of all child welfare agencies, including day care centers. A day care center is defined as "any place operated by a person, society, agency, corporation, institution or any other group, wherein are received five or more children under seventeen years of age who are not related to such person and whose parents or guardians are not residents in the same house, for daytime control, care and food." Daytime is interpreted to mean any part of a twenty-four hour day. The Act provides a penalty for operation of a center without a valid license. The penalty for operation without a license is a fine "of not less than twenty-five dollars nor more than two hundred dollars for each day of operation without a license." (R.S. 46:1405)

According to law, it shall be the duty of the Office of Family Services, "through its duly authorized agents, to inspect at regular intervals without previous notice all child welfare agencies as defined in R.S. 46:1410."

Licensing Procedure—Before beginning operation, it is mandatory to obtain a license from the Office of Family Services.

Application for a license shall be made by submitting Form 92 or Form 92-B to the State of Louisiana, Department of Health and Human Resources, Office of Family Services, Post Office Box 44065, Baton Rouge, Louisiana 70804. After receipt of the application, the Office of Family Services' regional licensing worker will visit the center and make a licensing study. There is no charge for the licensing service.

Centers must also meet the requirements of other offices and departments, such as health, fire, and zoning regulations where applicable.

The licensing worker's study will be referred to the operator for review in order to eliminate any inaccuracies. The study is then submitted to the Assistant Secretary, Office of Family Services, for review and decision. When it is determined that the center meets requirements, a license is issued. If it is determined that the center does not meet the minimum requirements, the license is refused.

A license is valid for the period for which it is issued but may be revoked if the practice of the day care center falls below minimum requirements. The Assistant Secre-

tary of the Office of Family Services is authorized to determine the period during which such license will be effective.

A license shall not be transferrable to another person or to another location. If there is a change in location, the license shall be returned to the Assistant Secretary of the Office of Family Services and an application made immediately for a license at the new location. The same procedure applies when there is a change in ownership.

If a director or operator thinks a particular standard is not applicable to the center's operation, a request for waiver or modification of the standard may be submitted by the licensing worker in writing to the Assistant Secretary of the Office of Family Services for consideration.

Relicensing Procedure—The relicensing study is similar to the original licensing study but may not be as detailed. Operators have an opportunity to review the study upon request before it is submitted to the Assistant Secretary, Office of Family Services. Ordinarily a license is issued for a period of one year. Before expiration of the license, re-inspections by the Office of Health and the State Fire Marshal shall be required.

If the study reveals that the center is not meeting minimum requirements, a recommendation will be made that a new license not be issued.

Appeal Procedure—If the license is refused or revoked because the center does not meet minimum requirements for licensure, the procedure is as follows:

1. The Assistant Secretary of the Office of Family Services, by registered letter, shall advise the day care center of the reasons for refusal or revocation, and its right of appeal.
2. The day care operator may appeal this decision by submitting a written request to the Assistant Secretary of Family Services. This written request must be postmarked within thirty days of the operator's receipt of the above notification.
3. The Appeal Section of the Office of Family Services shall set a hearing to be held within thirty days after receipt of such a request. The hearing shall be held in the immediate vicinity of the appellant.
4. An Appeal Hearing Officer, of the Office of Family Services shall conduct the hearing. Within ninety days after the date the appeal is filed,

the Office of Family Services shall advise the appellant by registered letter of the decision, either affirming or reversing the original decision. If the license is refused or revoked, the center shall be given thirty days to terminate operation.

5. If the center continues to operate without a license, the Office of Family Services shall give written notice of the violation to the District Attorney in the Parish in which said violation occurs.

Definitions

The following are definitions of terms used in these requirements:

“Owner” is the individual or organization that owns the center but who employs a person to be a full-time director responsible for the operation of the center.

“Operator” is the individual who owns the center and devotes full-time to being the director.

“Director” is an individual employed by the owner of the center or by a board or a church or other organization to be responsible for the operation of the day care center.

“Child care staff” is an individual directly involved in the care and supervision of the children in the center.

I. Organization and Administrative Plan

A. Application for Licensure

Application shall be in writing on the application forms furnished by the Office of Family Services and shall be submitted to the Office of Family Services.

B. Governing Body (Applicable to nonprofit organizations only)

1. There shall be a responsible governing body which shall be one of the following:
 - (a) A board of local citizens elected or appointed for that purpose.
 - (b) A board or committee comprised of members from a religious, charitable, or educational organization, etc.
 - (c) A public authority.

2. The governing body shall exercise sufficient authority so that it can be held reasonably responsible for the center’s practice.
3. The governing body shall have the power to appoint and to dismiss the director of the center.
4. The governing body shall clearly define the duties and responsibilities of the director and determine who has authority to employ and dismiss personnel.
5. The governing body shall maintain records regarding qualifications and references of the director.

C. Fund Raising

1. The responsibility of raising funds shall not interfere with the director’s administrative duties in conducting the program.
2. Children shall not be involved in campaigns or publicity efforts without the written consent of the parent.

D. Changes

The Office of Family Services shall be notified before changes are made which might have an effect upon the license, (for example, changes in age range of children to be served, changes in space).

E. Release of Children

Arrangements for the child’s return to the parent shall not include third parties or other child care facilities unless written agreement between the day care facility and the parent is on file with the center.

F. Required Records

1. Personnel records

There shall be on file at the center for each regularly employed and substitute member of the staff a record including the following information:

- (a) Name, age, address, telephone number.
- (b) Health records.
- (c) Previous work experience and training, including education.

- (d) Accidents, resulting in personal injury while on duty.
- (e) A written staff plan for the director and staff member which includes the duties to be performed, the hours of work, and the person to whom each is responsible.

Personnel records should be kept for one year after the employee leaves. Health records may be returned to the staff member upon request.

- 2. Health information regarding the persons living in a private residence, part of which is used as a day care center.
- 3. Children's records

The center shall have on file and available at all times the following records for each child in care:

- (a) All information required on the Master Card (Form 94-B). (If a center has enrollment forms which contain all the information included on the Master Card, they may be used.)
- (b) All medical information required on the Health Card (Form 94-G). (Children's health records need not be held after the date of withdrawal and should be returned to the parents.)
- 4. Current written reports from the State Fire Marshal and the Office of Health.
- 5. Occupational license (when applicable).
- 6. Certificate of occupancy (zoning requirement).
- 7. Current day care license on display.

II. Personnel

A. Qualifications

1. Director or Operator

- a. Must be a mature, competent person who can combine the duties of administration with the duties of providing an environment conducive to the physical, emotional, and social growth of children. This shall be documented by two or more unrelated

references who have knowledge of the director or operator's competence.

- b. Must be at least twenty-one years of age. During the director's absence from the center a staff member must be designated to assume the director's responsibilities. This staff member must be at least twenty-one years of age.
- c. If a director or operator or member of his immediate family has had a previous license revoked or refused, upon reapplication, applicant shall provide satisfactory evidence that the reason for such revocation no longer exists.

2. Child Care Staff

- a. Must have the skills and capability necessary to work with children in order to provide an environment conducive to the physical, emotional, and social growth of children.
- b. Should be at least eighteen years of age. Persons between the age of sixteen and eighteen enrolled in training programs approved by the Department of Education, may be employed provided the number does not exceed one-fourth of the child care staff.

3. All Center Staff (Includes the director, operator, child care staff, and any other employees of the center such as the cook, housekeeper, chauffeur.)

- a. Each staff member must be known in the community to be of good reputation.

A previous conviction of any employee of any crime of moral turpitude, felony, or any violation of a criminal statute enacted for the protection of children shall constitute sufficient reason for the denial of a license. A subsequent conviction of the employee of any of these types of offenses shall constitute sufficient reason for the immediate revocation of a license already issued, if the employee remains on the center staff. A plea of guilty to any of the above mentioned crimes shall be considered the same as a conviction.

b. Health requirements

- (1) All center staff shall be required to obtain, within two weeks before beginning work, and at least every twelve months thereafter, a written statement from a physician certifying that the individual:
 - (a) Is in good health and is physically able to care for children.
 - (b) Is free from infectious and contagious diseases.
 - (c) Has no evidence of active tuberculosis. At the time of employment, a negative skin test or a negative chest X-ray is required.
- (2) The director or operator or any center staff shall not remain at work if he has any sign of a contagious disease.
- (3) Each person living in a private residence, part of which is used as a day care facility, shall meet the same medical requirements as employed personnel and children enrolled.
- (4) Substitute workers and volunteer workers shall meet the same medical requirements as regularly employed staff.
- (5) If any staff member has been treated for a psychiatric disorder, a license shall not be granted until there is sufficient evidence that the staff person has recovered and is able to perform his duties. A written statement from the treating psychiatrist or his designated successor may be required by a licensing worker.

B. Required Child Care Staff

1. Required child care staff for centers serving ten or fewer children (including the operator's and/or staff's own preschool children):

Number	Staff
10 (if no more than two children are under age two)	1
10 (if three or more children are under age two)	2

2. Required child care staff for centers serving eleven or more children:

Children	Number	Staff
Nonwalkers and toddlers under twelve months	6	1
Toddlers (over twelve months)	8	1
Two-year olds	12	1
Three-year olds	14	1
Four-year olds	16	1
Five-year olds	20	1
School age	25	1

When the center serves children of mixed ages, excluding children under two years, an average of the staff ratio may be applied.

3. Only those staff members directly involved in child care and supervision shall be considered in assessing staff/child ratio.

C. Other Required Staff

1. When the number of children at the center exceeds ten there must be an individual immediately available in case of an emergency.
2. If the number of children exceeds forty-two, the director or operator shall give full-time to administration. The director or operator shall be on duty a minimum of eight hours a day at the center.
3. A half-time cook-housekeeper shall be required every day in centers caring for twenty-one, but less than twenty-nine children. A full-time cook-housekeeper shall be required every day in centers caring for twenty-nine or more children.
4. If day and night care are offered, there must be separate shifts.
5. If the director or operator is responsible for more than one center, there must be an individual designated as responsible for the operation of each center.
6. There shall be provisions for substitute help, if the director or any regular employee is absent from the center.

III. Plant and Equipment

A. Space Required

1. Indoor Space

- a. There shall be a minimum of indoor space of at least thirty-five square feet per child. This space shall not include toilet facilities, hallways, storage or food preparation areas, or office. Any room counted as play space must be available for play during play hours. If rooms are used exclusively for dining or sleeping, they cannot be included in play space.
- b. The number of children using a room shall be based on the thirty-five square feet requirement; except for group activities such as film viewing, parties, and dining.
- c. There shall be provision for isolating temporarily a child having or suspected of having a communicable disease so he can be removed from the other children. Movable partitions are permissible so that the space may be used for play when not needed for isolating an ill child.

2. Outdoor Play Space

- a. There shall be outdoor space adjoining the center which provides a minimum of seventy-five square feet for each child in the group at any one time. The minimum outdoor play space shall be available for at least one-half of the number of children in care.
- b. The outdoor play space shall be enclosed in such a manner as to protect the children from traffic hazards and to prevent the children from leaving the premises without proper supervision.

B. Furnishing and Equipment

1. There shall be a telephone at the center. Appropriate emergency numbers should be posted, such as fire department, police department, and medical facility.
2. Play equipment of sufficient quantity and variety for indoor and outdoor use shall be provided which is appropriate to the needs of the children. The equipment shall be maintained in good repair and shall include equipment which encourages active physical play (for example, climbing apparatus, swings, wheelt toys); and equipment which encourages quiet play or

activity (for example, sand, clay, crayon, paints, story and picture books, dolls, puzzles, music.)

3. There shall be low, open shelves within easy reach of the children for the storage of play materials in each play area.
4. There shall be individual space for each child's clothing, such as lockers or low hooks.
5. Chairs of a suitable size and table space must be available for each child two years or older.
6. Individual and appropriate sleeping arrangements must be provided for each child. (State and local health requirements regarding sleeping arrangements must be met). Each child shall be provided with a cot or crib of appropriate size, height, and material, sufficient to insure his health and safety.

Mats may be used under certain circumstances. If the area used for napping is carpeted, or if the facility is centrally heated and cooled, the operator may request an exception to the requirement for cots. The request for an exception shall be made prior to the use of the mats. If mats are permitted, they must be at least one inch thick and also of adequate size and material to provide for the health and safety of the child.

Each child's sleeping accommodations shall be assigned to him on a permanent basis and labeled.

7. Sheets shall be provided by either the center or the parent, unless the cots or mats are covered with vinyl or another washable surface. A sheet or blanket shall also be available for covering the child.
8. Cribs, cots, or mats shall be spaced at least eighteen inches apart when in use.
9. Staff smoking is allowed only when the center has a designated smoking area. Health regulations prohibit this designated area from being a food service area.

C. Sanitary Requirements

1. The plant and equipment shall conform to State and local ordinances governing sanitation, as certified by a written statement given during the preceding twelve months by an authorized

representative of the Office of Health Services. Once an application for licensure is received, the Office of Family Services shall request a sanitation inspection, if this has not been previously requested by the operator. The operator shall be notified of this action.

2. A yearly inspection by the Office of Health is required. The Office of Family Services shall request this inspection annually if the operator has not already done so.

D. Fire Safety

1. A center shall in all respects meet the requirements of the fire prevention and safety authorities who have jurisdiction over it. Once an application for licensure is received, the Office of Family Services shall request a fire inspection by the State Fire Marshal if this has not been previously requested by the operator. The operator shall be notified of this action. Thereafter, a yearly report of approval from the fire prevention and safety authorities is required.

E. Safety Requirements

1. Drugs, poisons, harmful chemicals, equipment and tools shall be locked away from children.
2. Secure railing shall be provided for flights of more than three steps and for porches more than three feet from the ground.
3. Gates shall be provided at the head or foot of each flight of stairs to which children have access when children under two years of age are in care.
4. Fences shall be provided where there are open cisterns, wells, ditches, fish ponds and swimming pools.
5. First aid supplies shall be available at the day care center. Suggestions for first aid supplies are included in the Guidelines and Enrichment Booklet.
6. The center and yard must be clean and free from hazards.

IV. Admission of Children

- A. Admission of children shall involve an interview with the parent to secure necessary information

about the child and to complete Form 94-B (master card).

- B. Prior to admission, a physician's statement that the child is free from communicable diseases is required (Physician's card, Form 94-G). The day care director shall ensure that the record on each child is available verifying the child has had or is in the process of receiving all immunizations appropriate to her/his age. These documents shall be part of the child's records. When the child leaves the day care facility, these documents shall be returned to the parent.

V. Care of Children

- A. Children shall not be cared for in a day care center for more than ten hours per day.

B. Nutrition

1. Well-balanced and nourishing meals and snacks shall be provided. Children in care for more than four hours must receive a quantity of food that will supply approximately one-half to two-thirds of the current Recommended Dietary Allowances of the National Research Council. Children in care for five or more hours must be served a hot meal. To ensure well-balanced and nourishing meals and snacks, the specified patterns for meals and snacks included under the Nutrition Section of the Enrichment Booklet must be followed.
2. Meals and snacks must be offered at two to two and one-half hour intervals.
3. Weekly menus for meals and snacks shall be posted for viewing by the parents and reviewing by the Office of Family Services.
4. Children coming in the morning without breakfast should be served this meal.
5. It is not permissible for children to bring their own food to the center with the following exceptions:
 - a. Bottled formula for infants should be supplied by the parent and should be labeled.
 - b. Children on therapeutic diets prescribed by physician may bring their own food for meals and snacks if a written request is received and kept on file.

infringement upon the State's right to certify Title XIX providers, so can the Federal government not prohibit States from refusing to certify otherwise qualified SNFs if they do not participate in Title XVIII."

William H. Stewart, M.D., Secretary
Department of Health and Human Resources

This new opinion gives the Office of Family Services the authority to reinstate its policy of July, 1973 which required Title XVIII participation by SNFs as a prerequisite for Title XIX participation.

William H. Stewart, M.D., Secretary
Department of Health and Human Resources

RULES

**Department of Health and Human Resources
Office of Family Services**

The Department of Health and Human Resources, Office of Family Services, has adopted Standards for Payments to Skilled Nursing Facilities and Intermediate Care Facilities I and II Participating in the Louisiana Medical Assistance Program. Because of their length, the Department of the State Register has exercised its option to forgo their publication in the Louisiana Register. The Office of Family Services will send a copy of the Standards to each Skilled Nursing Facility and Intermediate Care Facility participating in the Medical Assistance Program. Other interested parties may obtain the Standards by addressing a written request to: Office of Family Services, Medical Assistance Program, P.O. Box 44065, Baton Rouge, Louisiana 70804.

William H. Stewart, M.D., Secretary
Department of Health and Human Resources

RULES

**Department of Health and Human Resources
Office of Family Services**

The Louisiana Department of Health and Human Resources, Office of Family Services, has adopted the following rate adjustments for Skilled Nursing Facilities, Intermediate Care Facilities I and Intermediate Care Facilities II:

New Rates	SNF	ICF-I	ICF-II
Monthly	\$608.00	\$521.00	\$426.00
Daily	\$ 20.00	\$ 17.12	\$ 14.01

RULE

**Department of Health and Human Resources
Office of Family Services**

The Department of Health and Human Resources, Office of Family Services, has adopted a revised standard of need for Aid to Families with Dependent Children, which takes into consideration those costs of living increases which have occurred since the last adjustment in 1969. The revised standard by size of household is as follows:

Size of Household	AFDC Need Standard
1	\$ 93.00
2	\$177.00
3	\$247.00
4	\$309.00
5	\$366.00
6	\$418.00
7	\$471.00
8	\$523.00
9	\$574.00
10	\$622.00
11	\$675.00
12	\$706.00
13	\$758.00
14	\$794.00
15	\$821.00
16	\$877.00
17	\$924.00
18	\$971.00

For each additional person in the household, add \$43.00 to the standard.

The General Assistance need standard is as follows:

Size of Household	Payment Standard	Need Standard
1	\$46 + shelter + special needs	\$77 + shelter + special needs
2	\$82 + shelter + special needs	\$135 + shelter + special needs

William H. Stewart, M.D., Secretary
Department of Health and Human Resources

RULES

Department of Health and Human Resources Office of Health Services and Environmental Quality

State Sanitary Code Chapter VIII Water Supplies, Cold Storage and Ice Plants

Paragraphs 8.1 through 8.16.1 are hereby repealed and the following provisions adopted in place thereof:

8:1 Definitions. For the purpose of this Code the following definitions shall apply:

Auxiliary Intake: Any piping connection or other device whereby water may be secured from a source other than that normally used.

Back Siphonage: A form of backflow caused by a negative or sub-atmospheric pressure within a water system.

Backflow: (1) A flow condition, induced by a differential in pressure, that causes the flow of water or other liquid into the distribution pipes of a potable water supply from any source or sources other than its intended source. (2) The backing up of water through a conduit or channel in the direction opposite to normal flow.

Backflow Preventer: A device for a water supply pipe to prevent the backflow of water into the water supply system from the connections on its outlet end.

By-pass: Any system of piping or other arrangement whereby the water may be diverted around any part or portion of a water supply or treatment facility.

Community Water Supply: A public water system which serves at least fifteen service connections used by year-round residents or regularly serves at least twenty-five year-round residents.

Cross Connections: (1) A physical connection through which a supply of potable water could be contaminated or polluted. (2) A connection between a supervised potable water supply and an unsupervised supply of unknown potability.

Ground Water: Subsurface water occupying the saturation zone, from which wells and springs are fed. In a strict sense the term applies only to water below the water table. Also called phreatic water, plerotic water.

Interconnection: A physical connection between two water supply systems.

National Interim Primary Drinking Water Regulations: Regulations promulgated by the U.S. Environmental Protection Agency pursuant to applicable provisions of P.L. 93-523, the "Safe Drinking Water Act," and as published in the Federal Register of December 24, 1975, pages 59,566 through 59,574, and July 9, 1976, pages 28,402 through 28,409.

Noncommunity Water Supply: A public water system that is not a community water system.

Public Water Supply: A public water supply is one which is available for drinking, culinary, or ablutionary use by the public, or transients, or by persons other than the immediate family of the owner of the supply.

Source: The term "source of public water supply" shall mean any well, spring, cistern, infiltration gallery, stream, reservoir, pond, or lake from which, by any means, water is taken either temporarily or continuously for drinking, culinary, or ablutionary use by the public or transients, or by persons other than the owner.

Surface Water: A surface water supply is one derived from sources on the surface of the earth such as streams, ponds, lakes, or reservoirs.

Vacuum Breaker: A device for relieving a vacuum or partial vacuum formed in a pipeline, thereby preventing back siphonage.

Water Well (Well): An artificial excavation that derives water from the interstices of the rocks or soil which it penetrates.

8.2 General Requirements.

8.2.1 Every drinking, culinary, and ablutionary water supply which is hereafter constructed, or extensively reconstructed, or every existing water supply which, in the opinion of the State Health Officer or his duly authorized representative is unsafe, shall be made to comply with the requirements of this Code.

8.2.2 No public water supply shall hereafter be constructed or materially altered without the approval of plans and specifications by the State Health Officer, or his duly authorized representative, and without a written permit. Plans and specifications shall be submitted in duplicate by the person having responsible charge of a municipally owned water supply, or by the owner of a privately owned public water supply. The review and approval of plans and specifications sub-

mitted for issuance of a permit will be made in accordance with the latest standards for water works promulgated by the Great Lakes and Upper Mississippi Board of Sanitary Engineers. (Published by: Health Education Service, P. O. Box 7283, Albany, New York 12224.)

8.2.3 All construction shall take place in accordance with the plans as approved by the State Health Officer or his duly authorized representative.

8.2.4 Water supplied for drinking, culinary, or ablutionary purposes shall be:

- (a) Obtained from a source free from pollution; or
- (b) Obtained from a source adequately protected by natural agencies from the effects of pollution; or
- (c) Adequately protected by artificial treatment.

8.2.5 Water supplied for drinking, culinary and/or ablutionary purposes shall be safe. It shall be clear, odorless, colorless and not unpleasant to the taste. In addition each public water supply shall comply with the National Interim Primary Drinking Water Regulations, Subparts A and B, paragraphs 141.1 through 141.16. Further, the water shall not contain excessive amounts of soluble mineral matter or of chemicals used in treatment. When necessary the water shall be treated to remove objectionable characteristics.

8.2.6 Upon determination that a public water supply is not in compliance with the maximum contaminant levels or treatment technique requirements of the National Interim Primary Drinking Water Regulations, variances and/or exemptions may be issued by the State Health Officer or his duly authorized representative in accord with Sections 1415 and 1416 of the Safe Drinking Water Act, P.L. 93-523. Upon receipt of a variance and/or exemption, the owners of the public water supply shall appraise their supply and submit within one hundred eighty days compliance and implementation schedules to correct the noncompliance for which the variance and/or exemption was issued. Such compliance and implementation schedule when approved by the State Health Officer or his duly authorized representative shall be executed in accord therewith.

8.3 Responsibility of Owner. It shall be the duty of the Mayor, or the person having responsible charge of a municipally owned water supply, or the proper officer of corporations, partnerships, or individual owning a public water supply, to take all usual and also all reasonable measures and precautions to secure and

preserve the safety and wholesomeness of the water supply and he shall be held primarily responsible for the execution and compliance with regulations of this Code.

8.3.1 Plant Supervision and Control. All public water supplies shall be under the supervision and control of a competent operator. The operator in responsible charge of water supplies serving more than fifty persons shall be certified as per requirements of the State Operator Certification Act, Act 538 of 1972 (R.S. 40:1141-1151).

8.3.2 Records. Complete daily records, including reports of laboratory control tests, shall be kept of the operation of water treatment plants on forms approved by the State Health Officer or his duly authorized representative. A copy of such records shall be furnished monthly to the State Health Officer.

8.3.3 Public Notification. If a public water system fails to comply with an applicable maximum contaminant level as prescribed by paragraph 8.2.5 of this Code or fails to comply with the requirements of any schedule prescribed pursuant to a variance or exemption, or is granted a variance or exemption, or fails to perform any monitoring required by this Code, the supplier of water shall notify persons served by the system of the failure in a manner prescribed in paragraph 141.32 of sub-part D of the National Interim Drinking Water Regulations.

8.3.4 Turbidity Monitoring.

8.3.4.1 All public water supplies utilizing surface water as a source for production of water to be used for drinking, culinary and/or ablutionary purposes shall monitor turbidity of the treated water at the entry point into the distribution system daily. The measurement shall be made in accord with the latest nationally accepted method as directed by the State Health Officer or his duly authorized representative. The turbidity level shall not exceed one turbidity unit (TU) as a monthly average or five turbidity units as an average for two consecutive days.

8.3.4.2 If the result of a turbidity analysis indicates that the maximum allowable limit has been exceeded, the sampling and measurement shall be confirmed by resampling as soon as practicable and preferably within one hour. The repeat sample shall be the sample used for the purpose of calculating the monthly average. If the monthly average of the daily sample exceeds the maximum allowable limit, or if the average of two samples taken on consecutive days exceeds five TU, the supplier of water shall report such to the State Health

Officer or his duly authorized representative and notify the public as directed in Paragraph 8.3.3 of this Code.

8.4 Reporting Changes in Public Water Supplies.

8.4.1 No officer, board, corporation, or other person or group of persons owning, or having by law the management or control of any potable water supply, shall take or cause to be taken for use for potable purposes, water from any auxiliary source other than the regular source or sources of public water supply, or shall discontinue the chlorination or other treatment of such supply or shall make any change whatsoever which may affect the sanitary quality of such water supply, without first having notified by telephone or telegram the State Health Officer or his duly authorized representative. Also, any violation of the National Interim Primary Drinking Water Regulations shall be reported to the State Health Officer or his duly authorized representative within forty-eight hours.

8.4.2 A printed copy of this regulation shall be kept constantly posted in the office used by the authorities owning or having charge of a public water supply.

8.5 When any public water supply or any source of public water supply is examined by the State Health Officer and found unfit for human consumption, the public shall be notified by the posting on the source of the condemned supply of a warning metal sign (not less than six by twelve inches) with red background and white letters that may be read at one hundred twenty feet.

8.5.1 It shall be unlawful for any person to remove, cover up, take down, or otherwise destroy the sign, or other notice placed by the State Health Officer, or his duly authorized representative warning the public "Do Not Drink This Water."

8.6 The sale, or offering for sale, of chemicals which have not been approved by the State Health Officer or his duly authorized representative for use in the treatment of water to be used for drinking or culinary purposes is prohibited.

8.7 Ground Water Supplies. All ground water supplies shall comply with the following requirements:

8.7.1 Exclusion of Surface Water From Site. The site within a safe horizontal distance of the source in all directions shall not be subject to flooding and shall be so graded and drained as to facilitate the rapid removal of surface water.

8.7.2 Distances to Sources of Contamination. Every

ground water supply, and all appurtenances thereto, shall be located at a safe distance from all sources of contamination such as privies, cesspools, septic tanks, subsurface tile systems, sewers, drains, barnyards, etc., and pits below the ground surface.

8.7.3 The horizontal distance from any such possible source of pollution shall be as great as possible, but in no case less than fifty feet, except as provided under 8.7.4 or except as otherwise approved by the State Health Officer or his duly authorized representative. If bacteriological examinations or other evidence indicate actual or potential pollution, the distance shall be increased or the location of the water supply changed, as may be required by the State Health Officer or his duly authorized representative.

8.7.4 Sewerage Near Wells or Springs. No floor drain, soil pipe, main drain, or other pipe which is directly connected to a storm or sanitary sewer, or through which water or sewage from any source may back up, shall be located nearer than thirty feet to any well, spring, or other source of water supply. All pipes and drains or parts thereof through which sewage or waste water flows, or into which sewage or waste water may back up, which are located within fifty feet of any such water supply shall be constructed of cast-iron soil pipe or cast-iron water pipe with leaded joints, or be of equivalent construction approved by the State Health Officer or his duly authorized representative.

8.7.5 Leakage From Toilets and Sewers. No toilet, sewer, soil pipe or drain shall be located over or where leakage therefrom can reach, any water storage basin, reservoir, source of water supply, or pump room.

8.7.6 Pits Near Water Supply. There shall be no pits or unfilled space below level of ground surface, any part of which is within fifty feet of such water supply, except properly constructed well, pump, or valve pits as covered under 8.9.4.

8.7.7 Satisfactory Earth Formation Above the Water Bearing Stratum. The earth formations above the water-bearing stratum shall be of such character and depth as to exclude contamination of the source of supply by seepage from the surface of the ground.

8.7.8 Minimum Depth of Casings and Curbing. All well and spring basin casings or curbing shall extend a safe distance below the ground surface. The minimum depth of casing shall be not less than ten feet. In no case shall the water from wells be drawn from a depth of less than ten feet.

8.7.9 Cover or Floors. Every dug well, spring, or

other structure used as a source of water, or for the storage of water, shall be provided with a watertight cover. Covers and every pump room floor shall be constructed of concrete or similar impervious material, and shall be elevated above the adjacent ground level and sloped to facilitate the rapid removal of water so as to provide proper drainage from the cover or floor and prevent contamination of the water supply. Such cover or floor shall be constructed so that there are no copings, parapets, or other features which may prevent proper drainage, or by which water can be held on the cover.

8.7.10 If concrete is used, the floors, or cover slab shall be of portland cement concrete of such thickness and so reinforced as to carry the load which may be imposed upon it, but in no case less than four inches thick.

8.7.11 Manholes. Manholes may be provided on dug wells, reservoirs, tanks, and other similar water supply structures. Every such manhole shall be fitted with a watertight collar or frame having edges which project at least six inches above the level of the surrounding surface, and shall be provided with a solid watertight cover having edges which overlap and project downward at least two inches around the outside of the frame. Such covers shall be of standard design whenever possible, to eliminate special fittings. The cover shall be kept locked at all times, except when it is necessary to open the manhole.

8.8 Wells.

8.8.1 All wells constructed to serve a public water supply shall be constructed in accord with standards promulgated by the Louisiana Office of Public Works, Department of Transportation and Development under provisions of State Act 535 of 1972 and as published in the Louisiana Register on December 20, 1975, pages 587 through 601.

8.8.2 Height of Casing or Curbing. In wells with pipe casings, the casings shall project at least six inches above ground level or the top of the cover or floor, and the cover or floor shall slope away from the well casing or suction pipe in all directions. Dug well linings shall extend at least six inches above the ground surface and cover installed thereon. The cover shall be watertight, and its edges shall overlap and extend downward at least two inches over the walls or curbing of such wells.

8.8.3 The annular space between the well casing and the bore hole shall be tightly filled with an impervious fill material such as cement slurry, drillers mud, or other suitable material.

8.8.4 Sampling Tap. All wells shall be provided with a readily accessible faucet or tap on the well discharge line at the well for the collection of water samples. The faucet or tap shall be of the smooth nozzle type.

8.9 Construction and Installation of Pumps. All water pumps shall be so constructed and installed as to prevent contamination of the water supply.

8.9.1 Handpump Head and Base. Every hand-operated pump shall have the pump head closed by a stuffing box or other suitable device to exclude contamination from the water chamber. The pump base shall be of solid one-piece recessed type of sufficient diameter and depth to admit the well casing as hereinafter provided. The top of the casing or sleeve of every well, equipped with such a pump, shall project into the base of the pump at least one inch above the bottom thereof and shall extend six inches above the level of the platform, well cover, or pump room floor on which the pump rests. The pump shall be fastened to the casing or sleeve. The pumps shall be of the self-priming type.

8.9.2 Power-Pump Base. Where pumps, or pump motors, are placed directly over the well the pump or motor shall be supported on a base provided therefor. The well casing shall be used to support pump or motor. The pump or motor housing shall have a solid watertight metal base without openings, to form a cover for the well, recessed to admit the well casing. The well casing shall project into the base at least one inch above the bottom thereof, and at least one inch above the level of the foundation on which the pump rests, which in turn shall be at least six inches above the top of the cover, or floor, or, in lieu of such base, an arrangement for sealing the top of the well which has been approved by the State Health Officer or his duly authorized representative, provided that the base or cover may have an air vent constructed as hereinafter prescribed.

8.9.3 Where power pumps are not placed directly over the well, the well casing shall extend at least six inches above the floor of the pump house. The annular space between the well casing and the suction pipe shall be closed to prevent the entrance of contamination.

8.9.4 Well, Pump, Valve, and Pipe Pits. No well head, well casing, pump, or pumping machinery, shall be located in any pit, room, or space extending below ground level, or in any room or space above the ground which is walled in or otherwise enclosed to that it does not have free drainage by gravity to the surface of the ground, except in accordance with a design approved by the State Health Officer or his duly authorized representative; provided, that this shall not apply to a dug well properly constructed as herein prescribed.

8.10 Pump House. The pump house shall be properly constructed to prevent flooding, and shall be provided with adequate floor drainage.

8.11 Disinfection of Wells. All new wells or existing wells on which repair work has been done shall be disinfected before being put into use as prescribed in paragraph 8.26.

8.12 Lubrication of Pump Bearings. Pump bearings situated in any well below the pump room floor or platform shall be lubricated with water or oil of a safe, sanitary quality.

8.13 Priming of Power Pumps. Priming type power pumps shall be primed only with water of a safe, sanitary quality.

8.14 Priming of Hand Pumps: Buckets. Hand-operated pumps shall have cylinders submerged so that priming shall not be necessary. No pail and rope, bailer, or chain-bucket systems shall be used.

8.15 Airlift Systems. The air compressor and appurtenances for any airlift system, or mechanical aerating apparatus used in connection with a ground water supply, shall be properly installed and operated.

8.16 Abandoned Wells.

8.16.1 Water Wells which cannot be made safe by repair, reconstruction, or by treatment shall be abandoned.

8.16.2 Abandoned water wells and well holes shall be plugged in accord with standards promulgated by the Louisiana Office of Public Works, Department of Transportation and Development, under provisions of Act 535 of 1972 and as published in the Louisiana Register on July 20, 1975, pages 315 through 324.

* * * *

Paragraph 8.19 is hereby repealed and the following provision adopted in place thereof:

8.19 Storage. All reservoirs, cisterns, and storage tanks shall be of watertight construction and made of concrete, steel, or other materials approved for this purpose by the State Health Officer or his duly authorized representative. When located wholly or partly below ground, such storage basins shall be of corrosion resistant materials.

William H. Stewart, M.D., Secretary
Department of Health and Human Resources

RULES

Department of Health and Human Resources Office of Management and Finance

(Editor's Note: The following rules and sliding billing scales were adopted by the Department of Health and Human Resources on March 9, 1977, to become effective May 1, 1977.)

Rules and Sliding Billing Scales for General Hospitals, Mental Hospitals and State Schools for the Retarded

I. Admissions

A. General Hospitals

Admissions for treatment shall be made available only to bona fide residents of the State of Louisiana that are poor, destitute, and medically indigent, provided that in no case shall persons of any description be refused emergency treatment. Persons who are not poor, destitute, or medically indigent who receive emergency treatment shall be billed in accordance with the applicable fee schedule upon leaving the hospital. Those persons who are not poor, destitute, or medically indigent shall not be admitted except for emergency treatment. Persons seeking treatment shall furnish all information requested by the Intake Screening Department of the admitting facility.

B. Other State Hospitals, Schools, and Clinics

Admissions for treatment shall be made available to all residents of the State of Louisiana needing, in the opinion of the Director or Administrator of each facility, the treatment or care offered by that facility. Residency shall be established by a permanent address within the state and an expressed intention to live within the state in the future. Persons seeking treatment in any facility shall furnish all information requested by that facility.

II. General Regulations

A. Schedules for Charges

Billing for services rendered shall be made in accordance with the applicable fee schedule for charges to the patient, the responsible person,

defined as the patient's parents or children, if the children are over the age of majority, or such other person as may be legally responsible for payment. The applicable fee schedule for charges shall be applied considering the average monthly income of the person responsible for payment, after deductions for State and Federal taxes, and the number of persons dependent upon that income for support, counting the responsible party as one dependent.

B. Ownership of Property

If otherwise eligible for free treatment based upon the applicable fee schedule, evidence of property, excluding the family home and automobile of the responsible person, appraised for real estate taxes at \$15,000 or less, less the dollar value of any encumbrances, such as mortgages or liens, shall require charges and billing to that responsible person as if that responsible person had an income of three hundred dollars per month, after Federal and State taxes, and one dependent in addition to the responsible party.

C. Failure to Provide Information

A person responsible for the payment of charges for services rendered who refuses to supply the information necessary for an accurate determination of eligibility by the Administrator of each facility of the required rate of charges for services rendered shall be presumed to be able to pay the full cost of services rendered and shall be billed accordingly.

D. Insurance

An insurance company that the responsible party alleges has issued a policy or contract covering the charges for treatment and services rendered shall be billed the full cost of services rendered. Billings shall be made directly to the insurer by the treating facility after securing execution of the forms necessary, including an assignment of benefits to the treating facility, by the responsible person.

The responsible party shall be billed in accordance with the applicable fee schedule up to the amount of charges not covered and paid by insurance.

If the responsible person refuses to execute the forms necessary to assign the benefits under the

policy alleged by him to cover the charges for treatment and services rendered and the forms necessary to file an insurance claim in accordance with that policy, that responsible party shall be presumed to be able to pay at the full cost of services rendered and shall be billed accordingly.

E. Medical Assistance

All persons eligible to receive medical assistance benefits from any Federal or State program shall be eligible for free treatment provided the program as administered has agreed to cover the appropriate charges for treatment. In the event that the program does not cover the appropriate charges for treatment, the responsible party shall be charged and billed in accordance with these rules and regulations.

F. Other Medical Expenses

If, during the twelve months preceeding admissions, the responsible party has sent twenty percent or more of this annual income, after deductions for State and Federal taxes, for medical treatment, the patient shall receive treatment free of charge, if the superintendent of the facility is convinced from evidence submitted to him that such person is unable to pay hospital and other medical expenses in a private hospital.

G. Third Party Cases and Release of Information

Upon receipt of a letter from an attorney or an insurance company requesting a patient's records, that attorney or company shall be sent, within thirty days from receipt, a bill for charges applicable to that patient. At the same time as the mailing of that bill, a copy of that patient's file pertaining to charges for services and their collection, as well as a copy of the requesting letter, shall be forwarded to the Office of Central Collections of the Department of Health and Human Resources in Baton Rouge. Patient's records are not to be released until a properly executed consent by the patient, parent, or guardian is received and the fee for copies of records is paid in advance, except to any office of the Department of Health and Human Resources for the purposes of facilitating the meeting of its responsibilities.

III. Rules Pertaining to Mental Health Hospitals and Geriatric Hospitals Only

- A. Upon admission of Social Security recipients for treatment, steps which will lead to the payment of those Social Security funds directly to the treating facility shall be initiated and followed to conclusion. In a case in which the patient or responsible party has other income besides Social Security, that income, along with Social Security income shall be considered and a fee charged in accordance with the applicable fee schedule.
- B. Upon receipt by the treating facility of patient's Social Security payment, the treating facility shall cause those payments to be applied to the charges for treatment as determined from the applicable fee schedule for charges by payment to the institution. The excess of those Social Security payments over the charges for treatment shall be deposited into an account maintained by the facility on behalf of the patient. Upon discharge of the patient or upon his demand, the balance of funds remaining in that account shall be paid to the patient or the responsible person.
- C. If payment of Social Security funds directly to the treating facility is not achieved, charges shall be made in accordance with these rules and regulations.

Fee Schedules for Ineligible
Patient Billing

Definitions

- 1. Income as used herein means all family income derived from salary, Social Security benefits, Veteran Administration benefits, rent, royalty, commission, interest, self-employment, or any other type of income after deduction of Federal, State, and Social Security taxes as accepted by the Internal Revenue Service for Federal income tax purposes.
- 2. Adjusted Income as used herein means, family income after deduction of Federal, State and Social Security taxes; plus deduction of twenty-five dollars for each person dependent on that income.
- 3. Dependent as used herein means, all persons dependent on the household income as accepted by the Internal Revenue Service for Federal income tax purposes.

Sliding Billing Scales

I. General Hospitals

Any family whose adjusted income is less than \$200 per month is eligible for free treatment in any general hospital.

Any family whose adjusted income exceeds \$200 will pay a deductible up to \$25 for any medical services rendered. Total charges will be determined by using the following formula.

- A. Determine adjusted income
- B. Compute percent based on adjusted income
 - 1. Enter adjusted income
 - 2. Subtract \$200 for adjusted income
 - 3.
 - 4. Divide line 3 by \$800
- C. Compute percent based on bill amount
 - 1a. Enter amount of bill
 - 2a. Subtract deductible amount (\$25)
 - 3a.
 - 4a. Divide line 3a by amount of bill
 - 5a. Subtract line 4a from 1 (not line 1)
 - 6a. Add line 4 plus line 5a
- D. Compute adjusted billing amount
 - 7a. Multiply line 6a times line 3a
 - 8a. Add deductible amount (25)
 - 9a. Adjusted billing amount

Note: If 9a is greater than line 1a use line 1a as adjusted billing amount.

II. Mental Hospitals

A. Initial Sliding Scale

No patient shall be billed in excess of the hospitals per diem rate regardless of annual income.

If the number of dependents exceeds six (6), deduct \$20 per month for each additional dependent.

For extended care, when a patient's stay exceeds sixty (60) days, the Supplemental scale shall be used.

Annual Income	<u>1 Dependent</u>		<u>2 Dependents</u>		<u>3 Dependents</u>		<u>4 Dependents</u>		<u>5 Dependents</u>		<u>6 Dependents</u>	
	Day	Month	Day	Month	Day	Month	Day	Month	Day	Month	Day	Month
3,200	.87	26.00										
3,300	.90	27.00										
3,400	.93	28.00										
3,500	.97	29.00										
3,600	1.00	30.00	.33	10.00								
3,700	1.03	31.00	.36	11.00								
3,800	1.06	32.00	.40	12.00								
3,900	1.10	33.00	.43	13.00								
4,000	1.13	34.00	.46	14.00								
4,100	1.20	36.00	.53	16.00								
4,200	1.26	38.00	.60	18.00								
4,300	1.33	40.00	.66	20.00								
4,400	1.40	42.00	.73	22.00								
4,500	1.46	44.00	.80	24.00								
4,600	1.53	46.00	.86	26.00								
4,700	1.60	48.00	.93	28.00								
4,800	1.66	50.00	1.00	30.00	.33	10.00						
4,900	1.73	52.00	1.06	32.00	.40	12.00						
5,000	1.80	54.00	1.13	34.00	.46	14.00						
5,100	1.90	57.00	1.23	37.00	.56	17.00						
5,200	2.00	60.00	1.33	40.00	.66	20.00						
5,300	2.10	63.00	1.43	43.00	.76	23.00						
5,400	2.20	66.00	1.53	46.00	.86	26.00						
5,500	2.30	69.00	1.63	49.00	.96	29.00						
5,600	2.40	72.00	1.73	52.00	1.06	32.00	.40	12.00				
5,700	2.50	75.00	1.83	55.00	1.16	35.00	.50	15.00				

ANNUAL INCOME	1 Dependent		2 Dependents		3 Depen		4 Dependents		5 Dependents		6 Dependents	
	DAY	MONTH	DAY	MONTH	DAY	MONTH	DAY	MONTH	DAY	MONTH	DAY	MONTH
5,800	2.60	78.00	1.93	58.00	1.26	38.00	.60	18.00				
5,900	2.70	81.00	2.03	61.00	1.36	41.00	.70	21.00				
6,000	2.80	84.00	2.13	64.00	1.46	44.00	.80	24.00				
6,100	2.93	88.00	2.26	68.00	1.60	48.00	.93	28.00				
6,200	3.06	92.00	2.40	72.00	1.73	52.00	1.06	32.00	.40	12.00		
6,300	3.20	96.00	2.53	76.00	1.86	56.00	1.20	36.00	.53	16.00		
6,400	3.33	100.00	2.66	80.00	2.00	60.00	1.33	40.00	.66	20.00		
6,500	3.46	104.00	2.80	84.00	2.13	64.00	1.46	44.00	.80	24.00		
6,600	3.60	108.00	2.93	88.00	2.26	68.00	1.60	48.00	.93	28.00		
6,700	3.73	112.00	3.06	92.00	2.40	72.00	1.73	52.00	1.06	32.00	.40	12.00
6,800	3.86	116.00	3.20	96.00	2.53	76.00	1.86	56.00	1.20	36.00	.53	16.00
6,900	4.00	120.00	3.33	100.00	2.66	80.00	2.00	60.00	1.33	40.00	.66	20.00
7,000	4.13	124.00	3.46	104.00	2.80	84.00	2.13	64.00	1.46	44.00	.80	24.00
7,100	4.30	129.00	3.63	109.00	2.96	89.00	2.30	69.00	1.63	49.00	.96	29.00
7,200	4.46	134.00	3.80	114.00	3.13	94.00	2.46	74.00	1.80	54.00	1.13	34.00
7,300	4.63	139.00	3.96	119.00	3.30	99.00	2.63	79.00	1.96	59.00	1.30	39.00
7,400	4.80	144.00	4.13	124.00	3.46	104.00	2.80	84.00	2.13	64.00	1.46	44.00
7,500	4.96	149.00	4.30	129.00	3.63	109.00	2.96	89.00	2.30	69.00	1.63	49.00
7,600	5.13	154.00	4.46	134.00	3.80	114.00	3.13	94.00	2.46	74.00	1.80	54.00
7,700	5.30	159.00	4.63	139.00	3.96	119.00	3.30	99.00	2.63	79.00	1.96	59.00
7,800	5.46	164.00	4.80	144.00	4.13	124.00	3.46	104.00	2.80	84.00	2.13	64.00
7,900	5.63	169.00	4.96	149.00	4.30	129.00	3.63	109.00	2.96	89.00	2.30	69.00
8,000	5.80	174.00	5.13	154.00	4.46	134.00	3.80	114.00	3.13	94.00	2.46	74.00
8,100	5.96	179.00	5.30	159.00	4.63	139.00	3.96	119.00	3.30	99.00	2.63	79.00
8,200	6.13	184.00	5.46	164.00	4.80	144.00	4.13	124.00	3.46	104.00	2.80	84.00
8,300	6.30	189.00	5.63	169.00	4.96	149.00	4.30	129.00	3.63	109.00	2.96	89.00
8,400	6.46	194.00	5.80	174.00	5.13	154.00	4.46	134.00	3.80	114.00	3.13	94.00
8,500	6.63	199.00	5.96	179.00	5.30	159.00	4.63	139.00	3.96	119.00	3.30	99.00
8,600	6.80	204.00	6.13	184.00	5.46	164.00	4.80	144.00	4.13	124.00	3.46	104.00
8,700	6.96	209.00	6.30	189.00	5.63	169.00	4.96	149.00	4.30	129.00	3.63	109.00
8,800	7.13	214.00	6.46	194.00	5.80	174.00	5.13	154.00	4.46	134.00	3.80	114.00
8,900	7.30	219.00	6.63	199.00	5.96	179.00	5.30	159.00	4.63	139.00	3.96	119.00
9,000	7.46	224.00	6.80	204.00	6.13	184.00	5.46	164.00	4.80	144.00	4.13	124.00
9,100	7.63	229.00	6.96	209.00	6.30	189.00	5.63	169.00	4.96	149.00	4.30	129.00
9,200	7.80	234.00	7.13	214.00	6.46	194.00	5.80	174.00	5.13	154.00	4.46	134.00
9,300	7.96	239.00	7.30	219.00	6.63	199.00	5.96	179.00	5.30	159.00	4.63	139.00
9,400	8.13	244.00	7.46	224.00	6.80	204.00	6.13	184.00	5.46	164.00	4.80	144.00
9,500	8.30	249.00	7.63	229.00	6.96	209.00	6.30	189.00	5.63	169.00	4.96	149.00
9,600	8.46	254.00	7.80	234.00	7.13	214.00	6.46	194.00	5.80	174.00	5.13	154.00
9,700	8.63	259.00	7.96	239.00	7.30	219.00	6.63	199.00	5.96	179.00	5.30	159.00

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ANNUAL INCOME	1 Dependent		2 Dependents		3 Dependents		4 Dependents		5 Dependents		6 Dependents	
	DAY	MONTH	DAY	MONTH	DAY	MONTH	DAY	MONTH	DAY	MONTH	DAY	MONTH
9,800	8.80	264.00	8.13	244.00	7.46	224.00	6.80	204.00	6.13	184.00	5.46	164.00
9,900	8.96	269.00	8.30	249.00	7.63	229.00	6.96	209.00	6.30	189.00	5.63	169.00
10,000	9.13	274.00	8.46	254.00	7.80	234.00	7.13	214.00	6.46	194.00	5.80	174.00
10,100	9.30	279.00	8.63	259.00	7.96	239.00	7.30	219.00	6.63	199.00	5.96	179.00
10,200	9.46	284.00	8.80	264.00	8.13	244.00	7.46	224.00	6.80	204.00	6.13	184.00
10,300	9.63	289.00	8.96	269.00	8.30	249.00	7.63	229.00	6.96	209.00	6.30	189.00
10,400	9.80	294.00	9.13	274.00	8.46	254.00	7.80	234.00	7.13	214.00	6.46	194.00
10,500	9.96	299.00	9.30	279.00	8.63	259.00	7.96	239.00	7.30	219.00	6.63	199.00
10,600	10.13	304.00	9.46	284.00	8.80	264.00	8.13	244.00	7.46	224.00	6.80	204.00
10,700	10.30	309.00	9.63	289.00	8.96	269.00	8.30	249.00	7.63	229.00	6.96	209.00
10,800	10.46	314.00	9.80	294.00	9.13	274.00	8.46	254.00	7.80	234.00	7.13	214.00
10,900	10.63	319.00	9.96	299.00	9.30	279.00	8.63	259.00	7.96	239.00	7.30	219.00
11,000	10.80	324.00	10.13	304.00	9.46	284.00	8.80	264.00	8.13	244.00	7.46	224.00
11,100	10.96	329.00	10.30	309.00	9.63	289.00	8.96	269.00	8.30	249.00	7.63	229.00
11,200	11.13	334.00	10.46	314.00	9.80	294.00	9.13	274.00	8.46	254.00	7.80	234.00
11,300	11.30	339.00	10.63	319.00	9.96	299.00	9.30	279.00	8.63	259.00	7.96	239.00
11,400	11.46	344.00	10.80	324.00	10.13	304.00	9.46	284.00	8.80	264.00	8.13	244.00
11,500	11.63	349.00	10.96	329.00	10.30	309.00	9.63	289.00	8.96	269.00	8.30	249.00
11,600	11.80	354.00	11.13	334.00	10.46	314.00	9.80	294.00	9.13	274.00	8.46	254.00
11,700	11.96	359.00	11.30	339.00	10.63	319.00	9.96	299.00	9.30	279.00	8.63	259.00
11,800	12.13	364.00	11.46	344.00	10.80	324.00	10.13	304.00	9.46	284.00	8.80	264.00
11,900	12.30	369.00	11.63	349.00	10.96	329.00	10.30	309.00	9.63	289.00	8.96	269.00
12,000	12.46	374.00	11.80	354.00	11.13	334.00	10.46	314.00	9.80	294.00	9.13	274.00
12,100	12.63	379.00	11.96	359.00	11.30	339.00	10.63	319.00	9.96	299.00	9.30	279.00
12,200	12.80	384.00	12.13	364.00	11.46	344.00	10.80	324.00	10.13	304.00	9.46	284.00
12,300	12.96	389.00	12.30	369.00	11.63	349.00	10.96	329.00	10.30	309.00	9.63	289.00
12,400	13.13	394.00	12.46	374.00	11.80	354.00	11.13	334.00	10.46	314.00	9.80	294.00
12,500	13.30	399.00	12.63	379.00	11.96	359.00	11.30	339.00	10.63	319.00	9.96	299.00
12,600	13.46	404.00	12.80	384.00	12.13	364.00	11.46	344.00	10.80	324.00	10.13	304.00
12,700	13.63	409.00	12.96	389.00	12.30	369.00	11.63	349.00	10.96	329.00	10.30	309.00
12,800	13.80	414.00	13.13	394.00	12.46	374.00	11.80	354.00	11.13	334.00	10.46	314.00
12,900	13.96	419.00	13.30	399.00	12.63	379.00	11.96	359.00	11.30	339.00	10.63	319.00
13,000	14.13	424.00	13.46	404.00	12.80	384.00	12.13	364.00	11.46	344.00	10.80	324.00
13,100	14.30	429.00	13.63	409.00	12.96	389.00	12.30	369.00	11.63	349.00	10.96	329.00
13,200	14.46	434.00	13.80	414.00	13.13	394.00	12.46	374.00	11.80	354.00	11.13	334.00
13,300	14.63	439.00	13.96	419.00	13.30	399.00	12.63	379.00	11.96	359.00	11.30	339.00
13,400	14.80	444.00	14.13	424.00	13.46	404.00	12.80	384.00	12.13	364.00	11.46	344.00
13,500	14.96	449.00	14.30	429.00	13.63	409.00	12.96	389.00	12.30	369.00	11.63	349.00

ANNUAL INCOME	1 Dependent		2 Dependents		3 Dep.		4 Dep.		5 Dep.		6 Dep.	
	DAY	MONTH	DAY	MONTH	DAY	MONTH	DAY	MONTH	DAY	MONTH	DAY	MONTH
13,600	15.13	454.00	14.46	434.00	13.80	414.00	13.13	394.00	12.46	374.00	11.80	354.00
13,700	15.30	459.00	14.63	439.00	13.96	419.00	13.30	399.00	12.63	379.00	11.96	359.00
13,800	15.46	464.00	14.80	444.00	14.13	424.00	13.46	404.00	12.80	384.00	12.13	364.00
13,900	15.63	469.00	14.96	449.00	14.30	429.00	13.63	409.00	12.96	389.00	12.30	369.00
14,000	15.80	474.00	15.13	454.00	14.46	434.00	13.80	414.00	13.13	394.00	12.46	374.00
14,100	15.96	479.00	15.30	459.00	14.63	439.00	13.96	419.00	13.30	399.00	12.63	379.00
14,200	16.13	484.00	15.46	464.00	14.80	444.00	14.13	424.00	13.46	404.00	12.80	384.00
14,300	16.30	489.00	15.63	469.00	14.96	449.00	14.30	429.00	13.63	409.00	12.96	389.00
14,400	16.46	494.00	15.80	474.00	15.13	454.00	14.46	434.00	13.80	414.00	13.13	394.00
14,500	16.63	499.00	15.96	479.00	15.30	459.00	14.63	439.00	13.96	419.00	13.30	399.00
14,600	16.80	504.00	16.13	484.00	15.46	464.00	14.80	444.00	14.13	424.00	13.46	404.00
14,700	16.96	509.00	16.30	489.00	15.63	469.00	14.96	449.00	14.30	429.00	13.63	409.00
14,800	17.13	514.00	16.46	494.00	15.80	474.00	15.13	454.00	14.46	434.00	13.80	414.00
14,900	17.30	519.00	16.63	499.00	15.96	479.00	15.30	459.00	14.63	439.00	13.96	419.00
15,000	17.46	524.00	16.80	504.00	16.13	484.00	15.46	464.00	14.80	444.00	14.13	424.00
15,100	17.63	529.00	16.96	509.00	16.30	489.00	15.63	469.00	14.96	449.00	14.30	429.00
15,200	17.80	534.00	17.13	514.00	16.46	494.00	15.80	474.00	15.13	454.00	14.46	434.00
15,300	17.96	539.00	17.30	519.00	16.63	499.00	15.96	479.00	15.30	459.00	14.63	439.00
15,400	18.13	544.00	17.46	524.00	16.80	504.00	16.13	484.00	15.46	464.00	14.80	444.00
15,500	18.30	549.00	17.63	529.00	16.96	509.00	16.30	489.00	15.63	469.00	14.96	449.00
15,600	18.46	554.00	17.80	534.00	17.13	514.00	16.46	494.00	15.80	474.00	15.13	454.00
15,700	18.63	559.00	17.96	539.00	17.30	519.00	16.63	499.00	15.96	479.00	15.30	459.00
15,800	18.80	564.00	18.13	544.00	17.46	524.00	16.80	504.00	16.13	484.00	15.46	464.00
15,900	18.96	569.00	18.30	549.00	17.63	529.00	16.96	509.00	16.30	489.00	15.63	469.00
16,000	19.13	574.00	18.46	554.00	17.80	534.00	17.13	514.00	16.46	494.00	15.80	474.00
16,100	19.30	579.00	18.63	559.00	17.96	539.00	17.30	519.00	16.63	499.00	15.96	479.00
16,200	19.46	584.00	18.80	564.00	18.13	544.00	17.46	524.00	16.80	504.00	16.13	484.00
16,300	19.63	589.00	18.96	569.00	18.30	549.00	17.63	529.00	16.96	509.00	16.30	489.00
16,400	19.80	594.00	19.13	574.00	18.46	554.00	17.80	534.00	17.13	514.00	16.46	494.00
16,500	19.96	599.00	19.30	579.00	18.63	559.00	17.96	539.00	17.30	519.00	16.63	499.00
16,600	20.13	604.00	19.46	584.00	18.80	564.00	18.13	544.00	17.46	524.00	16.80	504.00
16,700	20.30	609.00	19.63	589.00	18.96	569.00	18.30	549.00	17.63	529.00	16.96	509.00
16,800	20.46	614.00	19.80	594.00	19.13	574.00	18.46	554.00	17.80	534.00	17.13	514.00
16,900	20.63	619.00	19.96	599.00	19.30	579.00	18.63	559.00	17.96	539.00	17.30	519.00
17,000	20.80	624.00	20.13	604.00	19.46	584.00	18.80	564.00	18.13	544.00	17.46	524.00
17,100	20.96	629.00	20.30	609.00	19.63	589.00	18.96	569.00	18.30	549.00	17.63	529.00
17,200	21.13	634.00	20.46	614.00	19.80	594.00	19.13	574.00	18.46	554.00	17.80	534.00
17,300	21.30	639.00	20.63	619.00	19.96	599.00	19.30	579.00	18.63	559.00	17.96	539.00

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ANNUAL INCOME	1 Dependent		2 Dependents		3 Dependents		4 Dependents		5 Dependents		6 Dependents	
	DAY	MONTH	DAY	MONTH	DAY	MONTH	DAY	MONTH	DAY	MONTH	DAY	MONTH
17,400	21.46	644.00	20.80	624.00	20.13	604.00	19.46	584.00	18.80	564.00	18.13	544.00
17,500	21.63	649.00	20.96	629.00	20.30	609.00	19.63	589.00	18.96	569.00	18.30	549.00
17,600	21.80	654.00	21.13	634.00	20.46	614.00	19.80	594.00	19.13	574.00	18.46	554.00
17,700	21.96	659.00	21.30	639.00	20.63	619.00	19.96	599.00	19.30	579.00	18.63	559.00
17,800	22.13	664.00	21.46	644.00	20.80	624.00	20.13	604.00	19.46	584.00	18.80	564.00
17,900	22.30	669.00	21.63	649.00	20.96	629.00	20.30	609.00	19.63	589.00	18.96	569.00
18,000	22.46	674.00	21.80	654.00	21.13	634.00	20.46	614.00	19.80	594.00	19.13	574.00
18,100	22.63	679.00	21.96	659.00	21.30	639.00	20.63	619.00	19.96	599.00	19.30	579.00
18,200	22.80	684.00	22.13	664.00	21.46	644.00	20.80	624.00	20.13	604.00	19.46	584.00
18,300	22.96	689.00	22.30	669.00	21.63	649.00	20.96	629.00	20.30	609.00	19.63	589.00
18,400	23.13	694.00	22.46	674.00	21.80	654.00	21.13	634.00	20.46	614.00	19.80	594.00
18,500	23.30	699.00	22.63	679.00	21.96	659.00	21.30	639.00	20.63	619.00	19.96	599.00
18,600	23.46	704.00	22.80	684.00	22.13	664.00	21.46	644.00	20.80	624.00	20.13	604.00
18,700	23.63	709.00	22.96	689.00	22.30	669.00	21.63	649.00	20.96	629.00	20.30	609.00
18,800	23.80	714.00	23.13	694.00	22.46	674.00	21.80	654.00	21.13	634.00	20.46	614.00
18,900	23.96	719.00	23.30	699.00	22.63	679.00	21.96	659.00	21.30	639.00	20.63	619.00
19,000	24.13	724.00	23.46	704.00	22.80	684.00	22.13	664.00	21.46	644.00	20.80	624.00
19,100	24.30	729.00	23.63	709.00	22.96	689.00	22.30	669.00	21.63	649.00	20.96	629.00
19,200	24.46	734.00	23.80	714.00	23.13	694.00	22.46	674.00	21.80	654.00	21.13	634.00
19,300	24.63	739.00	23.96	719.00	23.30	699.00	22.63	679.00	21.96	659.00	21.30	639.00
19,400	24.80	744.00	24.13	724.00	23.46	704.00	22.80	684.00	22.13	664.00	21.46	644.00
19,500	24.96	749.00	24.30	729.00	23.63	709.00	22.96	689.00	22.30	669.00	21.63	649.00
19,600	25.13	754.00	24.46	734.00	23.80	714.00	23.13	694.00	22.46	674.00	21.80	654.00
19,700	25.30	759.00	24.63	739.00	23.96	719.00	23.30	699.00	22.63	679.00	21.96	659.00
19,800	25.46	764.00	24.80	744.00	24.13	724.00	23.46	704.00	22.80	684.00	22.13	664.00
19,900	25.63	769.00	24.96	749.00	24.30	729.00	23.63	709.00	22.96	689.00	22.30	669.00
20,000	25.80	774.00	25.13	754.00	24.46	734.00	23.80	714.00	23.13	694.00	22.46	674.00

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B. Supplemental Sliding Scale

No patient shall be billed in excess of the hospitals per diem rate regardless of annual income

If the number of dependents exceeds six (6), deduct \$30.00 per year or \$2.50 per month for each additional dependent.

Annual Income	<u>1 Dependent</u>		<u>2 Dependents</u>		<u>3 Dependents</u>		<u>4 Dependents</u>		<u>5 Dependents</u>		<u>6 Dependents</u>	
	Year	Month	Year	Month	Year	Month	Year	Month	Year	Month	Year	Month
3,600	96.00	8.00	66.00	5.50								
3,700	100.00	8.33	70.00	5.83								
3,800	104.00	8.66	74.00	6.16								
3,900	108.00	9.00	78.00	6.50	48.00	4.00						
4,000	112.00	9.33	82.00	6.83	52.00	4.33						
4,100	119.00	9.91	89.00	7.41	59.00	4.91						
4,200	126.00	10.50	96.00	8.00	66.00	5.50						
4,300	133.00	11.08	103.00	8.58	73.00	6.08						
4,400	140.00	11.66	110.00	9.16	80.00	6.66	50.00	4.16				
4,500	147.00	12.25	117.00	9.75	87.00	7.25	57.00	4.75				
4,600	154.00	12.83	124.00	10.33	94.00	7.83	64.00	5.33				
4,700	161.00	13.41	131.00	10.91	101.00	8.41	71.00	5.91				
4,800	168.00	14.00	138.00	11.50	108.00	9.00	78.00	6.50	48.00	4.00		
4,900	175.00	14.58	145.00	12.08	115.00	9.58	85.00	7.08	55.00	4.58		
5,000	182.00	15.16	152.00	12.66	122.00	10.16	92.00	7.66	62.00	5.16		
5,100	189.00	15.75	159.00	13.25	129.00	10.75	99.00	8.25	69.00	5.75		
5,200	196.00	16.33	166.00	13.83	136.00	11.33	106.00	8.83	76.00	6.33		
5,300	203.00	16.91	173.00	14.41	143.00	11.91	113.00	9.41	83.00	6.91	53.00	4.41
5,400	210.00	17.50	180.00	15.00	150.00	12.50	120.00	10.00	90.00	7.50	60.00	5.00
5,500	217.00	18.08	187.00	15.58	157.00	13.08	127.00	10.58	97.00	8.08	67.00	5.58
5,600	224.00	18.66	194.00	16.16	164.00	13.66	134.00	11.16	104.00	8.66	74.00	6.16
5,700	231.00	19.25	201.00	16.75	171.00	14.25	141.00	11.75	111.00	9.25	81.00	6.75
5,800	238.00	19.83	208.00	17.33	178.00	14.83	148.00	12.33	118.00	9.83	88.00	7.33
5,900	245.00	20.41	215.00	17.91	185.00	15.41	155.00	12.91	125.00	10.41	95.00	7.91
6,000	252.00	21.00	222.00	18.50	192.00	16.00	162.00	13.50	132.00	11.00	102.00	8.50

Annual Income	ONE		TWO		THREE		FOUR		FIVE		SIX	
	Year	Month	Year	Month	Year	Month	Year	Month	Year	Month	Year	Month
6,100	259.00	21.58	229.00	19.08	199.00	16.58	169.00	14.08	139.00	11.58	109.00	9.08
6,200	266.00	22.16	236.00	19.66	206.00	17.16	176.00	14.66	146.00	12.16	116.00	9.66
6,300	273.00	22.75	243.00	20.25	213.00	17.75	183.00	15.25	153.00	12.75	123.00	10.25
6,400	280.00	23.33	250.00	20.83	220.00	18.33	190.00	15.83	160.00	13.33	130.00	10.83
6,500	287.00	23.91	257.00	21.41	227.00	18.91	197.00	16.41	167.00	13.91	137.00	11.41
6,600	294.00	24.50	264.00	22.00	234.00	19.50	204.00	17.00	174.00	14.50	144.00	12.00
6,700	301.00	25.08	271.00	22.58	241.00	20.08	211.00	17.58	181.00	15.08	151.00	12.58
6,800	308.00	25.66	278.00	23.16	248.00	20.66	218.00	18.16	188.00	15.66	158.00	13.16
6,900	315.00	26.25	285.00	23.75	255.00	21.25	225.00	18.75	195.00	16.25	165.00	13.75
7,000	322.00	26.83	292.00	24.33	262.00	21.83	232.00	19.33	202.00	16.83	172.00	14.33
7,100	331.00	27.58	301.00	25.08	271.00	22.58	241.00	20.08	211.00	17.58	181.00	15.08
7,200	340.00	28.33	310.00	25.83	280.00	23.33	250.00	20.83	220.00	18.33	190.00	15.83
7,300	349.00	29.08	319.00	26.58	289.00	24.08	259.00	21.58	229.00	19.08	199.00	16.58
7,400	358.00	29.83	328.00	27.33	298.00	24.83	268.00	22.33	238.00	19.83	208.00	17.33
7,500	367.00	30.58	337.00	28.08	307.00	25.58	277.00	23.08	247.00	20.58	217.00	18.08
7,600	376.00	31.33	346.00	28.83	316.00	26.33	286.00	23.83	256.00	21.33	226.00	18.83
7,700	385.00	32.08	355.00	29.58	325.00	27.08	295.00	24.58	265.00	22.08	235.00	19.58
7,800	394.00	32.83	364.00	30.33	334.00	27.83	304.00	25.33	274.00	22.83	244.00	20.33
7,900	403.00	33.58	373.00	31.08	343.00	28.58	313.00	26.08	283.00	23.58	253.00	21.08
8,000	412.00	34.33	382.00	31.83	352.00	29.33	322.00	26.83	292.00	24.33	262.00	21.83
8,100	421.00	35.08	391.00	32.58	361.00	30.08	331.00	27.58	301.00	25.08	271.00	22.58
8,200	430.00	35.83	400.00	33.33	370.00	30.83	340.00	28.22	310.00	25.83	280.00	23.33
8,300	439.00	36.58	409.00	34.08	379.00	31.58	349.00	29.08	319.00	26.58	289.00	24.08
8,400	448.00	37.33	418.00	34.83	388.00	32.33	358.00	29.83	328.00	27.33	298.00	24.83
8,500	457.00	38.08	427.00	35.58	397.00	33.08	367.00	30.58	337.00	28.08	307.00	25.58
8,600	466.00	38.83	436.00	36.33	406.00	33.83	376.00	31.33	346.00	28.83	316.00	26.33
8,700	475.00	39.58	445.00	37.08	415.00	34.58	385.00	32.08	355.00	29.58	325.00	27.08
8,800	484.00	40.33	454.00	37.83	424.00	35.33	394.00	32.83	364.00	30.33	334.00	27.83
8,900	493.00	41.08	463.00	38.58	433.00	36.08	403.00	33.58	373.00	31.08	343.00	28.58
9,000	502.00	41.83	472.00	39.33	442.00	36.83	412.00	34.33	382.00	31.83	352.00	29.33
9,100	511.00	42.58	481.00	40.08	451.00	37.58	421.00	35.08	391.00	32.58	361.00	30.08
9,200	520.00	43.33	490.00	40.83	460.00	38.33	430.00	35.83	400.00	33.33	370.00	30.83
9,300	529.00	44.08	499.00	41.58	469.00	39.08	439.00	36.58	409.00	34.08	379.00	31.58
9,400	538.00	44.83	508.00	42.33	478.00	39.83	448.00	37.33	418.00	34.83	388.00	32.33
9,500	547.00	45.58	517.00	43.08	487.00	40.58	457.00	38.08	427.00	35.58	397.00	33.08
9,600	556.00	46.33	526.00	43.83	496.00	41.33	466.00	38.83	436.00	36.33	406.00	33.83
9,700	565.00	47.08	535.00	44.58	505.00	42.08	475.00	39.58	445.00	37.08	415.00	34.58
9,800	574.00	47.83	544.00	45.33	514.00	42.83	484.00	40.33	454.00	37.83	424.00	35.33
9,900	583.00	48.58	553.00	46.08	523.00	43.58	493.00	41.08	463.00	38.58	433.00	36.08
10,000	592.00	49.33	562.00	46.83	532.00	44.33	502.00	41.83	472.00	39.33	442.00	36.83

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Annual Income	ONE		TWO		THREE		FOUR		FIVE		SIX	
	Year	Month	Year	Month	Year	Month	Year	Month	Year	Month	Year	Month
10,100	601.00	50.08	571.00	47.58	541.00	45.08	511.00	42.58	481.00	40.08	451.00	37.58
10,200	610.00	50.83	580.00	48.33	550.00	45.83	520.00	43.33	490.00	40.83	460.00	38.33
10,300	619.00	51.58	589.00	49.08	559.00	46.58	529.00	44.08	499.00	41.58	469.00	39.08
10,400	628.00	52.33	598.00	49.83	568.00	47.33	538.00	44.83	508.00	42.33	478.00	39.83
10,500	637.00	53.08	607.00	50.58	577.00	48.08	547.00	45.58	517.00	43.08	487.00	40.58
10,600	646.00	53.83	616.00	51.33	586.00	48.83	556.00	46.33	526.00	43.83	496.00	41.33
10,700	655.00	54.58	625.00	52.08	595.00	49.58	565.00	47.08	535.00	44.58	505.00	42.08
10,800	664.00	55.33	634.00	52.83	604.00	50.33	574.00	47.83	544.00	45.33	514.00	42.83
10,900	673.00	56.08	643.00	53.58	613.00	51.08	583.00	48.58	553.00	46.08	523.00	43.58
11,000	682.00	56.83	652.00	54.33	622.00	51.83	592.00	49.33	562.00	46.83	532.00	44.33
11,100	691.00	57.58	661.00	55.08	631.00	52.58	601.00	50.08	571.00	47.58	541.00	45.08
11,200	700.00	58.33	670.00	55.83	640.00	53.33	610.00	50.83	580.00	48.33	550.00	45.83
11,300	709.00	59.08	679.00	56.58	649.00	54.08	619.00	51.58	589.00	49.08	559.00	46.58
11,400	718.00	59.83	688.00	57.33	658.00	54.83	628.00	52.33	598.00	49.83	568.00	47.33
11,500	727.00	60.58	697.00	58.08	667.00	55.58	637.00	53.08	607.00	50.58	577.00	48.08
11,600	736.00	61.33	706.00	58.83	676.00	56.33	646.00	53.83	616.00	51.33	586.00	48.83
11,700	745.00	62.08	715.00	59.58	685.00	57.08	655.00	54.58	625.00	52.08	595.00	49.58
11,800	754.00	62.83	724.00	60.33	694.00	57.83	664.00	55.33	634.00	52.83	604.00	50.33
11,900	763.00	63.58	733.00	61.08	703.00	58.58	673.00	56.08	643.00	53.58	613.00	51.08
12,000	772.00	64.33	742.00	61.83	712.00	59.33	682.00	56.83	652.00	54.33	622.00	51.83
12,100	781.00	65.08	751.00	62.58	721.00	60.08	691.00	57.58	661.00	55.08	631.00	52.58
12,200	790.00	65.83	760.00	63.33	730.00	60.83	700.00	58.33	670.00	55.83	640.00	53.33
12,300	799.00	66.58	769.00	64.08	739.00	61.58	709.00	59.08	679.00	56.58	649.00	54.08
12,400	808.00	67.33	778.00	64.83	748.00	62.33	718.00	59.83	688.00	57.33	658.00	54.83
12,500	817.00	68.08	787.00	65.58	757.00	63.08	727.00	60.58	697.00	58.08	667.00	55.58
12,600	826.00	68.83	796.00	66.33	766.00	63.83	736.00	61.33	706.00	58.83	676.00	56.33
12,700	835.00	69.58	805.00	67.08	775.00	64.58	745.00	62.08	715.00	59.58	685.00	57.08
12,800	844.00	70.33	814.00	67.83	784.00	65.33	754.00	62.83	724.00	60.33	694.00	57.83
12,900	853.00	71.08	823.00	68.58	793.00	66.08	763.00	63.58	733.00	61.08	703.00	58.58
13,000	862.00	71.83	832.00	69.33	802.00	66.83	772.00	64.33	742.00	61.83	712.00	59.33
13,100	871.00	72.58	841.00	70.08	811.00	67.58	781.00	65.08	751.00	62.58	721.00	60.08
13,200	880.00	73.33	850.00	70.83	820.00	68.33	790.00	65.83	760.00	63.33	730.00	60.83
13,300	889.00	74.08	859.00	71.58	829.00	69.08	799.00	66.58	769.00	64.08	739.00	61.58
13,400	898.00	74.83	868.00	72.33	838.00	69.83	808.00	67.33	778.00	64.83	748.00	62.33
13,500	907.00	75.58	877.00	73.08	847.00	70.58	817.00	68.08	787.00	65.58	757.00	63.08
13,600	916.00	76.33	886.00	73.83	856.00	71.33	826.00	68.83	796.00	66.33	766.00	63.83
13,700	925.00	77.08	895.00	74.58	865.00	72.08	835.00	69.58	805.00	67.08	775.00	64.58
13,800	934.00	77.83	904.00	75.33	874.00	72.83	844.00	70.33	814.00	67.83	784.00	65.33
13,900	943.00	78.58	913.00	76.08	883.00	73.58	853.00	71.08	823.00	68.58	793.00	66.08
14,000	952.00	79.33	922.00	76.83	892.00	74.33	862.00	71.83	832.00	69.33	802.00	66.83

Annual Income	ONE		TWO		THREE		FOUR		FIVE		SIX	
	Year	Month	Year	Month	Year	Month	Year	Month	Year	Month	Year	Month
14,100	961.00	80.08	931.00	77.58	901.00	75.08	871.00	72.58	841.00	70.08	811.00	67.58
14,200	970.00	80.83	940.00	78.33	910.00	75.83	880.00	73.33	850.00	70.83	820.00	68.33
14,300	979.00	81.58	949.00	79.08	919.00	76.58	889.00	74.08	859.00	71.58	829.00	69.08
14,400	988.00	82.33	958.00	79.83	928.00	77.33	898.00	74.83	868.00	72.33	838.00	69.83
14,500	997.00	83.08	967.00	80.58	937.00	78.08	907.00	75.58	877.00	73.08	847.00	70.58
14,600	1,006.00	83.83	976.00	81.33	946.00	78.83	916.00	76.33	886.00	73.83	856.00	71.33
14,700	1,015.00	84.58	985.00	82.08	955.00	79.58	925.00	77.08	895.00	74.58	865.00	72.08
14,800	1,024.00	85.33	994.00	82.83	964.00	80.33	934.00	77.83	904.00	75.33	874.00	72.83
14,900	1,033.00	86.08	1,003.00	83.58	973.00	81.08	943.00	78.58	913.00	76.08	883.00	73.58
15,000	1,042.00	86.83	1,012.00	84.33	982.00	81.83	952.00	79.33	922.00	76.83	892.00	74.33
15,100	1,051.00	87.58	1,021.00	85.08	991.00	82.58	961.00	80.08	931.00	77.58	901.00	75.08
15,200	1,060.00	88.33	1,030.00	85.83	1,000.00	83.33	970.00	80.83	940.00	78.33	910.00	75.83
15,300	1,069.00	89.08	1,039.00	86.58	1,009.00	84.08	979.00	81.58	949.00	79.08	919.00	76.58
15,400	1,078.00	89.83	1,048.00	87.33	1,018.00	84.83	988.00	82.33	958.00	79.83	928.00	77.33
15,500	1,087.00	90.58	1,057.00	88.08	1,027.00	85.58	997.00	83.08	967.00	80.58	937.00	78.08
15,600	1,096.00	91.33	1,066.00	88.83	1,036.00	86.33	1,006.00	83.83	976.00	81.33	946.00	78.83
15,700	1,105.00	92.08	1,075.00	89.58	1,045.00	87.08	1,015.00	84.58	985.00	82.08	955.00	79.58
15,800	1,114.00	92.83	1,084.00	90.33	1,054.00	87.83	1,024.00	85.33	994.00	82.83	964.00	80.33
15,900	1,123.00	93.58	1,093.00	91.08	1,063.00	88.58	1,033.00	86.08	1,003.00	83.58	973.00	81.08
16,000	1,132.00	94.33	1,102.00	91.83	1,072.00	89.33	1,042.00	86.83	1,012.00	84.33	982.00	81.83
16,100	1,141.00	95.08	1,111.00	92.58	1,081.00	90.08	1,051.00	87.58	1,021.00	85.08	991.00	82.58
16,200	1,150.00	95.83	1,120.00	93.33	1,090.00	90.83	1,060.00	88.33	1,030.00	85.83	1,000.00	83.33
16,300	1,159.00	96.58	1,129.00	94.08	1,099.00	91.58	1,069.00	89.08	1,039.00	86.58	1,009.00	84.08
16,400	1,168.00	97.33	1,138.00	94.83	1,108.00	92.33	1,078.00	89.83	1,048.00	87.33	1,018.00	84.83
16,500	1,177.00	98.08	1,147.00	95.58	1,117.00	93.08	1,087.00	90.58	1,057.00	88.08	1,027.00	85.58
16,600	1,186.00	98.83	1,156.00	96.33	1,126.00	93.83	1,096.00	91.33	1,066.00	88.83	1,036.00	86.33
16,700	1,195.00	99.58	1,165.00	97.08	1,135.00	94.58	1,105.00	92.08	1,075.00	89.58	1,045.00	87.08
16,800	1,204.00	100.33	1,174.00	97.83	1,144.00	95.33	1,114.00	92.83	1,084.00	90.33	1,054.00	87.83
16,900	1,213.00	101.08	1,183.00	98.58	1,153.00	96.08	1,123.00	93.58	1,093.00	91.08	1,063.00	88.58
17,000	1,222.00	101.83	1,192.00	99.33	1,162.00	96.83	1,132.00	94.33	1,102.00	91.83	1,072.00	89.33
17,100	1,231.00	102.58	1,201.00	100.08	1,171.00	97.58	1,141.00	95.08	1,111.00	92.58	1,081.00	90.08
17,200	1,240.00	103.33	1,210.00	100.83	1,180.00	98.33	1,150.00	95.83	1,120.00	93.33	1,090.00	90.83
17,300	1,249.00	104.08	1,219.00	101.58	1,189.00	99.08	1,159.00	96.58	1,129.00	94.08	1,099.00	91.58
17,400	1,258.00	104.83	1,228.00	102.33	1,198.00	99.83	1,168.00	97.33	1,138.00	94.83	1,108.00	92.33
17,500	1,267.00	105.58	1,237.00	103.08	1,207.00	100.58	1,177.00	98.08	1,147.00	95.58	1,117.00	93.08
17,600	1,276.00	106.33	1,246.00	103.83	1,216.00	101.33	1,186.00	98.83	1,156.00	96.33	1,126.00	93.83
17,700	1,285.00	107.08	1,255.00	104.58	1,225.00	102.08	1,195.00	99.58	1,165.00	97.08	1,135.00	94.58
17,800	1,294.00	107.83	1,264.00	105.33	1,234.00	102.83	1,204.00	100.33	1,174.00	97.83	1,144.00	95.33
17,900	1,303.00	108.58	1,273.00	106.08	1,243.00	103.58	1,213.00	101.08	1,183.00	98.58	1,153.00	96.08
18,000	1,312.00	109.33	1,282.00	106.83	1,252.00	104.33	1,222.00	101.83	1,192.00	99.33	1,162.00	96.83

Annual Income	ONE		TWO		THREE		FOUR		FIVE		SIX	
	Year	Month	Year	Month	Year	Month	Year	Month	Year	Month	Year	Month
18,100	1,321.00	110.08	1,291.00	107.58	1,261.00	105.08	1,231.00	102.58	1,201.00	100.08	1,171.00	97.58
18,200	1,330.00	110.83	1,300.00	108.33	1,270.00	105.83	1,240.00	103.33	1,210.00	100.83	1,180.00	98.33
18,300	1,339.00	111.58	1,309.00	109.08	1,279.00	106.58	1,249.00	104.08	1,219.00	101.58	1,189.00	99.08
18,400	1,348.00	112.33	1,318.00	109.83	1,288.00	107.33	1,258.00	104.83	1,228.00	102.33	1,198.00	99.83
18,500	1,357.00	113.08	1,327.00	110.58	1,297.00	108.08	1,267.00	105.58	1,237.00	103.08	1,207.00	100.58
18,600	1,366.00	113.83	1,336.00	111.33	1,306.00	108.83	1,276.00	106.33	1,246.00	103.83	1,216.00	101.33
18,700	1,375.00	114.58	1,345.00	112.08	1,315.00	109.58	1,285.00	107.08	1,255.00	104.58	1,225.00	102.08
18,800	1,384.00	115.33	1,354.00	112.83	1,324.00	110.33	1,294.00	107.83	1,264.00	105.33	1,234.00	102.83
18,900	1,393.00	116.08	1,363.00	113.58	1,333.00	111.08	1,303.00	108.58	1,273.00	106.08	1,243.00	103.58
19,000	1,402.00	116.83	1,372.00	114.33	1,342.00	111.83	1,312.00	109.33	1,282.00	106.83	1,252.00	104.33
19,100	1,411.00	117.58	1,381.00	115.08	1,351.00	112.58	1,321.00	110.08	1,291.00	107.58	1,261.00	105.08
19,200	1,420.00	118.33	1,390.00	115.83	1,360.00	113.33	1,330.00	110.83	1,300.00	108.33	1,270.00	105.83
19,300	1,429.00	119.08	1,399.00	116.58	1,369.00	114.08	1,339.00	111.58	1,309.00	109.08	1,279.00	106.58
19,400	1,438.00	119.83	1,408.00	117.33	1,378.00	114.83	1,348.00	112.33	1,318.00	109.83	1,288.00	107.33
19,500	1,447.00	120.58	1,417.00	118.08	1,387.00	115.58	1,357.00	113.08	1,327.00	110.58	1,297.00	108.08
19,600	1,456.00	121.33	1,426.00	118.83	1,396.00	116.33	1,366.00	113.83	1,336.00	111.33	1,306.00	108.83
19,700	1,465.00	122.08	1,435.00	119.58	1,405.00	117.08	1,375.00	114.58	1,345.00	112.08	1,315.00	109.58
19,800	1,474.00	122.83	1,444.00	120.33	1,414.00	117.83	1,384.00	115.33	1,354.00	112.83	1,324.00	110.33
19,900	1,483.00	123.58	1,453.00	121.08	1,423.00	118.58	1,393.00	116.08	1,363.00	113.58	1,333.00	111.08
20,000	1,492.00	124.33	1,462.00	121.83	1,432.00	119.33	1,402.00	116.83	1,372.00	114.33	1,342.00	111.83

III. State Schools for the Retarded

If annual income exceeds \$20,000.00, add \$10.00 per year for each \$100.00 that income exceeds \$20,000.00.
 If the number of dependents exceeds six (6), deduct \$30.00 per year for each additional dependent.

Annual Income	<u>1 Dependent</u>		<u>2 Dependents</u>		<u>3 Dependents</u>		<u>4 Dependents</u>		<u>5 Dependents</u>		<u>6 Dependents</u>	
	Year	Month	Year	Month	Year	Month	Year	Month	Year	Month	Year	Month
3,600	96.00	8.00	66.00	5.50								
3,700	100.00	8.33	70.00	5.83								
3,800	104.00	8.66	74.00	6.16								
3,900	108.00	9.00	78.00	6.50	48.00	4.00						
4,000	112.00	9.33	82.00	6.83	52.00	4.33						
4,100	119.00	9.91	89.00	7.41	59.00	4.91						
4,200	126.00	10.50	96.00	8.00	66.00	5.50						
4,300	133.00	11.08	103.00	8.58	73.00	6.08						
4,400	140.00	11.66	110.00	9.16	80.00	6.66	50.00	4.16				
4,500	147.00	12.25	117.00	9.75	87.00	7.25	57.00	4.75				
4,600	154.00	12.83	124.00	10.33	94.00	7.83	64.00	5.33				
4,700	161.00	13.41	131.00	10.91	101.00	8.41	71.00	5.91				
4,800	168.00	14.00	138.00	11.50	108.00	9.00	78.00	6.50	48.00	4.00		
4,900	175.00	14.58	145.00	12.08	115.00	9.58	85.00	7.08	55.00	4.58		
5,000	182.00	15.16	152.00	12.66	122.00	10.16	92.00	7.66	62.00	5.16		
5,100	189.00	15.75	159.00	13.25	129.00	10.75	99.00	8.25	69.00	5.75		
5,200	196.00	16.33	166.00	13.83	136.00	11.33	106.00	8.83	76.00	6.33		
5,300	203.00	16.91	173.00	14.41	143.00	11.91	113.00	9.41	83.00	6.91	53.00	4.41
5,400	210.00	17.50	180.00	15.00	150.00	12.50	120.00	10.00	90.00	7.50	60.00	5.00
5,500	217.00	18.08	187.00	15.58	157.00	13.08	127.00	10.58	97.00	8.08	67.00	5.58
5,600	224.00	18.66	194.00	16.16	164.00	13.66	134.00	11.16	104.00	8.66	74.00	6.16
5,700	231.00	19.25	201.00	16.75	171.00	14.25	141.00	11.75	111.00	9.25	81.00	6.75
5,800	238.00	19.83	208.00	17.33	178.00	14.83	148.00	12.33	118.00	9.83	88.00	7.33
5,900	245.00	20.41	215.00	17.91	185.00	15.41	155.00	12.91	125.00	10.41	95.00	7.91
6,000	252.00	21.00	222.00	18.50	192.00	16.00	162.00	13.50	132.00	11.00	102.00	8.50

Annual Income	ONE		TWO		THREE		FOUR		FIVE		SIX	
	Year	Month	Year	Month	Year	Month	Year	Month	Year	Month	Year	Month
6,100	259.00	21.58	229.00	19.08	199.00	16.58	169.00	14.08	139.00	11.58	109.00	9.08
6,200	266.00	22.16	236.00	19.66	206.00	17.16	176.00	14.66	146.00	12.16	116.00	9.66
6,300	273.00	22.75	243.00	20.25	213.00	17.75	183.00	15.25	153.00	12.75	123.00	10.25
6,400	280.00	23.33	250.00	20.83	220.00	18.33	190.00	15.83	160.00	13.33	130.00	10.83
6,500	287.00	23.91	257.00	21.41	227.00	18.91	197.00	16.41	167.00	13.91	137.00	11.41
6,600	294.00	24.50	264.00	22.00	234.00	19.50	204.00	17.00	174.00	14.50	144.00	12.00
6,700	301.00	25.08	271.00	22.58	241.00	20.08	211.00	17.58	181.00	15.08	151.00	12.58
6,800	308.00	25.66	278.00	23.16	248.00	20.66	218.00	18.16	188.00	15.66	158.00	13.16
6,900	315.00	26.25	285.00	23.75	255.00	21.25	225.00	18.75	195.00	16.25	165.00	13.75
7,000	322.00	26.83	292.00	24.33	262.00	21.83	232.00	19.33	202.00	16.83	172.00	14.33
7,100	331.00	27.58	301.00	25.08	271.00	22.58	241.00	20.08	211.00	17.58	181.00	15.08
7,200	340.00	28.33	310.00	25.83	280.00	23.33	250.00	20.83	220.00	18.33	190.00	15.83
7,200	349.00	29.08	319.00	26.58	289.00	24.08	259.00	21.58	229.00	19.08	199.00	16.58
7,400	358.00	29.83	328.00	27.33	298.00	24.83	268.00	22.33	238.00	19.83	208.00	17.33
7,500	367.00	30.58	337.00	28.08	307.00	25.58	277.00	23.08	247.00	20.58	217.00	18.08
7,600	376.00	31.33	346.00	28.83	316.00	26.33	286.00	23.83	256.00	21.33	226.00	18.83
7,700	385.00	32.08	355.00	29.58	325.00	27.08	295.00	24.58	265.00	21.08	235.00	19.58
7,800	394.00	32.83	364.00	30.33	334.00	27.83	304.00	25.33	274.00	22.83	244.00	20.33
7,900	403.00	33.58	373.00	31.08	343.00	28.58	313.00	26.08	283.00	23.58	253.00	21.08
8,000	412.00	34.33	382.00	31.83	352.00	29.33	322.00	26.83	292.00	24.33	262.00	21.83
8,100	421.00	35.08	391.00	32.58	361.00	30.08	331.00	27.58	301.00	25.08	271.00	22.58
8,200	430.00	35.83	400.00	33.33	370.00	30.83	340.00	28.33	310.00	25.83	280.00	23.33
8,300	439.00	36.58	409.00	34.08	379.00	31.58	349.00	29.08	319.00	26.58	289.00	24.08
8,400	448.00	37.33	418.00	34.83	388.00	32.33	358.00	29.83	328.00	27.33	298.00	24.83
8,500	457.00	38.08	427.00	35.58	397.00	33.08	367.00	30.58	337.00	28.08	307.00	25.58
8,600	466.00	38.83	436.00	36.33	406.00	33.83	376.00	31.33	346.00	28.83	316.00	26.33
8,700	475.00	39.58	445.00	37.08	415.00	34.58	385.00	32.08	355.00	29.58	325.00	27.08
8,800	484.00	40.33	454.00	37.83	424.00	35.33	394.00	32.83	364.00	30.33	334.00	27.83
8,900	493.00	41.08	463.00	38.58	433.00	36.08	403.00	33.58	373.00	31.08	343.00	28.58
9,000	502.00	41.83	472.00	39.33	442.00	36.83	412.00	34.33	382.00	31.83	352.00	29.33
9,100	511.00	42.58	481.00	40.08	451.00	37.58	421.00	35.08	391.00	32.58	361.00	30.08
9,200	520.00	43.33	490.00	40.83	460.00	38.33	430.00	35.83	400.00	33.33	370.00	30.83
9,300	529.00	44.08	499.00	41.58	469.00	39.08	439.00	36.58	409.00	34.08	379.00	31.58
9,400	538.00	44.83	508.00	42.33	478.00	39.83	448.00	37.33	418.00	34.83	388.00	32.33
9,500	547.00	45.58	517.00	43.08	487.00	40.58	457.00	38.08	427.00	35.58	397.00	33.08
9,600	556.00	46.33	526.00	43.83	496.00	41.33	466.00	38.83	436.00	36.33	406.00	33.83
9,700	565.00	47.08	535.00	44.58	505.00	42.08	475.00	39.58	445.00	37.08	415.00	34.58
9,800	574.00	47.83	544.00	45.33	514.00	42.83	484.00	40.33	454.00	37.83	424.00	35.33
9,900	583.00	48.58	553.00	46.08	523.00	43.58	493.00	41.08	463.00	38.58	433.00	36.08
10,000	592.00	49.33	562.00	46.83	532.00	44.33	502.00	41.83	472.00	39.33	442.00	36.83

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Annual Income	ONE		TWO		THREE		FOUR		FIVE		SIX	
	Year	Month	Year	Month	Year	Month	Year	Month	Year	Month	Year	Month
10,100	601.00	50.08	571.00	47.58	541.00	45.08	511.00	42.58	481.00	40.08	451.00	37.58
10,200	610.00	50.83	580.00	48.33	550.00	45.83	520.00	43.33	490.00	40.83	460.00	38.33
10,300	619.00	51.58	589.00	49.08	559.00	46.58	529.00	44.08	499.00	41.58	469.00	39.08
10,400	628.00	52.33	598.00	49.83	568.00	47.33	538.00	44.83	508.00	42.33	478.00	39.83
10,500	637.00	53.08	607.00	50.58	577.00	48.08	547.00	45.58	517.00	43.08	487.00	40.58
10,600	646.00	53.83	616.00	51.33	586.00	48.83	556.00	46.33	526.00	43.83	496.00	41.33
10,700	655.00	54.58	625.00	52.08	595.00	49.58	565.00	47.08	535.00	44.58	505.00	42.08
10,800	664.00	55.33	634.00	52.83	604.00	50.33	574.00	47.83	544.00	45.33	514.00	42.83
10,900	673.00	56.08	643.00	53.58	613.00	51.08	583.00	48.58	553.00	46.08	523.00	43.58
11,000	682.00	56.83	652.00	54.33	622.00	51.83	592.00	49.33	562.00	46.83	532.00	44.33
11,100	691.00	57.58	661.00	55.08	631.00	52.58	601.00	50.08	571.00	47.58	541.00	45.08
11,200	700.00	58.33	670.00	55.83	640.00	53.33	610.00	50.83	580.00	48.33	550.00	45.83
11,300	709.00	59.08	679.00	56.58	649.00	54.08	619.00	51.58	589.00	49.08	559.00	46.58
11,400	718.00	59.83	688.00	57.33	658.00	54.83	628.00	52.33	598.00	49.83	568.00	47.33
11,500	727.00	60.58	697.00	58.08	667.00	55.58	637.00	53.08	607.00	50.58	577.00	48.08
11,600	736.00	61.33	706.00	58.83	676.00	56.33	646.00	53.83	616.00	51.33	586.00	48.83
11,700	745.00	62.08	715.00	59.58	685.00	57.08	655.00	54.58	625.00	52.08	595.00	49.58
11,800	754.00	62.83	724.00	60.33	694.00	57.83	664.00	55.33	634.00	52.83	604.00	50.33
11,900	763.00	63.58	733.00	61.08	703.00	58.58	673.00	56.08	643.00	53.58	613.00	51.08
12,000	772.00	64.33	742.00	61.83	712.00	59.33	682.00	56.83	652.00	54.33	622.00	51.83
12,100	781.00	65.08	751.00	62.58	721.00	60.08	691.00	57.58	661.00	55.08	631.00	52.58
12,200	790.00	65.83	760.00	63.33	730.00	60.83	700.00	58.33	670.00	55.83	640.00	53.33
12,300	799.00	66.58	769.00	64.08	739.00	61.58	709.00	59.08	679.00	56.58	649.00	54.08
12,400	808.00	67.33	778.00	64.83	748.00	62.33	718.00	59.83	688.00	57.33	658.00	54.83
12,500	817.00	68.08	787.00	65.58	757.00	63.08	727.00	60.58	697.00	58.08	667.00	55.58
12,600	826.00	68.83	796.00	66.33	766.00	63.83	736.00	61.33	706.00	58.83	676.00	56.33
12,700	835.00	69.58	805.00	67.08	775.00	64.58	745.00	62.08	715.00	59.58	685.00	57.08
12,800	844.00	70.33	814.00	67.83	784.00	65.33	754.00	62.83	724.00	60.33	694.00	57.83
12,900	853.00	71.08	823.00	68.58	793.00	66.08	763.00	63.58	733.00	61.08	703.00	58.58
13,000	862.00	71.83	832.00	69.33	802.00	66.83	772.00	64.33	742.00	61.83	712.00	59.33
13,100	871.00	72.58	841.00	70.08	811.00	67.58	781.00	65.08	751.00	62.58	721.00	60.08
13,200	880.00	73.33	850.00	70.83	820.00	68.33	790.00	65.83	760.00	63.33	730.00	60.83
13,300	889.00	74.08	859.00	71.58	829.00	69.08	799.00	66.58	769.00	64.08	739.00	61.58
13,400	898.00	74.83	868.00	72.33	838.00	69.83	808.00	67.33	778.00	64.83	748.00	62.33
13,500	907.00	75.58	877.00	73.08	847.00	70.58	817.00	68.08	787.00	65.58	757.00	63.08
13,600	916.00	76.33	886.00	73.83	856.00	71.33	826.00	68.83	796.00	66.33	766.00	63.83
13,700	925.00	77.08	895.00	74.58	865.00	72.08	835.00	69.58	805.00	67.08	775.00	64.58
13,800	934.00	77.83	904.00	75.33	874.00	72.83	844.00	70.33	814.00	67.83	784.00	65.33
13,900	943.00	78.58	913.00	76.08	883.00	73.58	853.00	71.08	823.00	68.58	793.00	66.08
14,000	952.00	79.33	922.00	76.83	892.00	74.33	862.00	71.83	832.00	69.33	802.00	66.83

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Annual Income	ONE		TWO		THREE		FOUR		FIVE		SIX	
	Year	Month	Year	Month	Year	Month	Year	Month	Year	Month	Year	Month
14,100	961.00	80.08	931.00	77.58	901.00	75.08	871.00	72.58	841.00	70.08	811.00	67.58
14,200	970.00	80.83	940.00	78.33	910.00	75.83	880.00	73.33	850.00	70.83	820.00	68.33
14,300	979.00	81.58	949.00	79.08	919.00	76.58	889.00	74.08	859.00	71.58	829.00	69.08
14,400	988.00	82.33	958.00	79.83	928.00	77.33	898.00	74.83	868.00	72.33	838.00	69.83
14,500	997.00	83.08	967.00	80.58	937.00	78.08	907.00	75.58	877.00	73.08	847.00	70.58
14,600	1,006.00	83.83	976.00	81.33	946.00	78.83	916.00	76.33	886.00	73.83	856.00	71.33
14,700	1,015.00	84.58	985.00	82.08	955.00	79.58	925.00	77.08	895.00	74.58	865.00	72.08
14,800	1,024.00	85.33	994.00	82.83	964.00	80.33	934.00	77.83	904.00	75.33	874.00	72.83
14,900	1,033.00	86.08	1,003.00	83.58	973.00	81.08	943.00	78.58	913.00	76.08	883.00	73.58
15,000	1,042.00	86.83	1,012.00	84.33	982.00	81.83	952.00	79.33	922.00	76.83	892.00	74.33
15,100	1,051.00	87.58	1,021.00	85.08	991.00	82.58	961.00	80.08	931.00	77.58	901.00	75.08
15,200	1,060.00	88.33	1,030.00	85.83	1,000.00	83.33	970.00	80.83	940.00	78.33	910.00	75.83
15,300	1,069.00	89.08	1,039.00	86.58	1,009.00	84.08	979.00	81.58	949.00	79.08	919.00	76.58
15,400	1,078.00	89.83	1,048.00	87.33	1,018.00	84.83	988.00	82.33	958.00	79.83	928.00	77.33
15,500	1,087.00	90.58	1,057.00	88.08	1,027.00	85.58	997.00	83.08	967.00	80.58	937.00	78.08
15,600	1,096.00	91.33	1,066.00	88.83	1,036.00	86.33	1,006.00	83.83	976.00	81.33	946.00	78.83
15,700	1,105.00	92.08	1,075.00	89.58	1,045.00	87.08	1,015.00	84.58	985.00	82.08	955.00	79.58
15,800	1,114.00	92.83	1,084.00	90.33	1,054.00	87.83	1,024.00	85.33	994.00	82.83	964.00	80.33
15,900	1,123.00	93.58	1,093.00	91.08	1,063.00	88.58	1,033.00	86.08	1,003.00	83.58	973.00	81.08
16,000	1,132.00	94.33	1,102.00	91.83	1,072.00	89.33	1,042.00	86.83	1,012.00	84.33	982.00	81.83
16,100	1,141.00	95.08	1,111.00	92.58	1,081.00	90.08	1,051.00	87.58	1,021.00	85.08	991.00	82.58
16,200	1,150.00	95.83	1,120.00	93.33	1,090.00	90.83	1,060.00	88.33	1,030.00	85.83	1,000.00	83.33
16,300	1,159.00	96.58	1,129.00	94.08	1,099.00	91.58	1,069.00	89.08	1,039.00	86.58	1,009.00	84.08
16,400	1,168.00	97.33	1,138.00	94.83	1,108.00	92.33	1,078.00	89.83	1,048.00	87.33	1,018.00	84.83
16,500	1,177.00	98.08	1,147.00	95.58	1,117.00	93.08	1,087.00	90.58	1,057.00	88.08	1,207.00	85.58
16,600	1,186.00	98.83	1,156.00	96.33	1,126.00	93.83	1,096.00	91.33	1,066.00	88.83	1,036.00	86.33
16,700	1,195.00	99.58	1,165.00	97.08	1,135.00	94.58	1,105.00	92.08	1,075.00	89.58	1,045.00	87.08
16,800	1,204.00	100.33	1,174.00	97.83	1,144.00	95.33	1,114.00	92.83	1,084.00	90.33	1,054.00	87.83
16,900	1,213.00	101.08	1,183.00	98.58	1,153.00	96.08	1,123.00	93.58	1,093.00	91.08	1,063.00	88.58
17,000	1,222.00	101.83	1,192.00	99.33	1,162.00	96.83	1,132.00	94.33	1,102.00	91.83	1,072.00	89.33
17,100	1,231.00	102.58	1,201.00	100.08	1,171.00	97.58	1,141.00	95.08	1,111.00	92.58	1,081.00	90.08
17,200	1,240.00	103.33	1,210.00	100.83	1,180.00	98.33	1,150.00	95.83	1,120.00	93.33	1,090.00	90.83
17,300	1,249.00	104.08	1,219.00	101.58	1,189.00	99.08	1,159.00	96.58	1,129.00	94.08	1,099.00	91.58
17,400	1,258.00	104.83	1,228.00	102.33	1,198.00	99.83	1,168.00	97.33	1,138.00	94.83	1,108.00	92.33
17,500	1,267.00	105.58	1,237.00	103.08	1,207.00	100.58	1,177.00	98.08	1,147.00	95.58	1,117.00	93.08
17,600	1,276.00	106.33	1,246.00	103.83	1,216.00	101.33	1,186.00	98.83	1,156.00	96.33	1,126.00	93.83
17,700	1,285.00	107.08	1,255.00	104.58	1,225.00	102.08	1,195.00	99.58	1,165.00	97.08	1,135.00	94.58
17,800	1,294.00	107.83	1,264.00	105.33	1,234.00	102.83	1,204.00	100.33	1,174.00	97.83	1,144.00	95.33
17,900	1,303.00	108.58	1,273.00	106.08	1,243.00	103.58	1,213.00	101.08	1,183.00	98.58	1,153.00	96.08
18,000	1,312.00	109.33	1,282.00	106.83	1,252.00	104.33	1,222.00	101.83	1,192.00	99.33	1,162.00	96.83

Annual Income	ONE		TWO		THREE		FOUR		FIVE		SIX	
	Year	Month	Year	Month	Year	Month	Year	Month	Year	Month	Year	Month
18,100	1,321.00	110.08	1,291.00	107.58	1,261.00	105.08	1,231.00	102.58	1,201.00	100.08	1,171.00	97.58
18,200	1,330.00	110.83	1,300.00	108.33	1,270.00	105.83	1,240.00	103.33	1,210.00	100.83	1,180.00	98.33
18,300	1,339.00	111.58	1,309.00	109.08	1,279.00	106.58	1,249.00	104.08	1,219.00	101.58	1,189.00	99.08
18,400	1,348.00	112.33	1,318.00	109.83	1,288.00	107.33	1,258.00	104.83	1,228.00	102.33	1,198.00	99.83
18,500	1,357.00	113.08	1,327.00	110.58	1,297.00	108.08	1,267.00	105.58	1,237.00	103.08	1,207.00	100.58
18,600	1,366.00	113.83	1,336.00	111.33	1,306.00	108.83	1,276.00	106.33	1,246.00	103.83	1,216.00	101.33
18,700	1,375.00	114.58	1,345.00	112.08	1,315.00	109.58	1,285.00	107.08	1,255.00	104.58	1,225.00	102.08
18,800	1,384.00	115.33	1,354.00	112.83	1,324.00	110.33	1,294.00	107.83	1,264.00	105.33	1,234.00	102.83
18,900	1,393.00	116.08	1,363.00	113.58	1,333.00	111.08	1,303.00	108.58	1,273.00	106.08	1,243.00	103.58
19,000	1,402.00	116.83	1,372.00	114.33	1,342.00	111.83	1,312.00	109.33	1,282.00	106.83	1,252.00	104.33
19,100	1,411.00	117.58	1,381.00	115.08	1,351.00	112.58	1,321.00	110.08	1,291.00	107.58	1,261.00	105.08
19,200	1,420.00	118.33	1,390.00	115.83	1,360.00	113.33	1,330.00	110.83	1,300.00	108.33	1,270.00	105.83
19,300	1,429.00	119.08	1,399.00	116.58	1,369.00	114.08	1,339.00	111.58	1,309.00	109.08	1,279.00	106.58
19,400	1,438.00	119.83	1,408.00	117.33	1,378.00	114.83	1,348.00	112.33	1,318.00	109.83	1,288.00	107.33
19,500	1,447.00	120.58	1,417.00	118.08	1,387.00	115.58	1,357.00	113.08	1,327.00	110.58	1,297.00	108.08
19,600	1,456.00	121.33	1,426.00	118.83	1,396.00	116.33	1,366.00	113.83	1,336.00	111.33	1,306.00	108.83
19,700	1,465.00	122.08	1,435.00	119.58	1,405.00	117.08	1,375.00	114.58	1,345.00	112.08	1,315.00	109.58
19,800	1,474.00	122.83	1,444.00	120.33	1,414.00	117.83	1,384.00	115.33	1,354.00	112.83	1,324.00	110.33
19,900	1,483.00	123.58	1,453.00	121.08	1,423.00	118.58	1,393.00	116.08	1,363.00	113.58	1,333.00	111.08
20,000	1,492.00	124.33	1,462.00	121.83	1,432.00	119.33	1,402.00	116.83	1,372.00	114.33	1,342.00	111.83

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Approved and adopted this 9th day of March, 1977,
to become effective May 1, 1977.

William H. Stewart, M.D., Secretary
Department of Health and Human Resources

RULES

Department of Health and Human Resources Office of Management and Finance Licensing and Certification Section

The Department of Health and Human Resources has adopted Minimum Standards for Certification of Facilities Caring for Handicapped Persons. Due to their length, the Department of the State Register has exercised its prerogative not to publish them in the Louisiana Register, as per R.S. 49:954.1C. Copies of the Standards may be obtained, at a cost of one dollar each, from the Licensing and Certification Section, Department of Health and Human Resources, P. O. Box 3767, Baton Rouge, Louisiana 70821. Telephone inquiries should be directed to (504) 389-6266.

William H. Stewart, M.D., Secretary
Department of Health and Human Resources

RULES

Department of Health and Human Resources Office of Management and Finance Licensing and Certification Section

Licensing Standards for Ambulatory Surgical Centers

Definitions

1. Ambulatory surgical center means an establishment with an organized medical staff of physicians, permanent facilities that are equipped and operated primarily for the purpose of performing surgical procedures, continuous physician services and registered professional nursing services whenever a patient is in the facility, which does not provide services or other accommodations for patients to stay overnight, and which offers the following services whenever a patient is in the center:

- a. drug services as needed for medical operations and procedures performed,
- b. provisions for physical and emotional well-being of patients,
- c. provisions for emergency services,

d. organized administrative structure, and
e. administrative, statistical, and medical records.
2. Standards means the rules, regulations, and minimum standards duly adopted and promulgated by the Department of Health and Human Resources with approval of the Secretary.

3. Section means the Licensing and Certification Section of the Department of Health and Human Resources.

4. Department means the Department of Health and Human Resources of the State of Louisiana.

5. Secretary means the Secretary of the Department of Health and Human Resources of the State of Louisiana.

6. Appellate Board means the Board authorized to hear appeals as provided in R.S. 40.2110B and C.

7. Physician means a doctor of medicine duly licensed in the State of Louisiana.

8. Medical staff means those physicians, dentists, podiatrists, and other medical practitioners who are authorized to practice in the center according to these standards and the requirements of the governing authority.

9. Governing authority means that individual or group of individuals who is legally responsible for the operation of the facility.

10. Registered Nurse means a graduate or professional nurse duly licensed by the Louisiana State Board of Nurse Examiners.

11. Licensed practical nurse, abbreviated LPN, means a person duly licensed by the Louisiana State Board of Practical Nurse Examiners.

12. All adjectives and adverbs, such as adequate, approved, qualified, reasonable, reputable, satisfactory, sufficiently, suitable, or substantial, used in these standards to qualify a person, a procedure, equipment, or building shall be determined by the Secretary.

13. Where the word "shall" is used in these standards, the rule or regulation is mandatory.

14. Where the word "should" is used, it indicates suggestion or recommendation but not requirements.

15. Where the word "may" is used in these standards, it is permissive or discretionary.

16. Temporary Permit is a written authorization issued by the Department in accordance with the law and these standards to an ambulatory surgical center which has not qualified for licensing to continue to operate for the limited period of time as specified in the permit.

17. New construction shall include any of the following started after promulgation of these standards:

- a. New buildings to be used as ambulatory surgical centers.
- b. Additions to existing buildings to be used as ambulatory surgical centers.

- c. Conversions of existing buildings or portions thereof for use as ambulatory surgical centers.
- d. Alterations other than minor alterations to existing ambulatory surgical centers.

Chapter I
Licensing Procedures
General

Responsibilities for licensing procedures assigned to the Secretary under Act 596 shall be accomplished by the Licensing and Certification Section through the Undersecretary of the Office of Management and Finance in accord with Section 2137 of Act 596 and Section 256B of Act 513. Licensing procedures, as set forth in various sections of the law, are summarized as follows:

1. Application for license shall be submitted annually by applicants on forms supplied by the Department.
2. The center shall complete the application form and return it to the Section at least sixty days prior to the expiration date of the current license, accompanied by a per annum license fee of fifty dollars. Upon receipt of the application and fee, the Licensing and Certification Section shall request certification of compliance from both the Office of State Fire Protection and the Office of Health Services and Environmental Quality. These certifications of compliance shall be based on a physical survey of the applicant facility.
3. If a center is in compliance with the minimum standards, a license shall be issued by the Department.
4. If a center fails to meet the minimum standards but is correcting existing deficiencies, a temporary permit may be issued pending compliance with the minimum standards.
5. If a center fails to meet the minimum standards after any subsequent temporary permit issued to it has expired, a license may be denied or revoked.
6. If a license is denied or revoked the applicant has the right of appeal as specified within the law. The appeal procedure is subject to modifications according to the Administrative Procedures Act, R.S. 49:951-968.
7. Ambulatory surgical centers are herein advised that standards and regulations of other groups, organizations, and entities with which the center may elect to align itself or enter into contract may exceed the standards contained herein or may address regulations and standards not addressed in these standards. Such alignments or contracts may be with third-party payors, professional organizations, or State and Federal governmental agencies. The fact that the center meets the State Licensure Law does in no way absolve the center of its requirement to meet the more stringent requirements of other entities, nor does membership in any other organization exempt the center from meeting the standards contained herein.

8. The ambulatory surgical center has been established and defined as a facility which occupies a unique position in the health care delivery system. Each center shall continuously evaluate its caseload and monitor its own direct patient care to assure that patients being treated are appropriate candidates for treatment at the center. Each center shall document its review of a representative sampling of admissions to assure that the facility is being properly utilized and to further assure that patients treated at the center could not have been more properly treated at a hospital or at a doctor's clinic.

Approval of Plans

9. All new construction, other than minor alterations, shall be done in accordance with the specific minimum requirements of the Office of State Fire Protection and the Office of Health Services and Environmental Quality, including submission of preliminary plans and the submission of final working drawings and specifications to the Licensing and Certification Section.
10. Before any new center is licensed or before any alteration or expansion of a licensed center can be approved, the applicant must furnish three complete sets of plans and specifications to the Licensing and Certification Section, together with such other information as may be required by the Section. Plans and specifications for new construction other than minor alterations shall be prepared by or under the direction of a licensed architect and/or a qualified licensed engineer.
11. The Section will forward to the Office of State Fire Protection one copy of the plans and specifications, whose approval must be obtained before the Section will take final action. The Office of State Fire Protection must file a report of approval or disapproval within thirty days of submission of plans to that office for review.
12. The Section will also forward a copy of the plans and specifications to the Office of Health Services and Environmental Quality, whose approval must also be obtained before the Section will take final action. The Office of Health Services and Environmental Quality must file its report of approval or disapproval within thirty days of submission of plans to that office for review.
13. The Section will retain one copy of the plans and specifications and study them in relation to all applicable requirements of these standards, and make investigations as it may deem necessary.
14. When the plans and specifications have been fully reviewed and all inspections and investigations have been made, including those of the Office of State Fire Protection and the Office of Health Services and Environmental Quality, the Department will within thirty days of receipt by it of reports from the Office of

State Fire Protection and the Office of Health Services and Environmental Quality notify the applicant whether or not the plans for the proposed ambulatory surgical center alteration or expansion have been approved. In case of disapproval, the Department will within a like thirty days specify in writing the reasons therefor.

Chapter II General Information

1. Ambulatory surgical center means an establishment with an organized medical staff of physicians, permanent facilities that are equipped and operated primarily for the purpose of performing surgical procedures, continuous physician services and registered professional nursing services whenever a patient is in the facility, which does not provide services or other accommodations for patients to stay overnight, and which offers the following services whenever a patient is in the center:

- a. Drug services as needed for medical operations and procedures performed.
- b. Provisions for physical and emotional well-being of patients.
- c. Provisions for emergency services.
- d. Organized administrative structure.
- e. Administrative, statistical, and medical records.

2. All applicable local and State fire, safety, sanitation, and building codes shall be met.

3. A chief executive officer shall be named by the governing body to be responsible for assisting in developing and enforcing policies and procedures established by the center. Additionally, this officer shall be responsible for assuring that the operation of the center is in conformity with all Federal, State, and local laws and applicable to the operation of an ambulatory surgical center and to each component thereof. The chief executive officer shall be directly responsible to the governing body.

4. Lounges, waiting rooms, restrooms, and drinking fountains shall be furnished to adequately serve the patients, the staff, and visitors, in accordance with the Louisiana State Sanitary Code.

5. Signs or notices shall be prominently posted designating no smoking and no visiting areas. Smoking shall not be permitted in hazardous areas such as operating rooms, anesthetizing areas, recovery room, rooms where oxygen is in use, and storage areas for anesthesia gases, oxygen, or other volatile gases.

6. Disaster plans shall be developed for both internal and external occurrences. Quarterly drills shall be held in accordance with the disaster plan. Documentation of these drills shall be recorded.

7. The treating or admitting physician shall be responsible for effecting safe and immediate transfer of patients from the center to a hospital when, in his

opinion, hospital care is indicated. The center is responsible for developing written procedures for safe transfer of patients. The physician responsible for effective transfer shall be a member in good standing of the medical staff of one or more hospitals in the community. (Refer to Chapter VI, Section 10, of these standards.)

8. Provisions for transfer or isolation of patients with a communicable or contagious disease shall be developed. Written procedure for isolation technique shall be in writing and practiced when applicable.

9. Combustible materials and volatile supplies shall be stored and handled in methods consistent with applicable sections of the Life Safety Code of 1973 (NFPA 101) and with applicable regulations of the Office of State Fire Protection. The Life Safety Code of 1973 and the Fire Marshal's Act shall be used as the base for all fire and safety regulations. The center is required to be equipped with systems of temperature and humidity controls which shall provide a safe and comfortable environment for patients and staff. For strategic and hazardous areas such as operating rooms, recovery rooms, as well as other appropriate areas of the center, the Federal Guidelines for Mechanical Requirements, N.F.P.A. 90-A and the Health Care Section of the National Electrical Code shall be followed.

10. Underwriters Laboratories approved fire extinguishers shall be available in quantity and types consistent with requirements of the Office of State Fire Protection. Extinguishers shall be inspected at least annually by an outside agency who provides such services. Each extinguisher shall be tagged bearing a current inspection date.

11. Personnel assigned to work in the operating rooms and adjacent area shall be properly attired to minimize risks of static electricity sparking.

12. A physician shall be on duty within the center until all patients have reacted and are stabilized.

13. There shall be a minimum of two operating rooms and one post-anesthesia recovery room within the center. Regulations shall require that the caseload not exceed the capabilities of the surgical suite including the recovery room.

14. The center shall adopt a dependable, individualized patient identification system.

15. Some provisions of these standards will cover topics which are addressed by the Office of State Fire Protection, the Office of Health Services and Environmental Quality, and/or regulations from other State and Federal agencies. It is not intended for these standards to supercede or replace other standards, regulations, or laws. When conflicts do occur, the more stringent or more extensive requirements or standards will prevail.

Chapter III Fire Protection

Functions of the Office of State Fire Protection

1. All centers shall comply with the requirements of this chapter relating to fire protection and it shall be the primary responsibility of the Office of State Fire Protection to determine if applicants are complying with these requirements. No license shall be issued or renewed without certification from the Office of State Fire Protection that such applicant is complying with the provisions of this chapter; provided if the Office of State Fire Protection issues the applicant a conditional certificate, a temporary permit may be issued to the applicant.

2. Centers shall be classified and subject to compliance as detailed in the Life Safety Code of 1973 (NFPA 101) and the following sections shall be applicable: General Requirements, Section 13-1; Exit Details, Section 10-12; Protection, Section 10-132; Protection, Section 13-32; Protection, Section 10-1361; Protection, Section 10-1366; Protection, Section 10-1369; Protection, Section 13-3112; Protection, Section 13-34; Building Service Equipment, Section 13-4; Underground Structures and Windowless Buildings, Section 16-4; Operating Features, Section 17-4.

Centers shall also comply with the following requirements:

“An approved automatic motor driven generator system shall be provided to supply electric current to the emergency system. This generator shall be of sufficient power and kilowattage to insure the continuance of service to the illumination of means of egress, exit and directional signs, alarms and alerting systems, generator set location, and illumination and selected receptacle service, in anesthetizing locations and patient care areas.

“If the source of fuel for the motor generator is gasoline, diesel, kerosene or other fuels that are supplied independently of the public utilities, a secondary source of fuel will not be necessary.

“If the fuel be natural gas or other fuel supplied by the public utilities, piped to the power unit, then a secondary source of fuel shall be provided such as gasoline, kerosene, L.P. gas, etc.

“A sufficient amount of fuel shall be maintained on hand to insure the operation of the power plant for at least eight hours.

“If the power plant requires more than fifteen gallons of secondary fuel for its operation, then the tank shall be of the approved coated type and shall be properly vented and buried beneath approximately two and one-half feet of earth.

“It shall be located as remote as possible from the building it is to serve or other improvements nearby.

“If less than fifteen gallons supply is required for eight hours operation of the plant, then this may

be an above ground tank or one attached to the unit.

“The generator shall not be located in the confines of the structure unless it is separated by fire-resistive partitions; and it shall not be located in the boiler room.”

Functions of Office of Health Services and Environmental Quality

Chapter IV Sanitation and Patient Safety

Functions of the State Board of Health

1. All facilities required to be licensed by the law shall comply with the requirements of this chapter and the State Board of Health and it shall be the primary responsibility of the State Board of Health to determine if applicants are complying with these requirements. No license shall be issued or renewed without the applicant furnishing certification from the State Board of Health that such applicant is complying with these regulations; provided if the State Board of Health issues the applicant a conditional certificate, a temporary permit may be issued to the applicant.

Scope of Chapter

2. The requirements of this chapter are for the information of all applicants for licenses.

Buildings

3. General. The buildings shall reflect good house-keeping and shall be free of insects and rodents and when necessary, dust control measures should be employed. Equipment must be clean and in good repair for the safety and well-being of the patients.

4. Staff Facilities. Facilities shall be provided for surgical, and other personnel. Such facilities should include dressing rooms with toilet and lavatory facilities, including soap and towels.

5. Doors. All doors to the outside shall open outward and be provided with self-closing devices. (See also Chapter III)

6. Stairways, Ramps, and Elevators. All stairways, ramps, and elevators shall be provided with nonskid floor surfaces and shall have handrails on both sides.

7. Heating Systems. Heating systems shall be of such type and maintained and operated in such a manner to provide a comfortable temperature for patients and center personnel.

8. Ventilation. All rooms in general use shall be provided with adequate ventilation.

9. Lighting and Wiring. Usable rooms and general

areas of the center shall be lighted adequately by natural or artificial light including rooms where food is prepared and handled. Adequate emergency lighting shall be provided for surgery and emergency rooms. Flash lights or battery operated lamps for emergency use shall be available for center personnel and kept in operational condition.

10. Toilet Facilities. Adequate toilet facilities of the proper type shall be provided. Water closets shall be of the elongated bowl type with open front seats. Toilet rooms shall be adequately ventilated. Hot and cold water shall be provided in all lavatories, sinks and similar fixtures.

Food Service

11. Wherever food service facilities are provided, all operations and related equipment shall comply with all applicable provisions of the Louisiana State Sanitary Code.

Equipment and Storage

12. Storage. There shall be sufficient amount of suitable storage space throughout the center for all supplies and equipment, which shall include provisions for the safe separation of different items and location thereof away from foot traffic and overhead contamination.

13. Laundry and Movement of Washable Goods. The center shall make provisions and be responsible for the proper handling, cleaning, sanitizing and storage of linen and other washable goods. Dray carts shall be handled in a way as not to transmit communicable diseases from one section of the center to another and the carts shall be properly sanitized. Disposable bags shall be used as containers for the handling of bandages and other contaminated items from communicable disease areas. Linens shall be placed in a clean bag or other container and sterilized.

Water Supply

14. All centers shall be provided with an adequate supply of safe and palatable water under pressure. Water must be from an approved public water supply or a private water supply properly constructed and maintained. Bacterial samples collected semi-annually must show absence of bacteriological contamination.

Plumbing, Sewage, Garbage and Wastes

15. Plumbing shall be installed and maintained in a manner so as not to create a health hazard, and must comply with all applicable portions of the State Sanitary Code.

16. Drinking fountains, when provided, shall be of an approved angle jet type.

17. Approved type equipment shall be provided for cleaning and sterilizing bedpans.

18. Sewage shall be disposed of in a manner so as not to create a health hazard or nuisance.

19. Garbage shall be stored in covered containers of a capacity and type approved by the State Board of Health and such wastes shall be disposed of in a manner approved by the State Board of Health.

20. Contaminated dressings, surgical and obstetrical wastes shall be handled in a sanitary manner and disposed of in an incinerator or by other approved method or methods.

Radiation

21. All equipment providing a source of radiation shall be adequately shielded so as to protect operators, patients, and staff members at all times.

Chapter V

Patients' Records and Reports

1. System. Each center shall organize and maintain an approved medical record system. A medical record shall be maintained for every patient admitted and treated in the center.

2. Facilities. A room or area shall be designated within the center for medical records. The area shall be sufficiently large and adequately equipped to permit the proper processing and storing of records. Safeguards shall be established to maintain confidentiality and protection from fire, water, or other sources of damage. Filing systems must provide for accessibility and retrievability.

3. Ownership. The medical records are under the custody of the facility and shall be maintained for a period of six years. The records shall be kept on the center's premises and shall not be removed except under unusual circumstances (i.e., court orders, subpoenas, etc.).

4. Content of Patients' Basic Medical Record. The following minimum data shall be kept on all patients: a. Identification data, b. Admission and discharge dates, c. Medical and social history, d. Physical examination, e. Chief complaint or diagnosis, f. Clinical laboratory reports, g. Pathology report (when appropriate), h. Physician's orders, i. Radiological report (when appropriate), j. Consultation reports (when appropriate), k. Medical and surgical treatment, l. Progress notes and discharge notes and summary (The nature of services provided in an ambulatory surgical center will permit the inclusion of all these components in one summary.), m. Nurses' records of care given, n. Authorizations, consents, or releases, o. Operative report, p. Anesthesia

report including post-anesthesia report, q. Special procedures reports, r. Autopsy findings, when appropriate, and s. Copy of death certificate, when appropriate.

5. Signatures. Clinical entries shall be signed by the treating physicians, as appropriate, i.e., attending physician, consulting physician, anesthesiologist, pathologist, radiologist, etc. Nursing notes and observations shall be signed by the professional nurse.

6. Nurses' Notes. All pertinent observations, treatments and medications given shall be entered in the nurses' notes. All other notes relative to specific instructions from the physician shall be recorded.

7. Completion of the medical record shall be the responsibility of the admitting physician.

8. Individual admissions shall be cross-indexed according to diagnosis, surgical procedure, and physician.

Other Records and Reports

9. The following indexes, records, and registers are required: a. Patient's Register, b. Operating Room Register, c. Death Register, d. Daily census report of admissions, discharges, and deaths, and e. Records of reportable diseases as required by official State and/or Federal agencies.

10. Other statistical information shall be maintained to expedite data gathering for specialized studies and audits.

11. Nothing in this chapter is intended to preclude the use of automated or centralized computer systems or any other techniques provided the regulations stated herein are met.

Chapter VI Center Organization and Staff Governing Authority

1. The center must have an effective governing body. The governing body is the ultimate authority of the center, and as such, it shall adopt bylaws, rules and regulations which address its responsibilities as outlined, specified or referenced in Part IV of Title 40 of the Louisiana Revised Statutes.

2. The responsibilities shall include but not be limited to:

- a. Organization and administration of the center,
- b. Act upon recommendations from the medical staff relative to medical staff appointments,
- c. Employment of a chief executive officer, and
- d. Maintenance of the physical plant equipped and staffed to meet the needs of the center.

3. The governing authority shall establish formal lines of communication with the medical staff through a liaison committee or other acceptable methods. This committee will address problems and programs of

mutual concerns which cover such topics as patient care, cost containment, and improved practices.

4. Minutes of meetings of the governing body shall be maintained to adequately reflect the discharging of its duties and responsibilities.

5. If, due to type of ownership or other reasons, it is not possible or practical to establish a governing body as such, then documents will reveal the persons who are legally responsible for the conduct of the center and are also responsible for carrying out the functions herein pertaining to the governing body.

Medical Staff

6. The center shall have an organized medical staff which is responsible to the governing authority of the center for the quality of all medical care provided patients in the center and for the ethical and professional practices of its members.

7. The medical staff shall formulate and adopt by-laws, rules, regulations, and policies for the proper conduct of its activities and to recommend to the governing body physicians considered eligible for membership on the medical staff. Such by-laws, rules, regulations, and policies must be in writing and must be approved by the governing body.

8. The medical staff shall meet at least semiannually. One of these meetings shall be designated as the official annual meeting wherein at least:

1. The policies and procedures shall be reviewed,
2. The past performance of the staff and its individual members shall be evaluated,
3. Recommendations relative to reappointment of its membership shall be determined,
4. The election of officers for the ensuing year, and
5. The appointment of committees, if appropriate.

Records of attendance and minutes of the meetings shall be maintained.

9. All applications for membership to the medical staff shall be reviewed by the medical staff and recommendations for appropriate action made to the governing body. The governing body bylaws shall establish time frames for response to the recommendations of the medical staff.

10. It is expected that each center will attempt to secure a written transfer agreement with at least one hospital in the community. If the hospital refuses to cooperate, the center will maintain documented evidence of its attempt to acquire such an agreement. A transfer agreement shall serve as evidence of a procedure whereby patients can be transferred to a hospital should an emergency arise which would necessitate admission to a hospital. Since it might not be possible for the center to obtain a written transfer agreement, the center's

compliance with the requirements of the next paragraph will be evidence of its capability to obtain hospital care for a patient if the need arises. Even though the center may have been successful in its attempt to secure a transfer agreement, the conditions of the following paragraph must be met.

Each member of the medical staff of the center shall also be a member in good standing of the medical staff of at least one hospital in the community and that hospital(s) must be currently licensed by the Louisiana Department of Health and Human Resources. Members of the center medical staff shall be granted surgical privileges compatible with privileges granted by the hospital for that physician.

11. The medical staff shall review and analyze at its annual meeting, or more often if necessary, the clinical experience of its members through a sampling of patient's records or other valid methods.

12. Each person admitted to the center shall be under the professional care of a member of the medical staff and no person may be admitted except on the recommendation of an attending physician.

13. There shall be a physician readily available when a patient is in the center.

Personnel

General

14. There shall be adequate number of qualified personnel to properly and safely operate each department of the center.

15. All nonprofessional employees involved in direct patient care and/or services shall be under the supervision of a qualified professional employee or staff member.

16. Employees with an infectious stage communicable disease or suspected of having same or any other mental or physical condition which could be considered as detrimental to the well-being of the patient shall be relieved from duty until clearance is given by a physician.

17. All employees shall have pre-employment and annual physical examinations to protect the welfare of the patients and other personnel.

18. Personnel folders shall be maintained on each employee. Contents shall include application, current license (when required), physical examination report, orientation checklist and other pertinent information as deemed necessary by the center.

Nursing Personnel

19. There shall be an organized nursing service department, including a plan of administrative authority

with written delineation of responsibilities and duties for each category of nursing personnel.

20. The nursing service department shall be under the direction of a qualified registered nurse.

21. There shall be a adequate number of all categories of nursing personnel on duty.

22. All registered nurses employed by the center to practice professional nursing shall have a current and valid Louisiana license.

23. All practical nurses employed by the center to practice professional nursing shall have a current and valid Louisiana license.

24. All nonprofessional employees performing nursing service functions shall be under the supervision of a registered nurse.

25. In addition to registered nurses required to staff the surgical suite, there shall be at least one other registered nurse on duty at any time there is a patient in the center. This nurse shall be responsible for the post-surgical care of the patient and generally would be considered as being responsible for the direct nursing care provided in the recovery room. Additional registered nurses shall be employed commensurate with requirements for adequate nursing care when the patient census is at higher levels.

26. Nursing care policies and procedures shall be in writing, formally approved and consistent with accepted nursing standards. Policies shall be developed for all nursing service procedures provided at the center. The procedures shall be periodically reviewed and revised as necessary.

27. A formalized program of in-service training shall be developed for all categories of nursing personnel. Training shall be provided on a monthly basis and will be related to required job skills. Training provided outside the center is acceptable and encouraged.

Ancillary Services Personnel

28. If radiological and laboratory services are provided by the center, qualified personnel must be employed or contracted with to provide the services.

29. When in-house laboratory services are provided, a qualified medical technologist, preferably registered by the American Society of Clinical Pathology, must be employed to perform tests and procedures. At the discretion of the center, with the concurrence of the medical staff, other than a laboratory technologist may be authorized to perform the following tests: hematocrits, hemoglobin, and urinalysis. These procedures are considered routine and this exception is granted as a cost containment measure.

30. The laboratory must provide pathologist's services, as necessary.

31. When the center provides in-house radiological services, a qualified technician shall be employed.
32. All X-rays shall be read and a written report of findings shall be made a part of the patient's record.

Chapter VII

Environmental and Patient Supportive Services

General

Some supportive services and environmental aspects will be available in all centers. Other services may not be available.

1. In consideration of patient supportive services and environmental aspects, three approaches or situations could exist in the various centers. This section will address the following approaches to providing services:
 - a. Those services and environmental aspects which will be required of all centers and will be an in-house capability.
 - b. Those services and environmental considerations which will be required but may be provided either by in-house capability or through contractual arrangements.
 - c. Those services and environmental considerations which may be provided on a voluntary basis by the center and may be an in-house capability or provided through contractual arrangements.

Surgery

2. There shall be a surgical area located in a segregated section of the center.
3. The surgical area shall be comprised of two or more operating rooms and must be of adequate size and appropriately equipped to safely provide for the needs of the patient.
4. Supportive areas providing aseptic techniques, supplies, and equipment shall be located within the surgical area adjacent to the operating rooms.
5. The surgical area shall be so located within the center as to be removed from general lines of traffic of both visitors and other center personnel.
6. Policies and procedures shall be developed covering all services and practices applicable to the surgical department and shall be posted in the surgical suite.
7. The following equipment will be available in the surgical suite: signalling device, cardiac monitor, resuscitator, defibrillator, aspirator, and tracheotomy set.
8. A roster of physicians and other medical practitioners specifying the surgical privileges of each must be kept in the files of the operating room supervisor.
9. The surgical suite must be under the supervision of a registered nurse.
10. A qualified first assistant physician shall be present and scrubbed in any procedure where there is an

unusual hazard to life. Assistants at lesser operations may be a registered nurse or surgical technician if the individuals have been designated by the hospital authorities as having sufficient training to properly and adequately assist in such procedures.

Anesthesia

11. The surgical center must have effective policies and procedures pertaining to staff privileges of anesthesiologists, administration of anesthesia, maintenance of equipment and strict safety controls.

12. Inhalation and area block anesthesia should be administered by a board-certified or board-eligible anesthesiologist. When this is not possible, the anesthesia must be administered by a physician anesthetist or a Certified Registered Nurse Anesthetist. Certified Registered Nurse Anesthetists shall be under the supervision of an anesthesiologist or the operating physician.

13. Local anesthesia, interpreted to mean those anesthetizing agents administered by needle and affecting a very small localized area may be administered by the treating physician or by qualified personnel (RNs or LPNs) under the orders and supervision of the treating physician.

14. The patients' records shall include appropriate information relative to types and methods of administration of anesthesia.

15. In cases involving inhalation or block anesthesia, post-anesthesia follow-up notes shall be recorded by the anesthesiologist or nurse anesthetist noting positive and/or negative findings.

16. Safety precautions shall include shockproof and sparkproof equipment, proper grounding, humidity and temperature controls, postal safety warnings and regulations and proper storage and handling of flammable anesthetic and oxidizing gases.

Recovery Room

17. A post-surgery recovery room shall be provided of sufficient size and equipment to efficiently and safely provide for the needs of the staff and the patients. Patients shall be kept in the recovery room until adequately re-acted from surgery and anesthesia.

18. There shall be a minimum of sixty square feet per patient bed within the recovery room with complete access to both sides of the bed.

19. Special recovery room stretchers shall be furnished to provide safety and services features.

20. The recovery room shall be equipped with special patient services equipment such as resuscitators, aspirators, oxygen supply, and storage facilities for drugs and other supplies.

21. Procedures shall be established and approved to

cover all practices pertaining to the recovery room and shall be readily available to personnel.

22. The recovery room should be located adjacent to the surgical suite.

23. A registered nurse will be assigned to and directly responsible for the recovery room.

24. Since the post-operative recovery room usually serves as the point from which patients are discharged, the nurses' station referred to elsewhere in these standards should be an integral part of the recovery room.

25. Intercommunications systems from the patient area to the nurses' station shall not be required where there is direct visual contact between patients and staff.

Radiology

26. Radiological services commensurate with the needs of the center and the patients will be provided either as an in-house service or through arrangements with outside sources.

27. Radiological determinations made by the attending physician within seventy-two hours prior to admission shall be acceptable if so documented by the physician and conforms with general regulations and practices of the center.

28. All radiological determinations, except in 27 above, shall be in writing and the original shall be a part of the patient's chart.

29. If in-house capabilities are provided, the area shall be of sufficient size and arrangement to provide for personnel and patient needs.

30. The radiological equipment shall be appropriately shielded to conform with State law.

Laboratory

31. The center may either provide a clinical laboratory or make contractual arrangements with an approved outside laboratory to perform services commensurate with the needs of the center.

32. An approved outside laboratory may be defined as a free-standing independent laboratory or a hospital-based laboratory which in either case has been appropriately certified as a provider under the prevailing regulations of P.L. 89-97, Titles XVIII and XIX (Medicare-Medicaid).

33. Such contractual arrangements shall be deemed as meeting the requirements of this section so long as those arrangements contain written policies, procedures, and individual chart documentation to disclose that the policies of the center are met and the needs of the patients are being provided. Written original reports shall be a part of the patient's chart.

34. In-house laboratories shall be well organized and properly supervised by qualified personnel.

35. The laboratory will be of sufficient size and adequately equipped to perform the necessary services of the center.

36. Provisions shall be made for a preventive maintenance and an acceptable quality control program covering all types of analyses performed by the laboratory. Documentation will be maintained.

37. Written policies and procedures shall be developed and approved for all services provided by the laboratory.

38. When tissue removed in surgery is examined by a pathologist, either macroscopically or microscopically, as determined by the treating physician and the pathologist, the pathology report shall be made a part of the patient's record.

39. Arrangements shall be made for immediate pathological examinations, when appropriate.

40. Facilities for procurement, safekeeping and transfusion of blood and blood products must be provided or readily available.

Pharmacy

41. The center shall provide pharmacy services commensurate with the needs of the center and in conformity with State and Federal laws.

42. The pharmacy or drug room shall be under the supervision of a registered pharmacist who may serve full time, part time or on a consultant basis.

43. If there is no pharmacist on the staff, then prescription drugs are dispensed by a qualified pharmacist elsewhere and only storing and distributing are done in the center.

44. The pharmacist will assist in writing current rules, policies and procedures for the distribution, storing and handling of drugs; monitors drug and medication-related activities in the center; and if a consultant, provides consultation on a monthly basis. Consultations must be documented showing date, amount of time, subjects, and recommendations.

45. The center will provide facilities for proper storage, safeguarding and distribution of drugs. The following factors will be considered:

- a. Drugs are issued to the floor in accordance with approved policies and procedures.
- b. Drug cabinets at the nursing station are constructed and organized to assure proper handling and safeguard against access to unauthorized personnel. Drug storage areas on all units are inspected by the pharmacist, at least on a monthly basis.
- c. Storage areas shall have proper controls for ventilation, lighting, and temperature.
- d. Locked areas shall be designed to conform with State and Federal laws.
- e. All floor-stored drugs are properly controlled.

46. In accordance with all applicable laws, records shall be kept on all ordering, purchasing, dispensing, distribution of drugs, and the disposal of unused drugs. Records for prescription drugs dispensed to each patient are maintained in the pharmacy or drug room containing the full name of the patient, the name of the prescribing physician, the name and strength of the drug, the quantity dispensed and the date of issue.

47. The center, on consultation with the pharmacist and medical staff, will develop or adopt a formulary or list of drugs for use in the center. The list will be reviewed periodically and amended as appropriate by the same group or committee.

48. Provision is made for emergency pharmaceutical service.

Sterilizing Procedures and Equipment

49. The center shall make adequate provisions for furnishing properly sterilized supplies, equipment, utensils and solutions.

50. It is expected that some disposable goods shall be utilized but when sterilizers and autoclaves are used, they shall be of the proper type and necessary capacity to adequately meet the needs of the center.

51. Procedures for the proper use of equipment and standard procedures for processing of various materials and supplies shall be in writing and readily available to personnel responsible for sterilizing procedures.

52. Acceptable techniques for handling sterilized and contaminated supplies and equipment shall be established to avoid contamination.

Dietary

53. These standards shall not require that dietary services be provided by the center. However, a center may elect to provide some level of service.

54. When dietary services are provided, the standards of the State Department of Health shall prevail.

55. If staff, employee and visitor dining is provided, rules and regulations shall be developed to assure a safe and sanitary environment and an appropriate area(s) shall be designated.

Housekeeping

56. The center shall provide housekeeping services which shall assure a safe and clean environment. The service may be provided either by house staff or through contractual arrangements with an outside agency or a combination of the two.

57. Policies and procedures shall be in writing covering services for all areas of the center.

58. Equipment shall be provided to adequately

maintain the center and the equipment shall be maintained in a safe condition.

59. Special attention shall be given to guard against cross-contamination and the spread of infectious organisms.

60. All garbage and waste materials shall be collected, stored and disposed of in a manner designed to prevent the transmission of contagious diseases, and to control flies, insects, and animals.

61. Housekeeping procedures, properly approved, shall be in writing and shall be followed.

62. All openings to the outer air shall be maintained to protect against the entrance of insects and animals.

63. Containers shall be washed, sanitized and/or sterilized before returning to the work area.

64. Periodic checks shall be made to assure a safe environment. Written procedures shall be developed and documentation shall be maintained relative to processing cultures periodically in critical areas of vulnerability and sensitivity to guard against infections and contamination.

Laundry

65. The center shall provide for adequate laundry, either by internal capability or by contract or arrangements with an outside source.

66. A linen inventory shall be maintained on the premises at all times to adequately meet the needs of the staff and the patients.

67. Contaminated linens shall be collected in identifiable plastic bags and sealed prior to transport to either the laundry or the storage area for collection by the contracting laundry.

68. If the center provides an in-house laundry, the area shall be designed in accordance with acceptable hospital laundry design in that a soiled laundry area will be provided and separated from the clean laundry area. Dirty and/or contaminated laundry shall not be stored or transported through the clean laundry area.

69. For in-house laundry, special cleaning and decontaminating processes shall be used for contaminated linens.

Chapter VIII Patient Care Facilities

Patient Rooms

1. Patient rooms, in the usually accepted sense, do not normally exist in centers and shall not be required by these standards.

2. Standards covered under Recovery Room and Nurses Stations and Facilities should be detailed enough to clearly disclose the intent of these standards.

3. In the absence of patient rooms, the center will provide presurgery accommodations which assure privacy, safe storage of personal belongings, and comfort for the patient while being prepared for surgery.

4. These accommodations shall also be appropriate to the needs of patients when being discharged from the center directly from the recovery area.

Centers With Post-Surgery Patient Rooms

In contrast to the above standards, centers may, if they so elect, provide private or multi-bed patient rooms. The following standards will prevail if such is the case.

5. Single patient rooms shall provide a minimum of one hundred square feet of floor space excluding areas for built-in closets, drawer space, and other built-in features.

6. Multi-bed patient rooms shall provide a minimum of eighty square feet of floor space per bed, excluding areas for built-in features as stated in 5 above.

7. No dimension in 5 or 6 above shall be less than eight feet.

8. Each room shall be furnished with a bed, chair, bedside stand, approved type waste receptacle, drawer space for each patient and a lavatory with hot and cold water for each room.

9. Each patient will be furnished with an intercommunications system interconnected with the nurses' station.

10. Each patient shall be provided with individual bedside utensils cleaned and/or sterilized as appropriate.

11. Suitable lighting shall be provided in a manner so as to be controlled by the patient.

12. Beds shall be recovery type beds with special safety and services features and supplied with necessary pillows, sheets, and blankets.

13. Each room shall be an outside room with a window area of clear glass of not less than one-eighth of the floor area except in rooms below grade where the window area shall not be less than one-fifth of the floor area.

14. There shall be an adequate number of bathrooms for the convenience of the patients. Each bathroom shall be equipped with an emergency call system connected with the nurses' station.

15. Privacy screens shall be available in multi-bed rooms.

Chapter IX Nursing Stations and Facilities

1. A nurses' station shall be provided to serve the post-surgical nursing unit.

2. The number and size of the station(s) shall be

adequate to efficiently serve the needs of the staff and patients.

3. The station shall be centrally located on the nursing unit and convenient to patients, service areas and supplies and have open vision to the nursing unit.

4. Each station will be equipped with desk space, chart racks, and telephone. Intercommunications system shall only be required when there is not direct visual contact with post-surgical patients. However, there should be an electronic signalling system between the nurses' station and the surgical suite. Preferably, this system should have intercommunications capability.

5. When patient rooms do not exist and patients are discharged from the recovery room, the nurses' station shall be located within the recovery area and should assure direct visual contact with all patients.

6. On each nursing unit, preferably within or immediately adjacent to the nurses' station, there shall be an adequate, properly equipped area or room for the preparation, cleaning and storage of nursing supplies and equipment used on the nursing unit.

7. The nurses' station will be equipped with a cupboard, closet, or room for the storage and preparation of patient drugs and medications. Separate areas shall be provided for the separation of internal and external drugs and medications. This area shall be well lighted with adequate temperature controls and accessible only to authorized personnel. A sink with running water and sufficient work area will be provided.

8. Toilet and handwashing facilities shall be conveniently located for the convenience of the nursing staff.

William H. Stewart, M.D., Secretary
Department of Health and Human Resources

RULES

Department of Health and Human Resources Office of Rehabilitative Services Exceptional Children's Act

The following rules and regulations governing the administration of the Exceptional Children's Act (ECA) have been adopted by the Department of Health and Human Resources under the authority granted to the agency to make such rules by R.S. 40:2125. The Exceptional Children's Act was created for the purpose of providing financial assistance to parents of an exceptional child for a portion of the costs of private care. Throughout these rules, the word "care" is used to mean "special therapy, training, education, or protective care." The rules and regulations which follow contain conditions of eligibility for this assistance.

Total Taxable Income	2		3		4		5		6		7	
	Year	Month	Year	Month	Year	Month	Year	Month	Year	Month	Year	Month
6,100	259.00	21.58	229.00	19.08	199.00	16.58	169.00	14.08	139.00	11.58	109.00	9.08
6,200	266.00	22.16	236.00	19.66	206.00	17.16	176.00	14.66	146.00	12.16	116.00	9.66
6,300	273.00	22.75	243.00	20.25	213.00	17.75	183.00	15.25	153.00	12.75	123.00	10.25
6,400	280.00	23.33	250.00	20.83	220.00	18.33	190.00	15.83	160.00	13.33	130.00	10.83
6,500	287.00	23.91	257.00	21.41	227.00	18.91	197.00	16.41	167.00	13.91	137.00	11.41
6,600	294.00	24.50	264.00	22.00	234.00	19.50	204.00	17.00	174.00	14.50	144.00	12.00
6,700	301.00	25.08	271.00	22.58	241.00	20.08	211.00	17.58	181.00	15.08	151.00	12.58
6,800	308.00	25.66	278.00	23.16	248.00	20.66	218.00	18.16	188.00	15.66	158.00	13.16
6,900	315.00	26.25	285.00	23.75	255.00	21.25	225.00	18.75	195.00	16.25	165.00	13.75
7,000	322.00	26.83	292.00	24.33	262.00	21.83	232.00	19.33	202.00	16.83	172.00	14.33
7,100	331.00	27.58	301.00	25.08	271.00	22.58	241.00	20.08	211.00	17.58	181.00	15.08
7,200	340.00	28.33	310.00	25.83	280.00	23.33	250.00	20.83	220.00	18.33	190.00	15.83
7,200	349.00	29.08	319.00	26.58	289.00	24.08	259.00	21.58	229.00	19.08	199.00	16.58
7,400	358.00	29.83	328.00	27.33	298.00	24.83	268.00	22.33	238.00	19.83	208.00	17.33
7,500	367.00	30.58	337.00	28.08	307.00	25.58	277.00	23.08	247.00	20.58	217.00	18.08
7,600	376.00	31.33	346.00	28.83	316.00	26.33	286.00	23.83	256.00	21.33	226.00	18.83
7,700	385.00	32.08	355.00	29.58	325.00	27.08	295.00	24.58	265.00	21.08	235.00	19.58
7,800	394.00	32.83	364.00	30.33	334.00	27.83	304.00	25.33	274.00	22.83	244.00	20.33
7,900	403.00	33.58	373.00	31.08	343.00	28.58	313.00	26.08	283.00	23.58	253.00	21.08
8,000	412.00	34.33	382.00	31.83	352.00	29.33	322.00	26.83	292.00	24.33	262.00	21.83
8,100	421.00	35.08	391.00	32.58	361.00	30.08	331.00	27.58	301.00	25.08	271.00	22.58
8,200	430.00	35.83	400.00	33.33	370.00	30.83	340.00	28.33	310.00	25.83	280.00	23.33
8,300	439.00	36.58	409.00	34.08	379.00	31.58	349.00	29.08	319.00	26.58	289.00	24.08
8,400	448.00	37.33	418.00	34.83	388.00	32.33	358.00	29.83	328.00	27.33	298.00	24.83
8,500	457.00	38.08	427.00	35.58	397.00	33.08	367.00	30.58	337.00	28.08	307.00	25.58
8,600	466.00	38.83	436.00	36.33	406.00	33.83	376.00	31.33	346.00	28.83	316.00	26.33
8,700	475.00	39.58	445.00	37.08	415.00	34.58	385.00	32.08	355.00	29.58	325.00	27.08
8,800	484.00	40.33	454.00	37.83	424.00	35.33	394.00	32.83	364.00	30.33	334.00	27.83
8,900	493.00	41.08	463.00	38.58	433.00	36.08	403.00	33.58	373.00	31.08	343.00	28.58
9,000	502.00	41.83	472.00	39.33	442.00	36.83	412.00	34.33	382.00	31.83	352.00	29.33
9,100	511.00	42.58	481.00	40.08	451.00	37.58	421.00	35.08	391.00	32.58	361.00	30.08
9,200	520.00	43.33	490.00	40.83	460.00	38.33	430.00	35.83	400.00	33.33	370.00	30.83
9,300	529.00	44.08	499.00	41.58	469.00	39.08	439.00	36.58	409.00	34.08	379.00	31.58
9,400	538.00	44.83	508.00	42.33	478.00	39.83	448.00	37.33	418.00	34.83	388.00	32.33
9,500	547.00	45.58	517.00	43.08	487.00	40.58	457.00	38.08	427.00	35.58	397.00	33.08
9,600	556.00	46.33	526.00	43.83	496.00	41.33	466.00	38.83	436.00	36.33	406.00	33.83
9,700	565.00	47.08	535.00	44.58	505.00	42.08	475.00	39.58	445.00	37.08	415.00	34.58
9,800	574.00	47.83	544.00	45.33	514.00	42.83	484.00	40.33	454.00	37.83	424.00	35.33
9,900	583.00	48.58	553.00	46.08	523.00	43.58	493.00	41.08	463.00	38.58	433.00	36.08
10,000	592.00	49.33	562.00	46.83	532.00	44.33	502.00	41.83	472.00	39.33	442.00	36.83

100

Total
Taxable
Income

10,100	601.00	50.08	571.00	47.58	40.08	451.00	37.58
10,200	610.00	50.83	580.00	48.33	40.83	460.00	38.33
10,300	619.00	51.58	589.00	49.08	41.58	469.00	39.08
10,400	628.00	52.33	598.00	49.83	42.33	478.00	39.83
10,500	637.00	53.08	607.00	50.58	43.08	487.00	40.58
10,600	646.00	53.83	616.00	51.33	43.83	496.00	41.33
10,700	655.00	54.58	625.00	52.08	44.58	505.00	42.08
10,800	664.00	55.33	634.00	52.83	45.33	514.00	42.83
10,900	673.00	56.08	643.00	53.58	46.08	523.00	43.58
11,000	682.00	56.83	652.00	54.33	46.83	532.00	44.33
11,100	691.00	57.58	661.00	55.08	47.58	541.00	45.08
11,200	700.00	58.33	670.00	55.83	48.33	550.00	45.83
11,300	709.00	59.08	679.00	56.58	49.08	559.00	46.58
11,400	718.00	59.83	688.00	57.33	49.83	568.00	47.33
11,500	727.00	60.58	697.00	58.08	50.58	577.00	48.08
11,600	736.00	61.33	706.00	58.83	51.33	586.00	48.83
11,700	745.00	62.08	715.00	59.58	52.08	595.00	49.58
11,800	754.00	62.83	724.00	60.33	52.83	604.00	49.83
11,900	763.00	63.58	733.00	61.08	53.58	613.00	50.58
12,000	772.00	64.33	742.00	61.83	54.33	622.00	51.33
12,100	781.00	65.08	751.00	62.58	55.08	631.00	52.08
12,200	790.00	65.83	760.00	63.33	55.83	640.00	52.83
12,300	799.00	66.58	769.00	64.08	56.58	649.00	53.58
12,400	808.00	67.33	778.00	64.83	57.33	658.00	54.33
12,500	817.00	68.08	787.00	65.58	58.08	667.00	55.08
12,600	826.00	68.83	796.00	66.33	58.83	676.00	55.83
12,700	835.00	69.58	805.00	67.08	59.58	685.00	56.58
12,800	844.00	70.33	814.00	67.83	60.33	694.00	57.33
12,900	853.00	71.08	823.00	68.58	61.08	703.00	58.08
13,000	862.00	71.83	832.00	69.33	61.83	712.00	58.83
13,100	871.00	72.58	841.00	70.08	62.58	721.00	59.58
13,200	880.00	73.33	850.00	70.83	63.33	730.00	60.33
13,300	889.00	74.08	859.00	71.58	64.08	739.00	61.08
13,400	898.00	74.83	868.00	72.33	64.83	748.00	61.83
13,500	907.00	75.58	877.00	73.08	65.58	757.00	62.58
13,600	916.00	76.33	886.00	73.83	66.33	766.00	63.33
13,700	925.00	77.08	895.00	74.58	67.08	775.00	64.08
13,800	934.00	77.83	904.00	75.33	67.83	784.00	64.83
13,900	943.00	78.58	913.00	76.08	68.58	793.00	65.58
14,000	952.00	79.33	922.00	76.83	69.33	802.00	66.33

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Month	Year	Month	Year	Month	Year	Month	Year
7	2007	6	2006	5	2005	4	2004

Total Taxable Income ¹	2		3		4		5		6		7	
	Year	Month	Year	Month	Year	Month	Year	Month	Year	Month	Year	Month
14,100	961.00	80.08	931.00	77.58	901.00	75.08	871.00	72.58	841.00	70.08	811.00	67.58
14,200	970.00	80.83	940.00	78.33	910.00	75.83	880.00	73.33	850.00	70.83	820.00	68.33
14,300	979.00	81.58	949.00	79.08	919.00	76.58	889.00	74.08	859.00	71.58	829.00	69.08
14,400	988.00	82.33	958.00	79.83	928.00	77.33	898.00	74.83	868.00	72.33	838.00	69.83
14,500	997.00	83.08	967.00	80.58	937.00	78.08	907.00	75.58	877.00	73.08	847.00	70.58
14,600	1,006.00	83.83	976.00	81.33	946.00	78.83	916.00	76.33	886.00	73.83	856.00	71.33
14,700	1,015.00	84.58	985.00	82.08	955.00	79.58	925.00	77.08	895.00	74.58	865.00	72.08
14,800	1,024.00	85.33	994.00	82.83	964.00	80.33	934.00	77.83	904.00	75.33	874.00	72.83
14,900	1,033.00	86.08	1,003.00	83.58	973.00	81.08	943.00	78.58	913.00	76.08	883.00	73.58
15,000	1,042.00	86.83	1,012.00	84.33	982.00	81.83	952.00	79.33	922.00	76.83	892.00	74.33
15,100	1,051.00	87.58	1,021.00	85.08	991.00	82.58	961.00	80.08	931.00	77.58	901.00	75.08
15,200	1,060.00	88.33	1,030.00	85.83	1,000.00	83.33	970.00	80.83	940.00	78.33	910.00	75.83
15,300	1,069.00	89.08	1,039.00	86.58	1,009.00	84.08	979.00	81.58	949.00	79.08	919.00	76.58
15,400	1,078.00	89.83	1,048.00	87.33	1,018.00	84.83	988.00	82.33	958.00	79.83	928.00	77.33
15,500	1,087.00	90.58	1,057.00	88.08	1,027.00	85.58	997.00	83.08	967.00	80.58	937.00	78.08
15,600	1,096.00	91.33	1,066.00	88.83	1,036.00	86.33	1,006.00	83.83	976.00	81.33	946.00	78.83
15,700	1,105.00	92.08	1,075.00	89.58	1,045.00	87.08	1,015.00	84.58	985.00	82.08	955.00	79.58
15,800	1,114.00	92.83	1,084.00	90.33	1,054.00	87.83	1,024.00	85.33	994.00	82.83	964.00	80.33
15,900	1,123.00	93.58	1,093.00	91.08	1,063.00	88.58	1,033.00	86.08	1,003.00	83.58	973.00	81.08
16,000	1,132.00	94.33	1,102.00	91.83	1,072.00	89.33	1,042.00	86.83	1,012.00	84.33	982.00	81.83
16,100	1,141.00	95.08	1,111.00	92.58	1,081.00	90.08	1,051.00	87.58	1,021.00	85.08	991.00	82.58
16,200	1,150.00	95.83	1,120.00	93.33	1,090.00	90.83	1,060.00	88.33	1,030.00	85.83	1,000.00	83.33
16,300	1,159.00	96.58	1,129.00	94.08	1,099.00	91.58	1,069.00	89.08	1,039.00	86.58	1,009.00	84.08
16,400	1,168.00	97.33	1,138.00	94.83	1,108.00	92.33	1,078.00	89.83	1,048.00	87.33	1,018.00	84.83
16,500	1,177.00	98.08	1,147.00	95.58	1,117.00	93.08	1,087.00	90.58	1,057.00	88.08	1,027.00	85.58
16,600	1,186.00	98.83	1,156.00	96.33	1,126.00	93.83	1,096.00	91.33	1,066.00	88.83	1,036.00	86.33
16,700	1,195.00	99.58	1,165.00	97.08	1,135.00	94.58	1,105.00	92.08	1,075.00	89.58	1,045.00	87.08
16,800	1,204.00	100.33	1,174.00	97.83	1,144.00	95.33	1,114.00	92.83	1,084.00	90.33	1,054.00	87.83
16,900	1,213.00	101.08	1,183.00	98.58	1,153.00	96.08	1,123.00	93.58	1,093.00	91.08	1,063.00	88.58
17,000	1,222.00	101.83	1,192.00	99.33	1,162.00	96.83	1,132.00	94.33	1,102.00	91.83	1,072.00	89.33
17,100	1,231.00	102.58	1,201.00	100.08	1,171.00	97.58	1,141.00	95.08	1,111.00	92.58	1,081.00	90.08
17,200	1,240.00	103.33	1,210.00	100.83	1,180.00	98.33	1,150.00	95.83	1,120.00	93.33	1,090.00	90.83
17,300	1,249.00	104.08	1,219.00	101.58	1,189.00	99.08	1,159.00	96.58	1,129.00	94.08	1,099.00	91.58
17,400	1,258.00	104.83	1,228.00	102.33	1,198.00	99.83	1,168.00	97.33	1,138.00	94.83	1,108.00	92.33
17,500	1,267.00	105.58	1,237.00	103.08	1,207.00	100.58	1,177.00	98.08	1,147.00	95.58	1,117.00	93.08
17,600	1,276.00	106.33	1,246.00	103.83	1,216.00	101.33	1,186.00	98.83	1,156.00	96.33	1,126.00	93.83
17,700	1,285.00	107.08	1,255.00	104.58	1,225.00	102.08	1,195.00	99.58	1,165.00	97.08	1,135.00	94.58
17,800	1,294.00	107.83	1,264.00	105.33	1,234.00	102.83	1,204.00	100.33	1,174.00	97.83	1,144.00	95.33
17,900	1,303.00	108.58	1,273.00	106.08	1,243.00	103.58	1,213.00	101.08	1,183.00	98.58	1,153.00	96.08
18,000	1,312.00	109.33	1,282.00	106.83	1,252.00	104.33	1,222.00	101.83	1,192.00	99.33	1,162.00	96.83

Total Taxable Income ¹	2		3		4		5		6		7	
	Year	Month	Year	Month	Year	Month	Year	Month	Year	Month	Year	Month
18,100	1,321.00	110.08	1,291.00	107.58	1,261.00	105.08	1,231.00	102.58	1,201.00	100.08	1,171.00	97.58
18,200	1,330.00	110.83	1,300.00	108.33	1,270.00	105.83	1,240.00	103.33	1,210.00	100.83	1,180.00	98.33
18,300	1,339.00	111.58	1,309.00	109.08	1,279.00	106.58	1,249.00	104.08	1,219.00	101.58	1,189.00	99.08
18,400	1,348.00	112.33	1,318.00	109.83	1,288.00	107.33	1,258.00	104.83	1,228.00	102.33	1,198.00	99.83
18,500	1,357.00	113.08	1,327.00	110.58	1,297.00	108.08	1,267.00	105.58	1,237.00	103.08	1,207.00	100.58
18,600	1,366.00	113.83	1,336.00	111.33	1,306.00	108.83	1,276.00	106.33	1,246.00	103.83	1,216.00	101.33
18,700	1,375.00	114.58	1,345.00	112.08	1,315.00	109.58	1,285.00	107.08	1,255.00	104.58	1,225.00	102.08
18,800	1,384.00	115.33	1,354.00	112.83	1,324.00	110.33	1,294.00	107.83	1,264.00	105.33	1,234.00	102.83
18,900	1,393.00	116.08	1,363.00	113.58	1,333.00	111.08	1,303.00	108.58	1,273.00	106.08	1,243.00	103.58
19,000	1,402.00	116.83	1,372.00	114.33	1,342.00	111.83	1,312.00	109.33	1,282.00	106.83	1,252.00	104.33
19,100	1,411.00	117.58	1,381.00	115.08	1,351.00	112.58	1,321.00	110.08	1,291.00	107.58	1,261.00	105.08
19,200	1,420.00	118.33	1,390.00	115.83	1,360.00	113.33	1,330.00	110.83	1,300.00	108.33	1,270.00	105.83
19,300	1,429.00	119.08	1,399.00	116.58	1,369.00	114.08	1,339.00	111.58	1,309.00	109.08	1,279.00	106.58
19,400	1,438.00	119.83	1,408.00	117.33	1,378.00	114.83	1,348.00	112.33	1,318.00	109.83	1,288.00	107.33
19,500	1,447.00	120.58	1,417.00	118.08	1,387.00	115.58	1,357.00	113.08	1,327.00	110.58	1,297.00	108.08
19,600	1,456.00	121.33	1,426.00	118.83	1,396.00	116.33	1,366.00	113.83	1,336.00	111.33	1,306.00	108.83
19,700	1,465.00	122.08	1,435.00	119.58	1,405.00	117.08	1,375.00	114.58	1,345.00	112.08	1,315.00	109.58
19,800	1,474.00	122.83	1,444.00	120.33	1,414.00	117.83	1,384.00	115.33	1,354.00	112.83	1,324.00	110.33
19,900	1,483.00	123.58	1,453.00	121.08	1,423.00	118.58	1,393.00	116.08	1,363.00	113.58	1,333.00	111.08
20,000	1,492.00	124.33	1,462.00	121.83	1,432.00	119.33	1,402.00	116.83	1,372.00	114.33	1,342.00	111.83

RULES

Indigent Defender Board

1. Procedures for Adoption of Rules

- 1.1 Prior to the adoption, amendment, or repeal of any rule, the Board shall give at least fifteen days notice of its intended action.
- 1.2 Prior to the adoption, amendment, or repeal of any rule, the Executive Counsel of the Board shall cause to be published in the Official Louisiana Journal and Louisiana Register a notice of the Board's intended action.
- 1.3 Said notice shall include a statement of either the terms or substance of the intended action or a description of the subject and issues involved, and the time when, the place where, and the manner in which interested persons may present their views.
- 1.4 Additionally, the Executive Counsel of the Board shall mail said notice to all persons who have made timely request of the Board for said notice.
- 1.5 Upon the adoption of a rule, the Board, if requested to do so by an individual party, either prior to adoption or within thirty days thereafter, shall issue a concise statement of the principal reasons for or against its adoption.
- 1.6 If the Board finds that an imminent peril to the public health, safety, or welfare requires adoption of a rule upon fewer than fifteen days notice, it shall adopt said rule pursuant to the provisions of R.S. 49:953.
- 1.7 When a rule is adopted, amended or repealed in compliance with Federal regulations, the Board's notice of intent, if such is necessary, and the actual text of the rule as published in the Louisiana Register, shall be accompanied by the citation of the Federal Register issue in which the determining Federal regulation is published.
- 1.8 Any interested person may petition the Board requesting the promulgation, amendment, or repeal of a rule, or exception thereto:

A. Such petition shall:

1. Be in writing.
2. State the name and address of its author.
3. Contain a statement of either the terms or substance of the proposed rule, amendment or repeal.
4. State the reasons or grounds for the proposed rule, amendment, or repeal.
5. Include any data, views, or arguments in support of the rule, amendment, or repeal.

B. The Board shall consider the petition at the next regularly scheduled meeting upon receipt of said petition, at which the Board shall deny the petition in writing, stating reasons therefor, or shall initiate rule-making proceedings in accordance with this part.

1.9 Upon the adoption of a rule by the Board, the Executive Counsel shall cause said rule to be published in the Louisiana Register and a certified copy of said rule to be filed with the Division of Administration.

1.10 Rules shall be effective upon publication in the Louisiana Register.

2. Rules for Adjudication

2.1 All parties who do not waive their rights will be given an opportunity for hearing after reasonable notice.

2.2 The Board shall notify all interested parties in writing by certified mail at the last address furnished by said interested party.

2.3 This notice shall contain:

- A. The time, date, place, and nature of the hearing.
- B. A statement of the legal authority under which the hearing is to be held.
- C. A reference to the applicable statutes and rules involved.
- D. A short statement of the matters affected.

2.4 All interested parties shall be afforded the opportunity to respond, and present evidence.

2.5 Informal disposition may be made of any case by stipulation, agreed statement, consent order, or default.

2.6 The Board shall make a record of all cases of adjudication, said record shall contain:

- A. All notices, pleadings, motions and rulings.
- B. All evidence received or considered or a resume thereof.
- C. Offers of proof, objections, and rulings thereon.
- D. Proposed findings.
- E. Any decision or opinion or report of the Board.

2.7 The Board shall adhere to the rules of evidence as mandated in R.S. 49:959.

2.8 A final decision shall be in writing and stated in the record. A final decision shall include findings of fact and conclusions of law. Interested parties shall be notified by mail of any decision or order.

2.9 A final decision shall be subject to rehearing by the Board, for the grounds stated in R.S. 49:959 provided that the request for rehearing is filed within ten days of the date of mailing of the final decision.

2.10 If such rehearing is granted it shall be limited to the grounds upon which the rehearing was ordered.

2.11 A person aggrieved by a final decision or order of the Board may seek judicial review of said decision or order by filing a petition for review in the Nineteenth Judicial District Court for the Parish of East Baton Rouge within thirty days of the date of mailing of the final decision, or, if a rehearing is requested, within thirty days after the decision thereon.

3. Declaratory Orders and Rulings

3.1 Any interested party may petition the Board for a declaratory order or ruling as to the applicability of any statutory provision or of any rule or order of the Board.

3.2 Said petition shall contain the following information:

- A. The full name, address, and telephone number of the petitioner.
- B. The interest asserted by the petitioner.
- C. Specific reference to the statute, rule, or order with respect to which the declaratory order or ruling is sought.
- D. A concise statement of the purpose, reasons, and nature of the declaratory order or ruling sought.

3.3 Said petition shall be considered by the Board at its next regularly scheduled meeting, provided that the petition has been filed at least thirty days prior to said meeting.

3.4 The order or ruling rendered by the Board on said petition shall be in writing and mailed to petitioner at the last address furnished to the Board.

* * * *

Fee Schedule

Hourly Rate: thirty-five dollars per hour in court; twenty-five dollars per hour out of court. Minimum payment in all cases shall be: for misdemeanor, fifty dollars; for felony, one hundred dollars. Minimum payments shall be made for all cases in which at least an initial interview occurs.

Any other investigative, preparatory work and court appearances shall be at the hourly rate, except that no more than a total of one thousand dollars shall be paid for any felony case and not more than five hundred dollars for any misdemeanor case.

District Boards may approve exceptions to these ceilings provided funds are available to the District Board and such exception would not impair the Board's ability to make future payments in accordance with this schedule.

Each appointed counsel, except full-time indigent defenders and salaried part-time defenders, shall submit a detailed billing showing time spent and activity to the appropriate District Indigent Defender Board.

The District Indigent Defender Board shall review, approve, reject or adjust such billings so that payments made for defense of indigents shall comply with the above schedule.

Procedure for Applying for Temporary
Exception to Fee Schedule

1. Any District Indigent Defender Board may petition the State Board requesting a temporary exception to the fee schedule as established when a District Indigent Defender Board has insufficient funds to comply with the fee schedule.
2. Such petition shall:
 - A. Be typewritten.
 - B. State the name, district and address of the District Board.
 - C. Be signed by the District Board Chairman.
 - D. Contain a statement informing the State Board:
 - (1) Why the exception is required.
 - (2) The total funds on hand as of the date of the application.
 - (3) The total outstanding obligations as of the date of the application.
 - (4) The total receivables as of the date of application.
 - E. State the period for which the exception is sought.
 - F. Amount of costs added to fines and forfeitures per Act 653, Sec. 146, Regular Session of 1976.
3. The Chairman of the District Board requesting an exception shall be present at the State Board meeting at which the application is to be considered. The Chairman may designate another board member to represent the Board.

The Chairman or his designated representative shall be prepared to answer any questions from the State Board relating to the information required by Act 653 of 1974, Sections 143A(1) thru (7), and any other questions propounded by the State Board.

4. The application for exception shall be considered at the next regularly scheduled State Board meeting after receipt of the application, provided that if an application is received by the State Board less than fifteen days prior to the next Board meeting, the application will be considered at the second regularly scheduled Board meeting after receipt.
5. All applications shall be made to the Louisiana State Indigent Defender Board, P. O. Box 44276, Baton Rouge, Louisiana 70804.
6. The State Board shall notify the Chairman of the

District Board of the time and place of the meeting at which the application shall be considered.

7. Each application shall be considered on its own merits; no decision shall become precedent.
8. If the State Board finds that the District Board has made diligent efforts to comply with the fee schedule, but has insufficient funds to comply with this fee schedule, the State Board may grant a temporary exception, not to exceed ninety days.
9. If a District Board wishes to extend or renew an exception, a new petition must be filed.
10. The State Board may impose reasonable conditions on the District Board as a prerequisite to granting an exception, and, during the period of exception granted, may require information from the District Board to determine if the exception is then required or necessary.

Robert G. Pugh, Jr., Chairman
Indigent Defender Board

RULES

Louisiana State University

The Louisiana State University System has the mission of creating an environment of learning and exploration which will provide the people of Louisiana with the opportunities and benefits of a full-scale university endowed with special responsibilities of a land grant institution to effect improvement in the quality of life of the people in the state. This mission involves development of the highest levels of intellectual and professional endeavor in programs of instruction, research, and service. The System, therefore, serves the people as an instrument for discovery as well as transmission of knowledge. Each campus has a unique but complementary role in the overall mission of the System. This principle of geographic as well as academic differentiation allows the campuses to extend basic as well as unique programs to citizens throughout the state.

The University System serves a multiracial and multicultural population and adheres to the principle of equal educational and employment opportunity without regard to race, creed, religion, color, national origin, sex, or age, except where sex or age is a bona fide occupational qualification.

Part I
Bylaws of the Board of Supervisors

Article I
Definitions

A. The Board of Supervisors of Louisiana State University and Agricultural and Mechanical College. The "Board of Supervisors of Louisiana State University and Agricultural and Mechanical College" or "Board," as used in these bylaws, shall refer to the governing board of the University System and shall be composed of the Board of Supervisors, duly appointed and qualified as provided by law.

B. Chairman of the Board. The term "Chairman of the Board," as used in these bylaws, shall refer to the Supervisor who is the duly elected Chairman or acting Chairman of the Board of Supervisors.

C. University System and System. The term "University System" or "System," when used in these bylaws, shall refer to the system of campuses and other facilities governed by the Board of Supervisors, which includes:

1. Louisiana State University and Agricultural and Mechanical College (including the School of Veterinary Medicine, Law Center, Division of Continuing Education, and other units having statewide responsibilities), located at Baton Rouge.
2. University of New Orleans.
3. Louisiana State University at Alexandria.
4. Louisiana State University at Eunice.
5. Louisiana State University in Shreveport.
6. Louisiana State University Medical Center, which administers the health-related schools (School of Medicine, including Confederate Memorial Medical Center, Shreveport; School of Medicine, New Orleans; School of Dentistry; School of Nursing; School of Allied Health Professions; and Graduate School) for the health professions, and their teaching programs in affiliated hospitals.
7. Center for Agricultural Sciences and Rural Development, which carries out a large portion of the land grant college function by administering cooperative extension and agricultural research programs throughout the state.
8. Louisiana State University Law Center, located at Baton Rouge, which administers the legal education, legal research, continuing legal education, and legal service programs of the Board throughout the state.
9. Louisiana State University School of Veterinary Medicine, located on the Baton Rouge campus, which administers the veterinary

medicine and associated graduate education programs, basic veterinary medicine research, continuing veterinary medicine education, and veterinary medicine service and clinical programs of the Board throughout the state.

10. Any other college, university, school, institution, or program now or hereafter under the supervision and management of the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College.

D. President of the University System. The term "President of the University System" or "President," as used in these bylaws, shall refer to the duly appointed President or acting President of the University System, who shall be the principal executive officer of the University System and secretary to the Board of Supervisors.

E. Chancellor. The term "Chancellor," as used in these bylaws, shall refer to the administrative head of a campus or major administrative subdivision of the University System as designated by the Board.

Article II
Meetings

Section 1. Regular Meetings. The Board of Supervisors shall hold at least six regular meetings in each calendar year, but at least one regular meeting shall be held in each quarter of the calendar year. Other meetings of the Board may be called and held as provided by any rule, regulation, or resolution adopted by the Board. All regular meetings shall be held at meeting places designated by prior action of the Board.

Section 2. Special Meetings. Special meetings of the Board may be called by the Chairman of the Board at any time, or by the Secretary upon receipt of a written request therefor signed by nine members and specifying the purposes of the desired meeting. Notification shall be sent by mail to each member at least three calendar days before the time of the meeting.

The Board shall not act upon any matter not embraced in the notice for a special meeting except upon the vote of two-thirds of the entire membership of the Board.

Section 3. Recessed Meetings. All meetings may be recessed from day to day until the completion of business.

Section 4. Quorum. A majority of the Board shall constitute a quorum for the transaction of business at any regular or special meeting. In determining a quorum, all voting members shall be counted.

Article III
Officers and Staff of the Board

Section 1. Chairman and Vice-Chairman. At the

first regular meeting of the Board in the third quarter of each calendar year, the Chairman-elect shall automatically become Chairman of the Board and the Board shall elect a Vice-Chairman, who shall be Chairman-elect. They shall assume office from their predecessors thirty days after such meeting and election and shall serve for a term of one year. Should a vacancy occur in the Vice-Chairmanship, the Board shall elect a successor from its membership. The Board may elect such other officers as it may deem necessary.

The Chairman of the Board shall preside over all meetings of the Board, serve as ex officio member of all committees, name the appointive members of all standing and special committees of the Board, and fill all vacancies in the membership of such committees, in accordance with the provisions of these bylaws.

The Vice-Chairman of the Board (Chairman-elect) shall perform the duties of the Chairman in the absence of the Chairman of the Board.

In the event both the Chairman and the Vice-Chairman are absent from a Board meeting, the Board shall elect a temporary chairman from those present.

Section 2. Secretary and Office Staff. The President of the University System shall be the Secretary to the Board, its Executive Committee, and other standing and special committees. There shall be an Administrative Secretary and an Assistant Administrative Secretary of the Board, and such other personnel as may be required for the efficient operation of the offices of the Board. The staff shall function under the supervision and direction of the Board.

Copies of all minutes, papers, and documents of the Board, or of its several committees, may be certified to be true and correct copies by either the Chairman, Secretary, Administrative Secretary, or Assistant Administrative Secretary.

Article IV Order of Business

Section 1. Rules of Order. When not in conflict with any of the provisions of this article, Robert's Rules of Order (latest revision) shall constitute the rules of parliamentary procedure applicable to all meetings of the Board.

Section 2. Order of Business. The order of business of regular meetings of the Board shall be as follows:

- A. Roll call and invocation.
- B. Correction and approval of minutes of preceding regular meeting and of all special meetings held subsequent thereto.
- C. Reports and recommendations of standing and special committees.
- D. Reports and recommendations of the President.
- E. Report of the Secretary.

F. Reports for Board information.

Section 3. Reference to Committees. In cases where feasible and desirable, before taking action, the Board should refer any subject or measure to the standing or special committee in whose purview the matter falls. The committee to which the matter is referred should submit to the Board its recommendations in writing, together with any resolutions necessary to facilitate such recommendations.

Section 4. Meetings. In order that all interested parties and the public may be informed of all activities of the Board, it shall be the policy of the Board that all meetings be open to all who wish to attend. Only when personnel or equally sensitive matters (e.g., litigation) are under consideration shall the Board enter into closed or executive session; provided, however, that no final or binding action shall be taken in a closed or executive session. Prior to each regular meeting of the Board, the President shall prepare and forward to each member of the Board a tentative agenda for the meeting at least ten days prior to such regular meeting. Upon written request of three members of the Board that a particular item be included, the President shall place the subject or subjects upon the agenda. All matters requiring Board action, however, may be acted on even though not carried on the agenda.

Each resolution shall be reduced to writing and presented to the Board before it is acted upon. All official actions of the Board shall require the favorable vote of nine members.

Section 5. Minutes. The minutes of the Board meetings shall record official action taken upon motions or resolutions which are voted upon by the Board, and may contain a summary of reports and pertinent discussion. Where the Board action is not by a unanimous vote, the "ayes" and "nays" and abstentions of the individual members shall be recorded. The remarks, personal views, or vote explanations of an individual Board member shall be included in the minutes only upon request. The foregoing provisions relative to contents of the minutes shall, in general, also apply to minutes of committees of the Board. The minutes of meetings of the Board become official only when completed and approved by the Board.

Article V Committees

Section 1. Standing Committees. Unless and until otherwise decided by the vote of a majority of the membership of the Board of Supervisors, the standing committees of the Board shall consist of the following:

- A. Executive Committee.
- B. Budget and Finance Committee.
- C. Property and Facilities Committee.
- D. Faculty and Studies Committee.

E. Student Affairs Committee.

Section 2. Appointment and Term. Members of all standing committees, one of whom shall be designated as chairman, and one of whom shall be designated as vice-chairman, shall be appointed by the Chairman of the Board at the time the Chairman assumes office. The term of committee appointments shall run concurrently with that of the Chairman.

Vacancies occurring among the appointive members of any committees, however arising, shall be filled by the Chairman of the Board for the remainder of the unexpired term.

Section 3. Officers of Standing Committees. The Chairman and the Secretary of the Board shall be chairman and secretary, respectively, of the Executive Committee. In the absence of the Chairman, the Vice-Chairman shall preside. In the event both the Chairman and the Vice-Chairman of the committee are absent from a meeting, the committee shall elect a temporary chairman from those present.

It shall be the duty of the chairman of each committee to call, and to preside over, the necessary meetings. The minutes of the meeting of the committee, showing its actions and recommendations, shall be deemed a compliance with the provisions of Article IV, Section 3, hereof, concerning the written recommendations of the committee.

Section 4. Quorum of Committee Meetings. A majority of the members of any committee of the Board shall constitute a quorum for the transaction of business. When a quorum is not present, the Chairman of the committee, or Vice-Chairman in the Chairman's absence, may designate a member of the Board to serve as a substitute member of the committee concerned.

Section 5. Authority of Committees. The authority of committees of the Board shall be subject to these bylaws and to the policies and direction of the Board.

Section 6. Executive Committee. The Executive Committee shall consist of eight members. The Chairman and Vice-Chairman of the Board shall serve in those capacities on the Executive Committee. The chairman of each of the other standing committees shall be on the committee as well as the immediate past Chairman of the Board. The remaining number, for a total of eight, shall be appointed by the Chairman of the Board.

The Executive Committee shall consider such matters as shall be referred to it by the Board of Supervisors and shall execute such orders and resolutions as shall be assigned to it at any meeting of the Board. It shall be the further duty of the Executive Committee to take such action as may be necessary in the event that any emergency requiring immediate action shall arise between Board meetings. All acts of the Executive Committee shall be submitted to the Board for ratification, or rejection, at its next meeting, except in matters where the Board shall have delegated to the Executive

Committee full power to act with respect to any matter. Affirmative action by a majority of the entire membership of the Executive Committee shall be required.

Section 7. Budget and Finance Committee. The Budget and Finance Committee shall consist of not less than seven members of the Board. Normally, to this committee shall be referred all matters related to budgets and to policies concerning the financial management of the University System.

Section 8. Property and Facilities Committee. The Property and Facilities Committee shall consist of not less than seven members of the Board. Normally, to this committee shall be referred all matters related to policies of management of all properties of the University System, purchase or sale of land, lease or grant of rights in property, construction of buildings and other facilities, and other matters concerning the properties of the System.

Section 9. Faculty and Studies Committee. The Faculty and Studies Committee shall consist of not less than five members of the Board. Normally, to this committee shall be referred matters concerning academic organization, curricula, personnel, tenure, and all other matters relating to faculty and studies. This committee shall make recommendations to the Board with reference to policies governing all fellowships, scholarships, and honor awards.

Section 10. Student Affairs Committee. The Student Affairs Committee shall consist of not less than five members of the Board. Normally, to this committee shall be referred matters of policy concerning non-academic subjects relating to student welfare.

Section 11. Special Committees. As the necessity therefor arises, the Chairman may create special committees with such functions, powers, and authority as may be determined. They shall consist of, but not be limited to, committees on legal education, health affairs, athletics, oil and gas, naming of facilities, and insurance and retirement. Unless otherwise provided in the action creating such a committee, the Chairman of the Board shall determine the number of its members and designate the chairman and vice-chairman thereof. The Chairman may also appoint ad hoc committees for special assignments for specified periods of existence not to exceed the completion of the assigned task.

Article VI

Communications to Board

Section 1. All communications to the Board, or to any committee thereof, from persons having official relations with the University System shall be filed in writing with the President and duly transmitted by him to the Board; but all communications from a student organization, teacher, officer, or employee of any campus or System-wide unit shall be transmitted to the

President through the Chancellor, and transmitted by the President to the Board or any of its committees. The President, or the Chancellor, shall have the authority to read and comment upon the communication but shall not delay or withhold such communications, except as hereinafter provided. Such communications shall be filed with the Chancellor at least ten days before the meeting of the Board or committee, and with the President at least seven days before such meeting. Otherwise, the Chancellor, or the President, may either submit such communication at that time or withhold such communication until the next meeting. In the event a Chancellor elects to withhold any such communication until the next meeting, such communication, or a true copy thereof, shall be promptly forwarded to the President with the notation of the Chancellor concerning such withholding.

Article VII
Rights, Duties and Responsibilities of
Principal Administrative Officers of the
University System

Section 1. Officers of the System. Officers of the System shall be the President and such other officers as the Board shall from time to time determine to be necessary for the administration of the System. It shall be the responsibility of the Board of Supervisors to establish procedures for the selection and appointment of major administrative officers within the University System.

Section 2. President of the System.

- A. The President shall be the executive head of the System in all its divisions and campuses, and shall serve as Secretary to the Board. Except as herein otherwise provided, the President shall be responsible to the Board for the conduct of the System in all of its affairs, and shall execute and enforce all of the decisions, orders, rules, and regulations of the Board with respect to the conduct of the System. The President shall be appointed by, and shall hold office at the pleasure of, the Board. The President's salary shall be fixed by, and recorded in the proceedings of, the Board. The President's discretionary authority shall be broad enough to enable him to meet his extensive responsibilities.
- B. The President shall attend the meetings of the Board and its various committees.
- C. The President shall make all nominations for appointments, suspensions, and dismissals of all administrative officers holding positions at the pleasure of the Board, after consultation with the appropriate academic and/or administrative staff concerned. Upon recommendation of the chancellor of each campus,

- the President shall have the authority to make all other appointments, promotions, transfers, suspensions and dismissals of academic and unclassified employees, subject to the approval of the Board. The President, or the President's designated agent, is authorized as the appointing authority to make and approve personnel actions relating to classified and unclassified personnel in positions exempt from the classified service by special action of the State of Louisiana, Department of Civil Service, including disciplinary actions required to be expressed in writing.
- D. Subject to the direction and control of the Board, the President shall:
 - 1. Define the mission of each campus or institution and allocate functions and programs to each.
 - 2. Establish administrative policies and procedures.
 - 3. Implement educational policies.
 - 4. Coordinate the activities among the various campuses.
 - 5. Prepare and present a consolidated budget.
 - 6. Serve as governmental liaison and spokesman for the System to the alumni, news media, and the general public.
 - 7. Promote the general welfare and development of the System in its several parts and as a whole.
- E. The President shall establish and maintain lines of communication with the chief administrative officer of each campus. The channel for official communications between the President and the various campuses shall be through the chief administrative officer in charge of each campus.
- F. The President, as the chief financial officer of the System, shall assume and retain control at all times over all budgets of the System.
- G. The President may, by written order, delegate to the Chancellor of each campus, authority to take action provided in Article VII, Section 2C. Any appointments so made shall be in accordance with existing policies of the System in effect at the time of such appointment.
- H. The President shall have authority to appoint such committees from among the academic and nonacademic staff of the System as deemed desirable for the purpose of advising the President in connection with any problems of the System. The Chancellor of a campus shall be notified of all such appointments of personnel on his campus.

- I. The President shall be a member of all faculties and shall serve as chairman of all Faculty Councils.

Section 3. System Staff Officers. System staff officers shall include a chief academic officer and a chief business officer, and such other officers as deemed necessary for the efficient operation of the System, to be appointed by the President with approval of the Board. The System staff officers shall perform the duties outlined in writing by the President and approved by the Board.

Section 4. Chancellors.

- A. There shall be a chancellor for each campus or major administrative subdivision of the System who shall be appointed by the Board upon the recommendation by the President, and who shall hold office at the pleasure of the Board. The Chancellor shall administer the division for which he is appointed and shall exercise complete executive authority therein, subject to the direction and control of the President and the Board.
- B. As the administrative head of a campus, the Chancellor shall be responsible to the Board through the President for the effective execution of: all laws relating to Louisiana State University System; all resolutions, policies, rules, and regulations adopted by the Board for the administration and operation of the System and for the governance of all of its campuses; and all policies, rules, regulations, directives, and memoranda issued by the President. The Chancellor's discretionary power shall be broad enough to enable him to meet his extensive responsibilities. In the performance of his duties and responsibilities, the Chancellor shall have direct access to the President. He shall be the official medium of communication between the President and all personnel of his campus.
- C. Unless otherwise directed by the President, the Chancellor shall attend the meetings of the Board and its various committees. The Chancellor may invite members of his administrative or academic staff to aid him in his presentations to the Board.
- D. The Chancellor, after consultation with the appropriate academic and/or administrative staff, shall make recommendations to the President for appointments, suspensions, and dismissals of all campus administrative officers holding positions at the pleasure of the Board. He shall make all other appointments, promotions, transfers, suspensions, and dismissals of all academic, administrative, and professional employees subject to the ap-

proval of the President and confirmation of the Board. He or his designated agent is authorized as the appointing authority to take and approve personnel actions relating to classified and unclassified personnel in positions exempt from the classified service by special action of the State of Louisiana, Department of Civil Service, including disciplinary.

- E. The Chancellor shall be a member of all faculties on his campus and shall be vice-chairman of the Faculty Council of his campus.
- F. Within the framework of the functions and programs assigned to each campus by the Board and the President, the Chancellor shall implement educational and administrative policies for his campus. He shall prepare an organizational chart of the major divisions of the campus and shall designate such duties and responsibilities as he deems proper.
- G. The Chancellor shall be responsible to the President for the budget of his campus. This shall include the functions of review and recommendation concerning the budgets of all divisions of the campus and the preparation of a consolidated budget, as well as execution of the budget as approved by the President and the Board.

Section 5. The President's Advisory Council for the University System. The President shall have an Advisory Council for the University System. It shall consist of the President, members of the President's staff that he shall designate, and the Chancellors. The President shall serve as Chairman, or, in the President's absence a member of his staff that he shall designate shall serve in his place. The functions of the Council shall be to discuss common problems, exchange information, review the operation of the University System, and advise the President on matters of general policy and administration.

Section 6. Council of Chief Academic Officers. This Council shall consist of the chief academic officer of the System staff, who shall serve as chairman, and the chief academic officer of each major subdivision of the University System. The Council shall act in an advisory capacity to the President in matters relating to academic standards, programs, and policies of the System.

Section 7. The Executive Graduate Council. There shall be an Executive Graduate Council of the University System Graduate Division. It shall consist of:

- A. The chief academic officer of the System staff, who shall serve as Chairman.
- B. The chief graduate officer for each campus.
- C. An appointed member of the graduate faculty from each campus of the System offering resident graduate work, these appointees shall be recommended to the President for appoint-

ment by each campus' chief administrative officer after consultation with the Chairman of the Executive Graduate Council, in order to avoid a concentration of representation from any general subject area.

- D. A single member, representing those campuses not offering graduate work, appointed by the President.
- E. A single member-at-large of the graduate faculty to be appointed from any campus of the System by the President.

The member-at-large shall be appointed for two years and the members from individual campuses shall be appointed for staggered terms of three years.

The Executive Graduate Council shall coordinate all graduate work and approve new programs and degrees recommended by the several chancellors and their graduate councils for transmittal to the President for review before presentation to the Board.

Article VIII Rights, Duties, and Responsibilities of the Academic Staff

Section 1. Academic Freedom. The University System is committed to the principle of academic freedom. This principle acknowledges the right of a teacher to explore fully within the field of assignment and to give in the classroom and elsewhere such exposition of the subject as the teacher believes to represent the truth. This principle also includes the right of a member of the academic staff of the University System to exercise in speaking, writing, and action outside the University the ordinary rights of a citizen, but it does not decrease the responsibility which the member of the academic staff bears to the University System, the State, and the nation. When a member of the Academic Staff is not officially designated to represent the University System, the staff member must indicate clearly that he or she is speaking as an individual citizen.

Among the many implicit responsibilities which must be assumed by those enjoying the privileges of academic freedom shall be that of refraining from insisting upon the adoption by students or others of any particular point of view as authoritative in controversial issues.

Section 2. Duties of Academic Staff. Each member of the academic staff is expected to be devoted to the accomplishment of the purposes for which the University System exists: instruction, research, and public service. Those members of the academic staff who comprise the faculty of the University System are charged to determine the educational policy of the System through deliberative action in their respective units and divisions.

Section 3. Appointment and Promotion of Academic Staff. Each appointment or promotion of a member of the academic staff shall be made upon the basis of merit and the special fitness of the individual for the work demanded by the position. All appointments, reappointments, promotions, and dismissals of members of the academic staff shall be made upon the authority of the President, subject to the approval of the Board.

The terms of the appointment of each member of the academic staff shall be reduced to writing and a copy thereof furnished to each of the contracting parties.

Section 4. Tenure of Academic Staff. Members of the academic staff may be appointed for specified terms (term appointments) or for indeterminate terms (tenured appointments). Term appointments are utilized at the lower academic ranks and ordinarily for initial appointments at all levels. Associate Professors and Professors and those holding equivalent ranks are tenured except as noted in System regulations. Under certain circumstances tenure may be awarded to those holding lower ranks.

The provisions of tenure apply to full-time faculty members with respect to their academic rank and not to administrative titles or assignments. Tenure applies only on the campus on which the tenure is earned.

The foregoing shall not be construed to exclude contracts between the Board and members of the academic staff on mutually acceptable terms other than those stated herein.

Any appointment, whether tenured or term, may be terminated for cause.

Section 5. Responsibilities of Academic Staff. It is a basic principle that every member of the academic staff of whatever rank shall at all times be held responsible for competent and effective performance of appropriate duties. No principle of tenure shall be permitted to protect any person from removal from a position after full and careful investigation, according to procedures of due process, has revealed that the person has not met and does not give promise of meeting the responsibilities of the position.

Article IX Amendment or Repeal of Bylaws

New bylaws may be adopted, and bylaws may be amended or repealed, at any meeting of the Board, but no such action shall be taken unless notice of such proposed adoption, amendment, or repeal shall have been given at a previous meeting or notice in writing of the proposed change shall have been served upon each member of the Board at least thirty days in advance of the final vote upon such change, provided, however, that by a vote of two-thirds of the entire membership of the Board, the requirements for such notice may be waived at any time.

Article X
Rules and Regulations of Board
of Supervisors

Section 1. Any action by the Board establishing policy or methods of procedure, administrative, business, academic, or otherwise, shall be known as Rules and Regulations of the Board of Supervisors.

Section 2. Rules and Regulations of the Board of Supervisors may be adopted by the Board, or may be amended or repealed, in whole or in part, at any meeting of the Board.

Section 3. All policies and procedures of the Board, falling within the definition of rules and regulations, as herein defined, and in existence upon the date of the adoption of these bylaws, shall be a part of the Rules and Regulations of the Board of Supervisors.

Article XI
Adoption of Bylaws

These bylaws shall be and become effective on the 20th day of March, 1977.

Article XII
Repealing Clause

All rules, orders, regulations, and resolutions heretofore enacted or adopted by the Board, which are in conflict with these bylaws, are hereby repealed.

Part II
Regulations of the Board of Supervisors

Chapter I
Academic and Administrative
Organization

Section 1-1. Order of Communications and Reports. The official recommendations and communications of any member of the academic or nonacademic staff shall be sent through channels to the appropriate officer. An administrative officer shall, when so requested, promptly transmit any such recommendations or communications, with the officer's own comments and recommendations thereon, to the next higher officer.

Section 1-2. Academic Organizational Units.

1-2.1. The Faculty of the University System. The faculty of the University System shall consist of the faculties of the several campuses as defined below (Sec. 1-2.2). The President and the academic officers of the System shall be members of the University System faculty and the former shall be its highest officer.

1-2.2. The Faculties of the Several Campuses.

- A. Membership. Full-time members of the academic staff having the rank of instructor or higher (or equivalent ranks—see Section 2-6) shall constitute the faculty of the campus on which they are appointed. The faculty may organize itself into a Faculty Council which shall include all full-time members of the faculty and members of the Administrative Council. As a class, part-time members of the academic staff having the rank of instructor or higher (or equivalent ranks) may be enfranchised to the degree deemed appropriate by the faculties of the several campuses. Members of the Administrative Council, not holding academic rank, shall be nonvoting members of the Faculty Council.
- B. Duties. The faculty or Faculty Council (The terms "faculty" and "Faculty Council" are used interchangeably in this Section.) shall establish curricula, fix standards of instruction, determine requirements for degrees, and generally determine educational policy, and subject to the authority of the Board. Except as otherwise provided, each faculty shall establish its own educational policies. It shall, within the framework of the educational policy of the System, have legislative power over all matters pertaining to its own meetings and may delegate its own authority to an elected Senate and/or to standing committees, whose authority shall be limited to matters which are proper to the faculty and which have been specifically delegated by the faculty. It shall make recommendations for the granting of degrees through its respective college or school not within a college.
- C. Actions. Any action of a faculty or Faculty Council which, in the judgment of the chief administrative officer of the campus, or of the President, is administrative or which seriously affects the interests of another faculty of the LSU System or of the System itself, may be suspended by the President and such action shall be reported to the Board at its next meeting. All questions of jurisdiction among colleges, schools not within colleges, or divisions shall be determined by the chief administrative officer of each campus, or in inter-campus situations, by the President.

Minutes of all actions taken by the faculties or Faculty Councils, together with appropriate recommendations of the major administrative officer concerned, shall be reported to the President. The President may then refer any such action on academic matters of general System concern to the appropriate council, or a committee thereof, for consideration.

- D. Meetings. Each faculty or Faculty Council shall meet at least once each academic year at the call of the President, as chairman, or of the chief administrative officer of the campus, as vice-chairman, or upon the written request of fifty members, or twenty percent of the membership, whichever is the smaller number. At least five days' notice of meeting shall be given. It shall be prerogative of the President to preside; otherwise, the administrative head of the campus shall preside.
- E. Quorum. Not less than twenty-five percent of the membership of the faculty or Faculty Council shall be necessary to constitute a quorum, provided, however, that any faculty or Faculty Council (at a meeting at which a quorum of twenty-five percent of the members is present) may, by majority vote, establish a higher percentage of the membership as a quorum for future meetings.

1-2.3. The Faculties of Colleges and Schools.

- A. Membership. The faculty of each college or school within a college, except the Graduate School, shall consist of all members of the academic staff having the rank of Instructor or higher (or equivalent rank) who are appointed full-time and a part of or all of whose current work is in that particular college or school. As a class, part-time members of the academic staff having the rank of Instructor or higher (or equivalent rank) may be enfranchised to the degree deemed appropriate by the faculty of the college.
- B. Duties. The faculty of each college or school not within a college shall define and recommend degree programs for units under its jurisdiction. The faculty shall recommend candidates for degrees to be awarded by the college or school not within a college.
- C. Meetings. The dean of each college and

the dean or director of each school not within a college shall call a faculty meeting when it seems advisable to do so, provided there be at least one meeting during each semester and summer term. The Dean or Director shall be required to call a faculty meeting upon the written request of one-fourth of the members of the faculty. At the time the faculty members are notified of a meeting, the chief administrative officer of the campus and the chief academic officer shall receive the same notification.

- D. Quorum. A majority of the members of the faculty of each college or school not within a college shall constitute a quorum.

1-2.4. The Departmental Faculty (Including faculties of schools within colleges).

- A. Membership. The departmental faculty shall consist of all members of the academic staff of a department having the rank of Instructor or higher (or equivalent rank) who are appointed full-time for at least a one year period and a part or all of whose work for the current year is in that particular department. As a class, part-time members of the academic staff having the rank of Instructor or higher (or equivalent rank) may be enfranchised to the degree deemed appropriate by the faculty of the department.
- B. Duties. The departmental faculty shall have jurisdiction over matters concerning its educational policies insofar as these do not conflict with the policies of other departments, the rules and regulations of its own college or school, the campus, or the University System.
- C. Meetings. The chairman or head of the department shall call a meeting of the departmental faculty when it seems advisable to do so.

1-2.5. The Graduate Faculty.

- A. University System Graduate Division Faculty. The graduate faculty of the System shall consist of the graduate faculties of the several campuses. Election to the graduate faculty of one campus shall automatically mean election to the University System Graduate Division faculty.

The principal officer of the graduate faculty of the System shall be the

chief academic officer of the System staff, who shall preside over the Executive Graduate Council (Sec. 1-2.6) as its chairman.

- B. **Individual Campus Graduate Faculty.** The graduate faculty on each campus shall consist of those members of the teaching and research faculties who have been so designated by the Chancellor upon the recommendation of the Graduate Council (Sec. 1-2.7) acting upon appropriate nominations. Such designation shall provide for classification of the graduate faculty as members or associate members according to their qualifications and experience.
- C. **Voting Powers.** Voting power at faculty meetings is vested in the members on matters of educational policy, and in the members and associate members in recommending candidates for degrees.

1-2.6. The Executive Graduate Council.

(See Bylaws, Article VII, Section 7.)

- 1-2.7. **The Campus Graduate Council.** Each campus offering resident graduate work shall have a Graduate Council, which shall be advisory to the Dean of the Graduate School. The Council shall be composed of ten members of the graduate faculty appointed by the Chancellor. The Dean of the Graduate School shall serve as an ex officio member. The faculty members of the Council shall serve staggered terms of five years each. The Council shall advise the Dean of the Graduate School in the administration of the academic affairs and policies of the Graduate School.

Section 1-3. Administrative Units.

1-3.1. The Administrative Council.

- A. **Membership.** The Administrative Council shall be composed of the principal administrative officers of a campus (as designated by the chief administrative officer); three members of the faculty of tenured rank elected annually for one-year terms by the faculty or a delegated body thereof; and such other persons as may be specifically designated by the chief administrative officer.
- B. **Duties.** The Administrative Council shall advise the Chancellor in the administration of the affairs of that campus.
- C. **Officers.** The Chancellor shall be the chairman of the Administrative Council on his campus, and shall appoint a secretary who shall keep minutes of all

meetings and shall maintain a roll of the members of the Administrative Council.

- D. **Time of Meeting.** The Administrative Council of each campus shall meet at the call of the Chancellor. The President may, at his discretion, call upon and preside over any or all of the Administrative Councils of the University System to advise him concerning the affairs of the System.

1-3.2. Council of Academic Deans and Directors.

The deans and directors of colleges, or of schools not within colleges, together with other academic officers of equivalent rank, responsible to the chief academic officer, shall constitute the Council of Academic Deans and Directors of a campus, and shall meet at the call of the chief academic officer as chairman. The Council shall advise the chief academic officer in the administration of the academic affairs of the campus.

1-3.3. The Athletic Council.

- A. There shall be established an Athletic Council on campuses having organized athletic programs and participation in intercollegiate competition.
- B. **Membership.** The Athletic Council shall consist of five members of the faculty, two members of the student body, two members of the alumni organization, and the chief academic officer of the campus. The Athletic Director shall serve ex officio and nonvoting as secretary of the Council.
- C. **Terms.** Faculty members of the Council shall be appointed by the Chancellor from among persons who hold rank of Associate Professor or Professor, and who are not members of the Administrative Council, for terms of five years, with the following exceptions: (1) a person appointed to fill an unexpired term shall serve for the remaining portion of the term of the person succeeded, and (2) a member who is elected to serve as chairman but whose five-year term of office is scheduled to be completed prior to the termination of the term as chairman shall serve for such additional period, not to exceed three years, as is required to complete the term as chairman. In no case shall the term of a faculty member, including extension to complete service as chairman, exceed eight years.

If a faculty member's term is extended to allow service as chairman, there will be no faculty vacancy, and, therefore, no new appointment, that year. At the end of the year in which a chairman's extended term ends, there will be two vacancies, that of the chairman and that of the member whose five-year term has been completed.

The President of the Student Government Association shall serve as a member of the Council. Another student member shall be selected for a one-year term in such manner as the Student Government Association may decide.

The alumni members shall be selected for three-year terms in such manner as the alumni organization may determine. No employee of the System shall be eligible to serve as an alumni representative of the Council. No member of the Athletic Council shall be eligible for reappointment or reelection until the member has been off the Council for a period of three years. This provision shall not limit the extension of a person elected as chairman.

- D. Chairmanship. The Chairman shall be elected by the Council for a term of three years from among the faculty members on the Council. The election shall be conducted at the regular meeting immediately preceding the end of the fiscal year in which a term is completed. An incumbent may be elected to succeed himself provided that the three year term for which he is elected does not extend the total tenure on the Council beyond eight years. Should a vacancy occur in the chairmanship, an election to fill it may be held at any regular meeting, or a special meeting may be called for an election to fill the vacancy, provided that members of the Council are given two weeks' notice of the special meeting.
- E. Voting and Bylaws. A quorum shall consist of five members. A member who cannot attend a meeting may designate a proxy who may cast a written vote, signed by the absentee member, on any item on the agenda. A proxy shall not be counted in determining whether a quorum is present. Acting within the structure of these policies, the Athletic Council is authorized to establish bylaws for

its operations, including, but not limited to, regulations concerning the scheduling of regular and special meetings and policies insuring adequate notice of an agenda for meetings.

- F. Functions. The Athletic Council shall serve as a policy-formulating and regulatory body in all matters related to the intercollegiate athletic program. Policies formulated, and other action when deemed appropriate, shall be submitted by the Athletic Director to the Chancellor. However, the Council as a whole, or the chairman on his own volition or at the request of the Council, shall communicate with the Chancellor when such action is deemed desirable. This shall be done with the knowledge of the Athletic Director.

The Council shall consider such items of business presented by the Chancellor, the Athletic Director, or its membership as relate to its areas of concern. Responsibilities of the Council with respect to the intercollegiate athletic program will be primarily in three categories, as follows: (1) policy formulation, (2) review of routine recommendations of the Athletic Director, and (3) review and supervision of relationships of the University with the appropriate athletic conference, if any, and the National Collegiate Athletic Association. Duties to be carried out by the Council in the three areas of its responsibilities shall include, but not be limited to, the following activities:

1. Policy
 - (A) Determining the scope of the athletic program.
 - (B) Assuring that student athletes are provided adequate opportunity to successfully pursue their academic programs.
 - (C) Developing, using, and operating athletic facilities.
 - (D) Advising with the Chancellor on the selection and employment of the Athletic Director, and with the Chancellor and Athletic Director concerning the selection and employment of head coaches in the various sports.
2. Review of Recommendations of the Athletic Department

- (A) Approving intercollegiate schedules.
 - (B) Approving awards and letters of athletes.
 - (C) Awarding athletic scholarships.
3. Review and Supervision of Relationships with Appropriate Athletic Conferences, if any, and the National Collegiate Athletic Association
- (A) Reviewing eligibility of student athletes.
 - (B) Guarding student athletes from undesirable outside influences.
 - (C) Protecting student athletes from exploitation.

Section 1-4. Louisiana State University Law Center.

- 1-4.1. The Louisiana State University Law Center, including its Center of Civil Law Studies, shall continue to carry on all of the instructional, research, and public service activities presently within the jurisdiction of the Louisiana State University Law School and to expand such services to the State of Louisiana as personnel and financial resources permit.
- 1-4.2. The Center of Civil Law Studies, within the Louisiana State University Law Center, shall promote and encourage the scientific study of the civil law system in the modern world, its history, structure, principles, and actualities, with a view toward facilitating a better understanding and further development of the private law of the State of Louisiana and other civil law jurisdictions by means of theoretical and practical activities of all kinds, including publications, translations, the sponsorship of faculty and student exchanges and visiting scholars, and the presentation of specialized programs, seminars, and lectures.
- 1-4.3. Recommendations of the amounts and allocations for inclusion in the line item budget shall be made by the Dean of the Law Center to the Chancellor of the Baton Rouge campus, who shall submit his recommendations to the President. Jurisdiction of the Budget Committee of the Baton Rouge Campus shall not extend to the Law Center budget, either as to allocations or expenditures. The Dean of the Law Center shall approve all allocations and expenditures under the approved budget.
- 1-4.4. The Dean of Louisiana State University Law School is designated by the Board of Super-

visors as the chief administrative officer of the Louisiana State University Law Center. The Dean shall hold office at the pleasure of the Board. The Dean shall report to the Chancellor of the Baton Rouge Campus.

1-4.5. The Louisiana State University Law School shall be continued and recognized as a major unit within the Louisiana State University Law Center, charged with the responsibility for conducting the primary educational and degree-granting functions of the Law Center.

1-4.6. The faculty of the Louisiana State University Law Center shall consist of all present members of the Law Faculty, together with all persons who shall be appointed in the future with the academic rank of Instructor or higher, and said faculty shall possess all of the rights, privileges, duties, and responsibilities which are now, or in the future may be granted by the Board of Supervisors.

1-4.7. The Dean of the Law School, as chief administrative officer of the Law Center, shall have direct access to the Chancellor of the Baton Rouge Campus and through the Chancellor to the President of the University System without being required to clear with any other officer.

Chapter II

Appointments, Promotions, and Tenure

General

Section 2-1. Classification of Employees. Employees of the System are grouped as follows:

- A. Nonstudent Employees.
 - (1) Academic Employees.
 - (a) Faculty. Full-time members of the academic staff on the various campuses with the rank of Instructor or above and equivalent ranks.
 - (b) Other Academic. Part-time members of the academic staff; members of the academic staff below the rank of Instructor or equivalent; professional personnel of the Cooperative Extension Service and other personnel with academic responsibilities not holding faculty rank.
 - (2) Nonacademic Employees.
 - (a) Unclassified.
 - (i) Administrative officers and professional staff, and positions specifically exempt

from the classified service under Article X of the Constitution of the State of Louisiana.

- (ii) Other positions exempt from the classified service by special action of the State of Louisiana, Department of Civil Service.

- (b) Classified. All employees in positions covered by the provisions of the Civil Service System of the State of Louisiana.

B. Student Employees.

- (1) Graduate Assistants. Full-time graduate students who are employed part-time for services supportive of the graduate education experience.
- (2) Students. Those full-time undergraduate, graduate, and professional students who are employed on a part-time basis on the various campuses of the System and not classified as graduate assistants.
- (3) Interns, Residents. These and other such students employed in programs designed to fulfill professional and speciality requirements.

Administrative Officers

Section 2-2. Personnel Actions. The President shall recommend all personnel actions for System administrative officers and chief administrative officers of the several campuses to the Board. The chief administrative officers of the various campuses shall recommend all personnel actions for administrative officers on their respective campuses through the President to the Board.

Nonacademic Staff

Section 2-3. Personnel Actions.

- A. Unclassified. The President shall recommend to the Board personnel actions for System employees in unclassified positions, except for those System employees in unclassified positions for which the Board delegates final authority to the President. The chief administrative officers of the various campuses shall recommend to the President for approval by the Board personnel actions for campus employees in unclassified positions, except for those campus employees in unclassified positions for which final authority is delegated to the campus' chief administrative officer.

- B. Classified. All personnel actions relating to classified staff shall be recommended by the administrator concerned, through proper channels, to the chief administrative officer or to the administrator delegated final authority in classified personnel matters by the campus' chief administrative officer.

Section 2-4. Terms of Employment.

- A. Classified Personnel, Classified personnel hold their positions according to the terms of their appointment under the provisions of the Civil Service System of Louisiana and the classified procedures of the University System.
- B. Unclassified Employees. Unclassified employees hold their positions at the pleasure of the Board, except those in positions for which final authority is delegated to the President in accordance with Section 2-3.A. Services of unclassified employees may be terminated by giving such employees reasonable notice with the approval of the chief administrative officer of the campus and the President. "Reasonable notice" shall be interpreted to mean written notice given at the time the action is instituted by the employee's immediate supervisor and effective after a period of time equivalent in days to the usual payroll period of the employee.

Academic Staff

Section 2-5. Personnel Actions. In all personnel actions related to academic staff the principle of academic freedom shall be recognized. See Bylaws, Article VIII, Sections 1 and 5.

All personnel actions relating to faculty and other members of the academic staff shall be initiated by the employee's immediate supervisor after appropriate consultation with faculty, and shall be transmitted through channels to the President, subject to confirmation by the Board. If disagreements cannot be resolved by the chief administrative officer of the campus, the personnel transactions shall be referred to the President for consideration. If there be lack of agreement between the head of the department and the dean of a college or a director, or disagreement with either recommendation on the part of the chief academic officer, the recommendation shall so state.

Section 2-6. Academic Ranks. The following academic ranks shall be recognized:

Instructional and Research Ranks—Full-time	Instructional and Research Ranks—Part-time	Library Ranks— Full-time	Cooperative Extension Service
Boyd Professor			
Designated Professorships			
Professor	Professor, part-time Adjunct Professor	Librarian	Specialist Division Leader Associate Division Leader
	Consulting Professor		Assistant Division Leader
Associate Professor	Associate Professor, part-time Adjunct Associate Professor	Associate Librarian	Associate Specialist Agent
Assistant Professor	Assistant Professor, part-time Adjunct Assistant Professor	Assistant Librarian	Assistant Specialist Associate Agent
Instructor	Instructor, part-time	General Librarian	Assistant Agent
Associate	Associate, part-time	Library Assistant	Extension Associate
Assistant	Assistant, part-time Cooperating Teacher		Extension Assistant

The titles “Visiting Professor,” “Visiting Associate Professor,” and “Visiting Assistant Professor” are courtesy titles given to holders of visiting full-time appointments at those respective ranks. No changes shall be made in the titles of regular members of the instructional and research staff holding part-time appointments during the summer term.

The full-time faculty shall consist of the full-time University faculty and the members of the full-time staff at affiliated hospitals who have academic responsibilities equivalent to the full-time University faculty. The full-time affiliated faculty who are gratis or whose University contribution to salary is less than twenty-five percent shall be considered as volunteer faculty to the University insofar as employee benefits are concerned. However, if the University contributes twenty-five percent or more of their total salary, percentage of University contribution should be indicated and employee benefits appropriate to that percentage provided.

The title of Professor may be modified to indicate particular distinction as approved by the Board in special instances.

Part-time academic personnel in the Medical Center whose primary role is related to a clinical setting may be

designated by the title “Clinical” preceding their academic rank, except department heads, who may be given their appropriate professorial rank without the designation “Clinical.”

The designation “part-time” indicates that the appointee is to serve less than one hundred percent basis.

On the recommendation of appropriate campus officers, the ranks of Adjunct Professor, Adjunct Associate Professor, etc. will be conferred upon persons whose primary employment is outside the System. The basis of such recommendation shall be that the System can benefit from the talents, abilities, and experience of persons in various fields as consultants; for the conduct of formal courses, occasional lectures, or seminars; or for other similar activities. Recommendations for such appointments shall be made in the same manner as for other academic ranks. Individuals appointed as Adjunct Professors, Adjunct Associate Professors, or Adjunct Assistant Professors, are ineligible to participate in the University Retirement System or other University-funded employee benefits accorded other academic employees of the System.

A person of exceptional distinction who performs the services of an Adjunct Professor may be designated a Consulting Professor.

The title of Cooperating Teacher is used for off-campus public school teachers who supervise student teachers in the teacher training programs.

The following ranks for the administrative and professional positions in the Cooperative Extension Service shall be recognized:

- (1) Director
- (2) Associate Director
- (3) Assistant Director
- (4) State Agent
- (5) Associate State Agent
- (6) Assistant State Agent
- (7) District Agent
- (8) Associate District Agent
- (9) Assistant District Agent
- (10) Division Leader
- (11) Associate Division Leader
- (12) Assistant Division Leader
- (13) Specialist
- (14) Associate Specialist
- (15) Assistant Specialist
- (16) Extension Associate
- (17) Extension Assistant
- (18) Area Agent
- (19) Associate Area Agent
- (20) Assistant Area Agent
- (21) County Agent
- (22) Associate County Agent
- (23) Assistant County Agent
- (24) Home Economist
- (25) Associate Home Economist
- (26) Assistant Home Economist

Section 2-7. Tenured and Term Appointments

- A. Faculty Ranks. Faculty members and other members of the academic staff of comparable rank may be appointed for a specified term ("term appointment") or indefinitely ("tenured appointment") depending on rank and experience. Appointment or tenure on one campus of the LSU System carries no implication of appointment or tenure on another campus. Academic employees are tenured only with respect to their academic ranks and not with respect to administrative titles or assignments.

Tenure is not a guarantee of lifetime employment, particularly in the face of institutional change or financial exigency. It does assure that the employee will not be dismissed without adequate justification and without due process.

Term employees are appointed for specified periods of time as indicated on the appointment form.

Professors and Associate Professors are tenured and are appointed for an indefinite

period of time, except that the initial appointment and subsequent reappointments though not more than four years of total service to the LSU campus involved may be made for a stipulated term. Persons promoted to the rank of Professor or Associate Professor after less than four years of service on the campus may be continued to term appointment through no more than the fourth year. Persons appointed to or promoted to the rank of Professor or Associate Professor while being paid from a grant or contract may be appointed for specified terms.

Assistant Professors are appointed for terms no longer than three years. Upon reappointment after seven years of service in rank on a particular campus, Assistant Professors receive tenure. A thorough review will be made during the fifth year of service so that notice of termination may be given if necessary no later than the end of the sixth year of service. The University may, at its discretion, count prior service on the same campus toward the seven-year evaluation period for an Assistant Professor to achieve indeterminate tenure. The ultimate decision shall be left with the President, to be applied in each individual case for which the respective campus recommends granting indeterminate tenure counting prior service favorably. If reappointment as Assistant Professor for the seventh year is recommended, special justification must be provided.

Those who rank as Instructor or Associate shall be on an annual appointment.

Expiration of Appointment. Upon expiration of a term appointment, the employee is a free agent to whom the University System has no obligation. The University System may reappoint the employee to the same or a different position. Nonreappointment carries no implication whatsoever as to the quality of the employee's work, conduct, or professional competence.

When an employee is not to be reappointed, written notice to the employee will ordinarily be provided in accordance with the following schedule:

1. Not later than March 1 of the first academic year of service, if the appointment expires at the end of the year; or, if an initial one-year appointment terminates during an academic year, at least three months in advance of its termination.
2. Not later than December 15 of the

second academic year of service, if the appointment expires at the end of that year; or if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.

3. At least twelve months before the expiration of an appointment after two or more years service on that campus.

B. **Library Ranks.** Tenure for General and Assistant Librarians is established under the following conditions:

- (1) Initial appointments for General Librarians shall be made for one year subject to annual renewal. Upon reappointment at the end of three years of satisfactory service, General Librarians shall receive tenure.
- (2) Initial appointments for Assistant Librarians and higher ranks shall be made for a period not to exceed three years. Upon reappointment at the end of three years of satisfactory service, Assistant Librarians and those at higher ranks shall receive tenure.
- (3) Appointments of Library Assistants are made for specified terms not to exceed one year.

Section 2-8. **Terms of Employment-Part-Time Academic Staff.** Members of the part-time academic staff on the various campuses shall be given term appointments only, not exceeding one academic or fiscal year.

Section 2-9. **Terms of Employment-Academic Staff, General.** The foregoing provisions shall not be construed to exclude existing contracts between the System and academic staff on mutually acceptable terms.

Section 2-10. **Basis of Pay.** System employees may be employees for the academic year, fiscal year, summer term, or other stipulated terms. Employees shall be paid in accordance with procedures established for their employment.

Section 2-11. **Regular Appointment.** An employee on "regular appointment" or one deemed to be "regular" is defined as (1) an employee whose appointment is for a period of more than one hundred eighty calendar days, or (2) one who has been employed for more than one hundred eighty consecutive calendar days by successive uninterrupted appointment.

Section 2-12. **Holding of Political Office.** A full-time employee of the System shall not accept any appointive political office nor seek or hold any elective remunerative political office, without the consent of the President.

Section 2-13. **Boyd Professorships.**

A. **Eligibility.** A faculty member on one of the

various campuses of the University System who has attained national or international distinction for outstanding teaching, research, or other creative achievement may be designated a "Boyd Professor." The Boyd Professorship shall be regarded as the highest professorial rank awarded by the University.

No Professor holding an administrative position of the rank of Director or above of a school not within a college shall be eligible for designation as a Boyd Professor. A Boyd Professor who accepts an administrative position with the rank of Director or above of a school not within a college shall relinquish the title of Boyd Professor and such salary increment and other perquisites associated exclusively with tenure of a Boyd Professorship, unless such requirement is waived by the Board.

B. **Procedure for Nomination.** Nomination of a Professor for designation of Boyd Professor shall originate with the Dean or Deans (in the case of split appointments) of the colleges or the Directors of the schools not within a college in which the nominee holds professorial status. The nominations shall be addressed to a review committee through the Chancellor of the campus on which the nominee is a faculty member. The nomination of the Deans or Directors shall be reviewed by a committee comprised of the chief academic officer of the System staff, who shall serve as chairman, two emeriti members and three faculty members appointed by the President from throughout the University System.

Chapter III Leaves

Section 3-1. **Sabbatical Leave.** Full-time academic employees [Sec. 2-1A(1)] at the rank of Instructor (or equivalent) or above, who have completed six years of service on the campus without having received leave with pay, may petition for sabbatical leave for study and research, the object of which is to enable them to increase their professional efficiency and usefulness to the System. Adequate justification setting forth the plans for each sabbatical leave shall be stated, and a report of the accomplishments under each leave granted shall be made promptly upon return from sabbatical leave. Sabbatical leave shall normally be approved for the purpose of seeking a higher degree only under unusual circumstances. Persons employed on a twelve-month basis may be granted twelve months' leave with one-half pay or six months' leave with full pay. Persons employed on nine-month basis may be granted nine-

months' leave with one-half pay or four and one-half months' leave with full pay. The chief administrative officer of each campus shall, after receiving requests from the appropriate academic dean or other administrative head, make recommendations for sabbatical leave through the President to the Board. A member of the academic staff who is granted sabbatical leave shall be required to return to his University duties for at least a year before accepting employment elsewhere. Sabbatical leave shall not be granted to a person who will have attained the age of sixty-five before the beginning of the leave.

Under unusual circumstances, persons may accept employment during sabbatical leave if such employment is approved in advance by the chief administrative officer of the campus, and the President, as supportive of the purposes of the leave.

Section 3-2. Leave to Obtain Advanced Degree. Members of the instructional, research, and extension staff on full-time regular academic appointment, who have completed two consecutive years of service at the rank of Instructor (or equivalent) or above, may petition for a leave of absence with part pay for not more than one year of study which will culminate in the receipt of an advanced degree. Such petition shall set forth the course of study to be pursued, the institution to be attended, an account of the petitioner's prospect for securing an advanced degree, and such other information as may be required. The petition shall be granted only after the chief administrative officer of the campus and the appropriate academic dean or administrative officer have determined that the interests of the System will be best served by granting such leave and that the petitioner will return to his University duties for at least two years before accepting employment elsewhere. Leaves to obtain advanced degrees will be granted by the Board upon recommendations through the President from the chief administrative officers of the various campuses. The amount of pay to be allowed under such a grant shall be determined in each individual case, but in no event shall it exceed one-third of the regular salary which would accrue to the petitioner during the period of leave. (For the academic year employee, the term "regular" refers to the salary of the academic year, without presumption of summer term appointment.) The period of service completed prior to granting of leave under this section shall not be counted in considering eligibility for sabbatical leave.

Section 3-3. Annual Leave and Sick Leave.

- A. Annual leave is leave with pay granted an employee for the purpose of rehabilitation, restoration, and maintenance of work efficiency, or the transaction of personal affairs.
- B. Sick leave is leave with pay granted an employee who is suffering with a disability which prevents him from performing his usual

duties and responsibilities or who requires medical, dental, or optical consultation or treatment.

- C. Academic and Unclassified Employees. Regular full-time and part-time members of the academic staff on fiscal appointment and regular unclassified employees are entitled to annual leave. Regular full-time and part-time members of the academic staff on fiscal or academic year appointment and regular unclassified employees are entitled to sick leave. The amount of accumulation and other provisions concerning annual leave and sick leave shall be in accordance with regulations or policies approved by the Board, appropriate State statutes, or policies applicable to the System, with such provisions to be issued by memorandum from the President.

- D. Classified Personnel. Annual leave and sick leave of classified personnel shall be governed by the Civil Service regulations.

Section 3-4. Civil, Emergency, and Special Leave. An employee shall be given time off without loss of pay, annual leave, or sick leave under such conditions as outlined:

- A. Academic and Unclassified Employees—as provided in policy memorandum from the President.
- B. Civil Service Employees—as provided in Civil Service regulations.

Section 3-5. Military Leave. An employee of this System who is ordered to duty with troops or at field exercises or for instruction with any branch of the armed forces (including the National Guard) for periods not to exceed fifteen working days in any one calendar year is entitled to leave of absence from duties without loss of pay, time, annual leave, or efficiency rating, and when relieved from duty shall be restored to the position held when ordered to duty. Any portion of a military leave in excess of fifteen working days during a calendar year shall be leave without pay, unless chargeable against accrued vacation with pay.

Section 3-6. Leave of Absence Without Pay.

- A. Academic and Unclassified Administrative Officers and Professional Staff. Leaves of absence without pay may be granted for good cause. Leaves of absence for a period of one academic year or more or one fiscal year or more, whichever is applicable, shall receive the approval of the Board. During leaves of absence without pay no allowance for sick leave or vacation shall accumulate. For academic employees, the period of absence without pay shall not be credited toward tenure.
- B. Classified and Unclassified Employees Exempt from the Classified Service by Special

Action of the State of Louisiana, Department of Civil Service. Leaves of absence without pay may be granted in accordance with Civil Service regulations.

- C. An academic or nonacademic employee on leave without pay may continue memberships in the University group insurance programs, but the University does not make any contribution thereto except for a short duration of sick leave without pay—not to exceed the end of the month in which sick leave without pay first occurs.

Section 3-7. Report of Absences. Academic and nonacademic employees shall not absent themselves from their duties without proper authorization.

Report of absence for academic and unclassified employees shall be governed by administrative regulations of the Office of the President. Report of absence for classified employees shall be governed by Civil Service regulations.

Chapter IV Insurance and Retirement

Section 4-1. Group Insurance Program. System employees, including retirees, may participate in the State of Louisiana Employees Uniform Group Insurance Program in accordance with rules and regulations established for that program. The University will pay the appropriate employer portion of the cost of its employees who elect to participate in this program.

Section 4-2. Other Group Insurance or Benefit Programs. The University System may make available to employees, through payroll deduction procedures or otherwise, other types of group coverage or benefit programs that are considered to be of particular interest and benefit to its employees. The inauguration of any such plan will be made only upon approval of the President, and no contribution will be made toward the cost of such additional programs without the approval of the Board.

Section 4-3. Retirement Plans. All nonstudent regular employees of the University System will be members of one of the following retirement plans, unless ineligible by provisions of the retirement system; however, no employee may be a member of more than one of said retirement plans except as provided in Section 4-3.E. below:

- A. LSU Retirement System. All nonstudent regular employees will be members of this system if eligible in accordance with the provisions of the law governing this system as contained in R.S. 17:1611, et seq.
- B. LSU Retirement Plan. Employees who were members of this plan prior to and on July 1, 1971, may continue to be members of this

plan unless they become a member of the LSU Retirement System. Provisions of this plan are contained in "LSU Retirement Plan" authorized by the Board.

- C. Teachers' Retirement System of Louisiana. Employees who are members of this system who are required or permitted, under appropriate law and regulations of the system, to continue as members may do so.
- D. Louisiana State Employees' Retirement System. Employees who are members of this system who are required or permitted, under appropriate law and regulations of the system, to continue as members may do so.
- E. United States Civil Service Retirement System. Personnel of the Cooperative Extension Service who are required to become members of the United States Civil Service Retirement System shall be members of that system. Such personnel whose date of employment was prior to December 15, 1950, (and who were employees of the Cooperative Extension Service on that date) shall also be members of the LSU Retirement Plan listed in paragraph B, above, notwithstanding their membership in the United States Civil Service Retirement System. Such personnel whose date of employment was subsequent to December 14, 1950, may be entitled to supplemental benefits from the LSU Retirement System listed in paragraph A, above, in accordance with the provisions of that system.
- F. Old Age and Survivors Insurance (Social Security). All members of the LSU Retirement System and the LSU Retirement Plan contribute to and participate in OASI (Social Security), except members of the United States Civil Service Retirement System who are members of the LSU Retirement Plan or who may be entitled to supplemental benefits from the LSU Retirement System in accordance with provisions of paragraph E, above.

Section 4-4. Conditions of Retirement.

- A. Eligibility for retirement will be in accordance with the provisions of the respective retirement systems.
- B. Retirement of nonacademic employees shall be compulsory at the attained age of sixty-five years, unless specified extension of employment is granted under appropriate State law and System policy. Any such extension will be given only when it is to the advantage of the University System to do so, and shall be on a year-to-year basis which in no instance shall extend beyond attainment of age seventy.

- C. Retirement of academic employees shall be compulsory at the attained age of seventy years, provided, however, that extension may be granted to the end of the academic session or fiscal year, as appropriate, during which age seventy was attained.

Section 4-5. Emeritus Ranks. The title Professor Emeritus shall be conferred upon all persons who upon retirement have attained the title of Professor and who have been in the service of the University for a period of at least ten years. The said title may also be conferred at the discretion of the Board of Supervisors upon a person who upon retirement has attained the title of Professor even though the period of service is less than ten years, if it is determined that the person has made outstanding contributions to the University in either the field of scholarship or public service.

Any person who has held the position of academic Dean, Director, or Department Head for a period of ten years may be retired with the title of Dean, Director, or Department Head Emeritus. Where applicable to other positions within the university, an emeritus title may be conferred upon the recommendation of the President in appropriate cases.

Chapter V Financial and Business Procedures

Section 5-1. Budget. The annual operating budget of the University System represents a primary instrument of fiscal control. It provides a firm estimate of resource availability and specifies the manner in which available revenues shall be allocated for effective support of goals and objectives. The general plan of the budgetary requests by the University System for the ensuing fiscal year shall be presented to the Board for final approval prior to presentation to the appropriate State agencies.

Following passage of the appropriation acts by the Legislature and approval by the Governor, the President shall submit a revised budgetary plan to the Board for approval, recommending those changes which are occasioned by legislative action.

After approval of such budgetary plan by the Board, a detailed budget shall be prepared in accordance therewith and distributed to the Board. The execution of the detailed budget shall be exercised by the President through the Chancellor concerned.

Section 5-2. Internal Budgetary Control. General policies for internal budgetary controls shall be established by the President. No obligation shall be entered into except on the authority of a general or specific budget approved by the Board. All appropriations shall lapse at the end of the fiscal year, June 30, unless otherwise especially provided by State statutes and/or the Board.

Adjustments within an approved budget entailing transfers between the principal categories (e.g., personal services, supplies and expenses, travel, and capital outlay; between income accounts only) of departmental budgets shall be made in accordance with policies established by the President. Budget adjustments entailing an overall increase or decrease in the total of the general University budgets and allocations from or additions to general University reserve accounts (restricted fund accounts, revolving funds, or gifts and grants-in-aid excepted) shall be made only on the authority of the President. All budget adjustments of restricted fund accounts, revolving funds, and gifts and grants-in-aid shall be in accordance with general policies established by the President. (A summary of all budget adjustments, except those relating to restricted fund accounts, increasing or decreasing expenditure authorizations by allocation from or to the University reserve accounts, or by changes in income accounts, affecting overall budgetary totals, shall be completely and regularly reported to the Board.)

Section 5-3. Audit. Continuous audit shall be conducted of the transactions and records of all employees for the receipt and disbursement of funds; for the sale or purchase of materials, services, and property; for the keeping of accounts; and for the custody of property.

The Internal Auditor, under the direction and control of the chief business officer of the System staff, shall review the business activities of the University System and shall assess the effectiveness of its records and insure appropriate accountability of University System resources.

Section 5-4. Execution of University System Contracts. All University System contracts shall be executed as follows:

- A. Contracts involving the purchase or sale of land, mineral rights, and other immovables; those involving significant University System policy; and major construction contracts shall be signed by the President only after approval of the Board or a specifically designated committee thereof.
- B. All other contracts may be executed on the authority of an official of the University System or of its various campuses as designated by the President unless directed to be otherwise executed by the Board or a specifically designated committee thereof.

Section 5-5. Purchasing. No purchasing or contracting for goods and contractual services may be made except through specifically designated purchasing officials of the University System.

Except as otherwise provided by State statutes, purchases of less than one thousand dollars shall be made after the receipt of quotations representative of

the reasonably available suppliers. Purchasing or contracting for competitive items in an amount of one thousand dollars or more shall be secured by sealed bids.

All bids totaling one hundred thousand dollars or more shall be opened by the authorized purchasing officials in the presence of the President or the President's designated representative.

Section 5-6. Travel. Travel at University System expense shall be made within the purposes for which funds are allotted and with the approval of the head of the department and shall be reimbursed in accordance with University travel regulations, as prescribed by the President.

Section 5-7. Entertainment and Expenses of Visitors and Guests of the University System. Visitors and guests shall be reimbursed for costs of transportation only when such visitors and guests have rendered a definite service to the University System. Costs of entertainment of visitors and guests shall be drawn only from funds designated by the Board for such purposes.

Exception to this rule may be granted by the President or appropriate official designated by the President when entertainment and expenses are paid from restricted funds provided for such purposes.

Section 5-8. Custody and Control of University System Property. No one shall use for his or her own benefit or for any other personal purposes any University System property of whatever description; and no one shall be permitted to remove from the buildings or grounds any property belonging to the University System, unless approved by the President or appropriate official designated by the President.

Section 5-9. Use of University System Vehicles. All transportation equipment of the University System shall be used only on official business and shall be operated only by employees of the University System and others authorized by the President.

Section 5-10. Use of University System Facilities. The facilities and premises of the University System are for use in accomplishing its educational objectives and programs. The Board shall establish general policy under which permission shall be granted for the use of System facilities by departments and divisions of the University System, recognized campus groups, or non-University affiliated organizations. The administrative head of each campus shall prepare and file with the Office of the Board of Supervisors such detailed procedures as deemed desirable and necessary for compliance with the established general policy.

Section 5-11. Sale of Goods or Services and Operation of Business Enterprises. No department or agency of the System shall make sale of goods or services for cash or on account, other than those of a nature recurring for the activity, or operate a business enterprise without the approval of the President or appropriate official designated by the President.

Section 5-12. General. Student religious centers located on a campus of the University System may be furnished heat, electricity, water, and gas, all at the expense of the campus, when they can conveniently be supplied by the campus utility distribution systems. This policy shall not apply to utilities required for air-conditioning and similar services.

Fraternity and sorority houses located on a campus may be furnished heat, light, water, and gas at cost by the campus, and when minor repair work is performed, it shall be furnished at cost.

Self-supporting auxiliary enterprises (designated as restricted fund accounts) shall be charged with the cost of all utilities, equipment, repairs, and alterations to buildings incident to their operations.

Chapter VI Gifts and Grants

Section 6-1. Conditions of Acceptance. The Board stands ready to receive in the name of the University System:

- A. Memorials, such as buildings, laboratories, or other facilities, to be placed on the campus either for beautification or for practical service. Memorials in land which extend the boundaries of the campuses or other facilities.
- B. Gifts for instruction or research.
- C. Gifts for scholarships, fellowships, or student loan funds.
- D. Other gifts for special purposes (e.g., library) which will enrich the life of the University System and its students.

However, the Board shall be the final authority in the determination as to whether the freedom and functions of the University System and its responsibilities to the public are curtailed by the terms of any gifts.

Instruction and research are so inseparable and essential to the highest efficiency of a university that the University System looks with favor upon acceptable proposals for research and related contracts with State and Federal agencies and with private individuals and corporations.

Section 6-2. Commercial Testing. When the gift or grant proposed by a private individual or corporation for research or other educational function has a direct bearing upon the business of the donor, or is a routine job deemed to be without educational or research value, then it becomes essential that the proposal be considered in the light of the public interest, the relationship to be efficiency of, and the probable cost to the University System.

In determining whether to undertake for an individual or private concern commercial testing or special research having a direct bearing upon the business of the

individual or corporation, the System will give special consideration to the following:

- A. Whether the problem has industry-wide implications.
- B. Whether the problem will contribute to the professional development of its faculty and students.
- C. Whether the problem will interfere in any material way with the obligations and responsibilities of the System.
- D. Whether the donor is willing to grant full publication rights after termination of each research phase of the problem.

Section 6-3. Payment for Indirect Costs. When the University System undertakes such cooperative research, the extent of indirect cost to be assessed for the use of facilities shall depend upon the extent that the System determines its instructional and research programs are enriched or its responsibilities to the people are fulfilled by the acceptance of the gift.

The System makes a distinction between grants which are made by established Federal agencies and foundations, in support of research which has been proposed by one or more faculty members, and for which money is received essentially as a grant-in-aid, on the one hand, and payments for contract research on the other, in which the direction taken by the research is determined by the desires of outside persons or agencies.

Section 6-4. Protection of Public Interest. In general, all results of experimental work, including patentable discoveries, carried on by or under the direction of the faculty of the System belong to the System and to the public and shall be used and controlled to produce the greatest benefit to the public. If patentable discoveries grow out of the investigation and such discoveries have commercial value, the grantor shall receive preferential consideration as a prospective licensee with a view to compensating in part the grantor for the assistance rendered in the investigations.

Grants may be received on the condition that rights to patentable discoveries will be in the name of the grantor but only when the acceptance of the gift has advantages to the University System and to the people of the State of Louisiana which outweigh the rights thus relinquished.

Section 6-5. Use of Name of the University System. In no event shall gifts and grants be received with the understanding that the name of the University System or any of its components may be used in any advertisement without the express written permission of the System.

Section 6-6. Use of System Facilities for Private Gain. It shall be understood that no member of the faculty or staff may use System facilities in conducting research for private gain.

Patents and Copyrights

Section 7-1. General Policy. The University System expects and encourages its faculty and staff to engage in creative, scholarly activities as part of their duties. Employees are urged to be aware of discoveries or accomplishments on which patents or copyrights might be obtained and to bring them to the attention of appropriate University System officers. Since both the System and the employees stand to gain prestige and, in some cases, financial benefits from the products of such activities, the University System recognizes a responsibility to assist its employees in securing protection for such inventions.

Section 7-2. Patents.

- A. General Policies. Inventions (resulting from work carried on by, or under the direction of, University System personnel, supported in whole or in part by funds under control of the System or involving University System facilities) should be used and controlled to produce the greatest benefit to the System and the public. Accordingly, the University System reserves the right to acquire and retain legal title to any such inventions, and any employee responsible for such invention shall, upon request of the University System, assign all rights, title, and interest to the System. The System may, at its own option, apply for a patent in its own name and right and bear the expense of such application. The evaluation of inventions and application for patents may be made directly by the University System, by contractual arrangement or assignment, as approved by the Board.

The System respects the right of sponsors of research to the title to such inventions if prescribed by law and/or explicitly stated in contractual agreements made with the System. If the University System declines to pursue a patent application, it may release its rights to the inventor unless such release is not permitted by law and/or contractual agreement with a sponsor supporting the work that led to the invention.

- B. Share of Patent Royalties to be Paid to the Inventor. In the event royalties are generated by any patent assigned to the System by the inventor, an appropriate share of such royalties shall be paid to the inventor. In cases where the System assigns patent rights to the LSU Foundation, the share of royalties paid to the inventor shall be a matter of agreement between the LSU Foundation and the inventor. In cases where the System assigns patent rights to The Research Corporation, the share

of royalties to be paid to the inventor shall be governed by the terms of the contract between the System and The Research Corporation. In cases where the University System directly obtains a patent, any royalties received will first be used to cover expenses incurred in obtaining and exploiting the patent, after which the inventor will be paid 50% of the first fifty thousand dollars of net royalties and 33 1/3% of net royalties in excess of fifty thousand dollars.

- C. Use of Royalties by the University System. Net royalties on patents available to the System (after deduction of payments to the inventor) shall be placed in "restricted funds" and shall be allocated as follows and used for research, development, and other scholarly activities: twenty percent to the Office of the President and eighty percent to the campus where the patent originated.

Section 7-3. Copyrights.

- A. General Policies. The University System, in the public interest, encourages the production of material covered by copyright insofar as its resources permit. Copyrightable material includes, by way of example only and not exclusively, books, articles, lectures, dramatic or dramatic-musical compositions, musical compositions, maps, works of art, drawings or models of a scientific or technical character, computer programs, photographs, pictorial illustrations, labels, motion pictures, video tapes, and audio recordings.

Both the System and the creator of such material subject to copyright have an interest in the material created by a member of the faculty or staff, or other employees, or contracting party with the University System.

- B. Assignment to the University System. In any case where significant support, by way of finance, facility, supply, or other support by salary, contract, or otherwise, is furnished to the creator of copyrightable material, for its creation or production, the System reserves the right to register the copyright in its name or, alternately, to request the author or others to assign the copyright to the System. Neither the use of office space assigned for other duties nor sabbatical pay shall constitute any part of "significant financial support."
- C. Copyright by the University System. Subject to written agreement, the System is entitled to copyright material produced for publication or published by any means by the System. The University System may be entitled to copyright any material by written

agreement with its creator or with a third party. If the System declines, in writing, to copyright material, its creator may copyright the material free of any claim by the System.

- D. Share of Copyright Royalty to be Paid to Author. The royalty from material copyrighted by the System, or any copyright assigned to the System at its request, shall first be allocated to the expense of copyrighting and exploiting the copyright, after which the author will be paid fifty percent of the first fifty thousand dollars of net royalties and 33 1/3% of net royalties in excess of fifty thousand dollars. The above excludes copyrights derived from individuals who agree by employment or contract to produce material subject to copyright, or as excluded by other written agreement with the University System.
- E. Use of Royalties by the University System. Net royalties on copyrights available to the System (after deduction of payments to the author) shall be placed in "restricted funds" and shall be allocated as follows and used for research, development, and other scholarly activities: twenty percent to the Office of the President and eighty percent to the campus where the copyright originated.

Chapter VIII Affiliated Organizations

Section 8-1. Relationship to the University System. Certain organizations and agencies, even though they are not under the control and management of the System, are so closely related to the objectives and program of the System that they are accorded privileges such as offices, laboratories, and other services. An organization, group, activity, or agency not under the direct control and management of the System shall not be assigned space (and accorded privileges related thereto) on the campuses of the University System without receiving permission in writing from the President.

Section 8-2. Alumni Organizations. Alumni organizations serve the objectives and programs of the University System by maintaining records of alumni and former students and through their activities solicit the interest and support of the University System. In view of this close affiliation, the System shall furnish the alumni organizations with office and other appropriate space on the respective campuses, together with the utilities and other services incident to the occupancy of such space.

The chief System officer for alumni affairs shall be responsible to the President for coordination of alumni activities throughout the System. The membership of alumni organizations shall be determined by the organizations on the respective campuses.

Section 8-3. LSU Foundation. The LSU Foundation promotes the educational and cultural welfare of the University System, its faculty, and students by soliciting, accepting, and administering gifts, grants, and bequests solely for the benefit of the System. The Foundation, a nonprofit corporation, has two hundred members who are leaders in business, industry, the professions, and agriculture. The powers and management authority of the corporation are vested in a sixteen-member board of directors, four of whom are ex officio members: the Chairman of the Board of Supervisors, the President of the University System, the chief System officer for alumni affairs, and the President of the Alumni Federation. The administrator of the LSU Foundation Development Fund shall be responsible to the chief System officer for alumni affairs in all things relating to the operations within the University System and to the LSU Foundation in execution of policies established by its board.

Chapter IX Repeal and Amendment to Regulations

Section 9-1. Repealing Clause. All rules, orders, regulations, and resolutions heretofore enacted or adopted by the Board which are in conflict with these regulations are hereby repealed.

Section 9-2. Amendment. These regulations, except as they include provisions specifically covered by the Statutes of the State of Louisiana and the Bylaws of this Board, may be amended by receiving an affirmative vote of a majority of the members of the Board after receiving recommendations of the appropriate committee of the Board.

Martin D. Woodin, President
Louisiana State University and
Secretary, Board of Supervisors

Notices of Intent

NOTICE OF INTENT

Department of Agriculture Bureau of Entomology and Plant Industry Structural Pest Control Commission

Notice is hereby given that the Louisiana Department of Agriculture, Bureau of Entomology and Plant Industry, Structural Pest Control Commission, intends to adopt the following amendments to the Structural Pest Control Rules and Regulations made in accordance with R.S. 40:1261-1274.

Change Section I.B 16 to read as follows: :

16. Direct supervision of a registered employee shall mean that the application is made by a registered employee acting under the instructions and control of a licensee who is responsible for the actions of that person and who is available if and when needed, even though such licensed operator is not physically present at the time and place of application. The Commission may by rule require the physical presence of the licensed supervisor.

To Section III add:

B. Record Keeping

The license shall keep and maintain for two years records containing information on kinds, amounts, uses, dates, and places of application of all uses of restricted use pesticides. The licensee must make these records available to officials of the Louisiana Department of Agriculture for inspection at a reasonable time.

To Section VI add:

- A. No licensee or employee may use any pesticide in a manner inconsistent with the label or labeling.
- B. The application of a restricted use pesticide may be made only by the licensee, or if the label and labeling permit, by a registered employee under the direct supervision of the licensee.
- C. The violation cited in R.S. 40:1266B as grounds for revocation or suspension of a license and/or registration certificate shall be grounds for denial of a license under the authority granted the Structural Pest Control Commission to establish rules and regulations governing the issuance of licensed and registration certificates under R.S. 40:1265B.
- D. In addition to the violations listed in R.S. 40:1266B as grounds for revocation or suspension of a license and/or registration certificate, any conviction of a violation or assessment of a civil penalty under the Federal Insecticide, Fungicide, and Rodenticide Act will be grounds for revocation or suspension of that license and/or registration certificate.

For the purpose of adopting these amendments, a hearing has been scheduled for 9:00 a.m., Tuesday, April 12, 1977, Room 622, Commerce Building, 333 Laurel Street, Baton Rouge, Louisiana.

All interested persons will be afforded reasonable opportunity to submit views and comments at the hearing.

Richard Carlton, State Entomologist
Bureau of Entomology and Plant Industry

NOTICE OF INTENT

Department of Agriculture Livestock Sanitary Board

Notice is hereby given that the Louisiana Department of Agriculture, Livestock Sanitary Board, intends to amend its regulations at its April 29, 1977, meeting to be held at 10:00 a.m. on the 8th Floor in the State Capitol Building.

At the meeting the Board will consider amendments to:

Regulation 1—Health Requirements Governing Admission of Livestock and Poultry.

Regulation 2—Governing the Admittance of Livestock to Fairs, Livestock Shows, Breeders' Association Sales, Rodeos, and Racetracks.

Regulation 3—Governing the Operation of Livestock Auction Markets.

Regulation 4—Governing the Sale of Livestock in Louisiana by Livestock Dealers.

Regulation 6—Governing the Sale and Use of Brucella Abortus Antigen.

Regulation 8—Governing the Sale and Use of Brucella Abortus Vaccine.

Regulation 16—Governing the Movement of Cattle from Brucellosis Quarantined Herds.

Regulation 17—Defining Brucellosis Infected, Exposed, Delinquent, and Negative Herds.

Regulation 18—Governing Area Brucellosis Certification and Recertification.

All interested persons will be given reasonable opportunity to submit data, views, comments, or arguments at the meeting.

Forrest E. Henderson, D.V.M.
State Veterinarian
Livestock Sanitary Board

NOTICE OF INTENT

Department of Conservation

In accordance with the laws of the State of Louisiana, R.S. 30:1 et seq., R.S. 49:951 et seq., and particularly R.S. 30:6B and R.S. 30:23B, a public hearing will be held in the Conservation Auditorium, First Floor, State Land and Natural Resources Building, 625 North 4th Street, Baton Rouge, Louisiana, at 9:00 a.m., Monday, April 4, 1977.

At such hearing the Commissioner of Conservation will hear testimony and consider evidence relative to the storage of crude oil in existing storage caverns Numbers 1, 2, 3, 8A, 11, 13, 15, 16, 17, 18, 19, and 20, Bayou Choctaw Salt Dome, Iberville and West Baton Rouge Parishes, Louisiana. The Commissioner will hear and consider evidence relative to the adoption of rules and regulations to govern the use and operation of existing storage facilities for crude oil. Prior to authorizing the use of cavities and/or caverns for storage, the Commissioner must find:

- (1) That the area of the salt dome sought to be used for the injection, storage and withdrawal of liquid and/or gaseous hydrocarbons is suitable and feasible for such use.
- (2) That the use of the salt dome cavity for the storage of liquid and/or gaseous hydrocarbons will not contaminate other formations containing fresh water, oil, gas, or other commercial mineral deposits, except salt.
- (3) That the proposed storage, including all surface pits and surface storage facilities incidental thereto which are used in connection with the salt dome cavity storage operation, will not endanger lives or property and is environmentally compatible with existing uses of the salt dome area.

In addition, the Commissioner will consider disposing of the brine displaced from the caverns during fill via deep well injection. The Commissioner will consider any other matters relative to the construction and operation of crude oil storage in salt caverns in the Bayou Choctaw Dome, Iberville and West Baton Rouge Parishes, Louisiana.

Oral and written comments will be received from any interested party at the public hearing.

Written comments which will not be presented at the hearing will need to be received not later than 5:00

p.m., April 1, 1977, at the Baton Rouge Office. A summary of the proposed plan is available for inspection in the Department of Conservation Office, 625 North 4th Street, Baton Rouge, Louisiana, and in the New Orleans District Office, State Office Building, 325 Loyola Avenue, New Orleans, Louisiana.

Comments should be directed to: R. T. Sutton, Commissioner of Conservation, Post Office Box 44275, Baton Rouge, Louisiana 70804, Re: Comments-Salt Dome Storage.

All parties having interest in the aforesaid shall take notice thereof. All concerned will undoubtedly take notice of publication of this notice of public hearing in the State Times, Baton Rouge, Louisiana, and the Louisiana Register.

R. T. Sutton
Commissioner of Conservation

NOTICE OF INTENT

Board of Elementary and Secondary Education

Notice is hereby given that the State Board of Elementary and Secondary Education intends to adopt at its April 28, 1977, meeting, the following policies, procedures, and regulations. Public notification made herein indicates no final approval.

1. Adoption of the State Plan for Vocational Education for 1977.
2. Adoption of Amended Annual Program Plan for Fiscal Year 1978 under Public Law 94-142.
3. Adoption of ESEA Title IV Annual Program Plan for Fiscal Year 1977-78.
4. Adoption of Louisiana Program for Educational Accountability, pages 9-30, as presented by the Department of Education.
5. Adoption of Standards for Approval of Louisiana Montessori Schools.
6. Requirement of a minimum score on subject matter areas of National Teacher Exam.
7. Consideration of Revisions to Bulletin 996, Louisiana Standards for Accrediting Teacher Education Institutions, Rev. 1969.

8. Consideration of Revisions to Vocational-Technical Education Policies and Procedures.
9. Consideration of proposed changes in the operation of competent authority centers.

The State Board of Elementary and Secondary Education will accept written comments until 4:30 p.m., April 5, 1977, at the following address: State Board of Elementary and Secondary Education, P. O. Box 44064, Capitol Station, Baton Rouge, Louisiana 70804.

The public is made aware of the consideration of the above rule changes in compliance with R.S. 49:951, et seq.

All interested parties will be afforded reasonable opportunity to submit data, views, comments, or arguments at the regular April Board meeting.

Earl Ingram, Director
Board of Elementary and
Secondary Education

NOTICE OF INTENT

Commission on Fire Fighting Personnel Standards and Education

The Commission on Fire Fighting Personnel Standards and Education will meet at 9:30 a.m., April 20, 1977, in the Fountain Room, Bellemont Motor Hotel, Baton Rouge, Louisiana, to consider adoption of the following proposals:

1. Suggested subjects and hours necessary to prepare a trainee to become a certified Fire Apparatus Driver Operator.
2. Suggested subjects and hours necessary to prepare a trainee to become a certified Fire Officer I.

All interested persons will be afforded reasonable opportunity to submit views and comments at the meeting.

Jimmy Chapman, Executive Director
Commission on Fire Fighting Personnel
Standards and Education

NOTICE OF INTENT

Department of Health and Human Resources Office of Family Services

The Department of Health and Human Resources, Office of Family Services, plans to adopt rules and regulations pertaining to eligibility requirements for implementation and administration of that part of Public Law 94-401 (1976 Amendments to Title XX of the Social Security Act) which provides for grants to child day care providers to employ welfare recipients. Public Law 94-401 is administratively detailed in the Federal Register, Volume 42, No. 20, page 5,864—Monday, January 31, 1977.

The time period for which grants may be paid to child day care providers for employing welfare recipients dates retroactively from September 7, 1976, and continues through September 30, 1977. The limited period in which the program is operative makes it urgent to implement the program timely in Louisiana.

Grants will be made by the Office of Family Services (OFS) to qualified child day care providers for employment of eligible welfare recipients. A qualified child day care provider is defined as an individual in whose facility at least twenty percent of the total number of children regularly served are partly or totally funded under Title XX. In addition, the day care facility must have a day care license issued by the Office of Family Services.

An eligible welfare recipient is defined as an individual who meets the following requirements:

1. Must have been certified for Aid to Families With Dependent Children (AFDC) continuously during the ninety-day period immediately preceding the date on which the employee was hired.
2. Must have been employed by the day care provider on or after September 7, 1976.
3. Must have been a full-time employee of the center for a period in excess of thirty calendar days before the center can bill OFS for reimbursement.
4. Must not have displaced any other individual from employment in the center.
5. Is not a migrant worker.

Grants (reimbursement of expenses related to em-

ployment of AFDC recipients) may be paid to qualified public, nonprofit private, and proprietary child day care providers, through contracts with the Office of Family Services, for salaries paid to employ eligible welfare recipients provided the grants do not exceed the following amounts:

1. Five thousand dollars to public and nonprofit private providers for each recipient per year.
2. Four thousand dollars to proprietary providers for each recipient per year.

Implementation and administration of this employment program is accorded a high priority within the Office of Family Services in order that eligible AFDC recipients may participate in the program.

Interested persons may submit written comments until 4:30 p.m. on April 5, 1977, to: Mr. Roy E. Westerfield, Assistant Secretary, Office of Family Services, Department of Health and Human Resources, Post Office Box 44065, Baton Rouge, Louisiana 70804.

William H. Stewart, M.D., Secretary
Department of Health and Human Resources

NOTICE OF INTENT

Department of Health and Human Resources Office of Family Services

The Department of Health and Human Resources, Office of Family Services, proposes to adopt regulations which would allow reimbursement under the Title XIX Program for medically necessary services rendered at an ambulatory surgical center. The recommended policy and procedures are as follows:

I. Definition of Ambulatory Surgical Center Services.

The services rendered must be medically necessary preventative, diagnostic, therapeutic, rehabilitative, or palliative items or services furnished to an outpatient by or under the direction of a physician, osteopathic physician, or dentist in a facility which is not part of a hospital but which is organized and operated to provide medical care to patients.

This type facility will not provide services or other accommodations for patients to stay overnight. Therefore, the ambulatory surgical center shall have a system to transfer patients requiring emergency

admittance or overnight care to a fully-licensed and certified Title XIX hospital following any surgical procedure performed at the facility.

II. Basis of Payment.

Reimbursement for services rendered at an ambulatory surgical center to eligible Title XIX patients will be paid on a per diem basis per patient. This fee covers all operative functions attendant to medically necessary surgery performed at the center by a private physician, osteopathic physician, or dentist, including admitting and laboratory tests, patient history and physical, operating room staffing and attendants, recovery room cases, and discharge. It includes all supplies related to the surgical care of the patient while in the center. The per diem payment excludes the physician fee, the radiologist fee, or the anesthesiology fee.

Comments on the proposed policy and procedure for reimbursement of ambulatory surgical center services may be submitted in writing or orally until 1:00 p.m., April 5, 1977, to: Mr. Roy E. Westerfield, Assistant Secretary, Office of Family Services, Department of Health and Human Resources, P. O. Box 44065, Baton Rouge, Louisiana 70804.

William H. Stewart, M.D., Secretary
Department of Health and Human Resources

NOTICE OF INTENT

Department of Health and Human Resources Office of Family Services

The Department of Health and Human Resources, Office of Family Services, proposes to limit to eighteen the number of days per calendar year for which the Medicaid program will make payment for the reservation of a bed in all Intermediate Care Facilities for the Mentally Retarded (ICF/MR). This proposed policy changes the Medicaid program's payment to ICF/MR's consistent with other long term care facilities.

Interested persons may submit comments orally or in writing until 1:00 p.m., April 5, 1977, to: Mr. Roy E. Westerfield, Assistant Secretary, Office of Family Services, Department of Health and Human Resources, P. O. Box 44065, Baton Rouge, Louisiana 70804.

William H. Stewart, M.D., Secretary
Department of Health and Human Resources

NOTICE OF INTENT

Department of Health and Human Resources Office of Management and Finance

The Department of Health and Human Resources proposes to permanently adopt two amendments to Louisiana's Comprehensive Annual Services Program Plan under Title XX of the Social Security Act. The proposed amendments to the Title XX State Plan for the program year October 1, 1975-June 30, 1977, are as follows:

- (1) To enable the Department of Health and Human Resources, Office of Family Services, to make grants to child day care providers to employ AFDC recipients in day care facilities. The Office of Family Services intends to utilize the Federal grants, appropriated through September 30, 1977, to the fullest extent possible. Letters have been sent to all Title XX participating day care centers informing them of the availability of these funds and to solicit their interest. Appropriate procedures have been established to facilitate the implementation of reimbursement to day care centers in an effective and efficient manner. The controlling Federal regulations were promulgated in the Federal Register Volume 42, No. 20, page 5,864, January 31, 1977. Upon adoption as a rule, this proposed amendment will be retroactive to October 1, 1976.
- (2) To allow for the determination of Title XX Social Services eligibility on a group basis for recipients of Title XIX (Medicaid). This amendment will allow for administrative simplicity in the eligibility determination process. These persons will be eligible on a group basis for any appropriate service defined in the State Plan, except child day care services. Upon adoption as a rule, this proposed amendment will be retroactive to October 1, 1975.

In addition, the Department of Health and Human Resources proposes to adopt the Title XX Comprehensive Annual Services Program Plan (CASP) for the program year July 1, 1977, through June 30, 1978.

The CASP provides for social services to individuals and families which are directed toward the goals of achieving or maintaining self-support and self-sufficiency, preventing or remedying neglect, abuse, or exploitation, providing community or home based care, and securing referral or admission for institutional care.

The services provided are adoption, counseling, day care for adults and children, education, training and treatment, employment, family planning, foster care,

health related, home delivered and congregate meals, home management, homemaker and chore, housing improvement, information and referral, protective services for adults and children, recreational, residential, and transportation.

Persons eligible for services are:

- (1) Recipients of Aid to Families with Dependent Children (AFDC) and those persons whose needs were taken into account in determining the needs of AFDC recipients.
- (2) Recipients of Supplemental Security Income benefits or State supplemental payments.
- (3) Persons whose gross monthly income is not more than 56.8 percent of the state's median income for a family of four adjusted by family size. A family of four with a gross monthly income of not more than \$662 is eligible for services.
- (4) All persons are eligible for protective services, and information and referral services regardless of their income.
- (5) Persons are eligible on a group basis for any service (except child day care services) provided that seventy-five percent of the group are members of families with monthly incomes of not more than ninety percent of the state's median income, adjusted for family size.

Copies of the proposed amendments and the proposed Title XX State Plan (CASP) are available without charge upon written or telephone request to:

Telephone: 1-800-272-9868 (8:00 a.m.—noon and 1:00 p.m.—5:00 p.m.).

Write: Public Assistance Line, Division of Administration, P.O. Box 44065, Capitol Station, Baton Rouge, Louisiana 70804.

The proposed documents are available for public review and/or distribution at each Parish Office and sub-office of the Office of Family Services Monday through Friday from 8:30 a.m. to 4:00 p.m.

Interested persons may submit written comments on the proposed amendments through April 27, 1977, to: Mr. Ben Jeffers, Office of Management and Finance, Department of Health and Human Resources, P.O. Box 44215, Baton Rouge, Louisiana 70804.

Written comments may be submitted on the pro-

posed Title XX State Plan through May 12, 1977, to Mr. Ben Jeffers at the above address.

In addition, a public hearing on Title XX State Plan is scheduled as follows: Monday, May 9, 1977, 10:00 a.m., Catholic Life Center, 1800 South Acadian Thruway, Baton Rouge, Louisiana 70806.

William H. Stewart, M.D., Secretary
Department of Health and Human Resources

NOTICE OF INTENT

Department of Natural Resources

Notice is hereby given in accordance with the requirements of R.S. 36:954(B), Act 513 of the 1976 Regular Session, of the implementation of the Plan for Reorganization developed by the Secretary, for the Department of Natural Resources.

The agencies and effective dates of transfer or abolition are as follows:

- I. Transfer as provided in R.S. 36:359B and 36:801 at 12:01 a.m., April 20, 1977:

Forestry Commission (Article IX, Section 8(B) and (C) of 1974 Constitution; R.S. 56:1471-56:1565).
- II. Transfer as provided in R.S. 36:359C and 36:802 at 12:01 a.m., April 20, 1977:

Caldwell Forest Reserve (Act 103 of 1918 Regular Session).
- III. Transfer as provided in R.S. 36:359D and in Part III of Chapter 14, Title 36 of the Louisiana Revised Statutes at 12:01 a.m., April 20, 1977:
 - A. Louisiana Energy Commission (R.S. 30:681).
 - B. Louisiana Coastal Commission (R.S. 34:2251-34:2253.1, Acts 1976, No. 582, Section 3).
- IV. Transfer as provided in R.S. 36:359E and 36:806 at 12:01 a.m., April 20, 1977:

Department of Conservation (Article V, Section 18 and Article VI, Section 1(C) of 1921

Constitution made statutory by Article XIV, Section 16(A)(2) and (3) of 1974 Constitution; R.S. 30:1-30:63; 30:501-30:504; 30:521-30:528; 30:541-30:558; 30:571-30:580; 30:591-30:606; 30:691-30:692; 30:701-30:704).

- V. Transfer as provided in R.S. 36:359F and 36:807 at 12:01 a.m., April 20, 1977:

State Mineral Board (R.S. 30:121 et seq.).

- VI. Abolished and transferred as defined in R.S. 36:3 and as provided in R.S. 36:359G and in Part IV of Chapter 14 of Title 36 of the Louisiana Revised Statutes at 12:01 a.m., April 20, 1977:

- A. Register of the State Land Office and the Office of the Register of the State Land Office (R.S. 41:1-41:19 and generally all of Title 41 of the Louisiana Revised Statutes of 1950).
- B. Louisiana Coastal Commission Advisory Committee (R.S. 34:2252.1: Acts 1976, No. 582, Section 3).

The Governor, the Commissioner of Administration, the Secretary of the Department of Natural Resources, and the Joint Legislative Committee on Reorganization have given their approval of the transfer or abolition of each Agency transferred or abolished as set forth herein and they have also given their approval of this Notice of Intent and its implementation.

Documents relating to this notice of intent will be available for public inspection beginning March 20, 1977, in the Office of the Undersecretary of Natural Resources, which is located in Room 1300 of the State Land and Natural Resources Building, 625 North 4th Street, Baton Rouge, Louisiana.

Edwin Edwards, Governor
State of Louisiana

Charles E. Roemer, II, Commissioner
Division of Administration

William C. Huls, Secretary
Department of Natural Resources

Edmund Reggie, Chairman
Joint Legislative Committee on
Reorganization of the Executive Branch

NOTICE OF INTENT

Board of Examiners for Nursing Home Administrators

The Board of Examiners for Nursing Home Administrators proposes amendments to its rules, particularly within, but not limited to, the following areas:

1. The election of officers.
2. Administrators-in-training.
3. Registration of institutions and courses of study.
4. Approval of programs of study.
5. Adoption, applicability, and legal effect of the Board's rules.

Interested persons may submit written comments through April 4, 1977, to: Board of Examiners for Nursing Home Administrators, 301 Oriole Lane, Shreveport, Louisiana 71105.

Robert W. Haacker, Executive Secretary
Board of Examiners for Nursing Home
Administrators

NOTICE OF INTENT

Board of Regents

Notice is hereby given that the Louisiana Board of Regents proposes to amend policy 4.2, Guidelines for the Conduct of Off-Campus Activities, at its regular April, 1977, meeting.

The proposed amendment will be available for public inspection between the hours of 8:00 a.m. and 4:30 p.m., on any working day after April 1, 1977, in the offices of the Board of Regents, Suite 1530, One American Place, Baton Rouge, Louisiana.

Interested persons may submit their views and opinions, in writing, on or before April 18, 1977, to the Louisiana Board of Regents, P. O. Box 44362, Capitol Station, Baton Rouge, Louisiana 70804.

William Arceneaux
Commissioner of Higher Education
Board of Regents

NOTICE OF INTENT

Department of Transportation and Development Office of Public Works

Notice is hereby given that the Louisiana Office of Public Works intends to adopt rules and regulations for installing control devices on free flowing water wells. The Office of Public Works will accept written comments until 10:00 a.m. on April 4, 1977, at the following address: Louisiana Office of Public Works, Department of Transportation and Development, P. O. Box 44155, Room 105, Capitol Annex Building, Baton Rouge, Louisiana 70804.

Roy Aguiard, Assistant Secretary
Office of Public Works

NOTICE OF INTENT

Department of Wildlife and Fisheries

Notice is hereby given in accordance with the requirements of R.S. 36:954B, Act 513 of the 1976 Regular Session, of the implementation of the Plan for Reorganization, dated November 1, 1976, for the Department of Wildlife and Fisheries.

The agencies and effective dates of transfer are:

I. Transfer as provided in R.S. 36:801 at 12:01 a.m., April 20, 1977:

The Wildlife and Fisheries Commission (Article IX, Section 7 of 1974 Constitution; R.S. 34:341-34:343; R.S. 56:1-56:26; 56:61-56:801; 56:1437; 56:1452; 56:1464-56:1464.4) is transferred to and hereafter shall be within the Department of Wildlife and Fisheries.

II. Transfer as provided in R.S. 36:802 at 12:01 a.m., April 20, 1977:

- (1) Stream Control Commission (R.S. 56:1431-56:1453).
- (2) Concordia Lake Commission (Act No. 434 of 1974 Regular Session).
- (3) Anacoco-Prairie State Game and Fish Commission (R.S. 56:721).
- (4) Avoyelles Parish Game and Fish Preserve Commission (Act No. 32 of 1940 Regular Session, as amended).

- (5) Bayou Bonne Idee Game and Fish Commission (Act No. 248 of the 1952 Regular Session, as amended).
- (6) Bayou Pierre State Game and Fish Commission (Act No. 139 of the 1934 Regular Session, as amended).
- (7) Beauregard Old River Game and Fish Preserve Commission (Act No. 266 of the 1953 Regular Session, as amended).
- (8) Bundicks Game and Fish Commission (Act No. 33 of the 1956 Regular Session, as amended).
- (9) Cocodrie Lake Game and Fish Commission (Act No. 38 of the 1957 Regular Session, as amended).
- (10) Gulf States Marine Fisheries Commission (R.S. 56:41-56:57).
- (11) Lake Field Game and Fish Management Commission (Act No. 379 of the 1966 Regular Session).
- (12) Northwest Louisiana Game and Fish Preserve (Act No. 191 of the 1926 Regular Session, as amended).
- (13) St. Martin-Lafayette Game and Fish Preserve (Act No. 337 of the 1950 Regular Session, as amended).
- (14) Spanish Lake State Game and Fish Commission (Act No. 261 of the 1940 Regular Session, as amended).
- (15) Lake Larto State Game and Fish Preserve (Act No. 235 of the 1972 Regular Session).
- (16) Black Bayou Game and Fish Preserve (Act No. 39 of the 1940 Regular Session, as amended).
- (17) Caddo Lake Game and Fish Preserve (Act No. 217 of the 1924 Regular Session).
- (18) Caldwell Parish State Game and Fish Preserve (Act No. 273 of the 1910 Regular Session).
- (19) Chenier Brake Fish Preserve (Act No. 88 of the 1940 Regular Session).
- (20) Cornie Lake Game and Fish Preserve (Act No. 190 of the 1934 Regular Session).

- (21) Horseshoe Brake Fish and Game Preserve (Act No. 96 of the 1946 Regular Session).
- (22) Horseshoe Lake Fish and Game Preserve (Act No. 97 of the 1946 Regular Session).
- (23) Iatt Lake Game and Fish Preserve (Act No. 27 of the 1940 Regular Session, as amended).
- (24) Jackson Parish Game and Fish Preserve (Act No. 200 of the 1934 Regular Session).
- (25) Loutre Game and Fish Preserve (Act No. 185 of the 1948 Regular Session).
- (26) Nantachi Lake Game and Fish Preserve (Act No. 26 of the 1940 Regular Session).
- (27) Natchitoches Parish Game and Fish Preserve (Act No. 169 of the 1912 Regular Session).
- (28) O. K. Allen Upland Game Farm (Act No. 270 of the 1936 Regular Session).
- (29) Ouachita Wild Life Refuge, Fish Preserve and Hatchery (Act No. 27 of the 1930 Regular Session).
- (30) Queen Bess Island State Game and Fish Preserve (Act No. 172 of the 1912 Regular Session).
- (31) Red River-Bienville Game and Fish Preserve (Act No. 87 of the 1940 Regular Session).
- (32) Turkey Creek Game and Fish Preserve (Act No. 159 of the 1938 Regular Session).
- (33) Winn-Natchitoches Game and Fish Preserve (Act No. 29 of the 1940 Regular Session).
- (34) Winston Overton State Game and Fish Preserve (Act No. 270 of the 1938 Regular Session).
- (35) Bayou Lafourche Cut-Off Loop Game and Fish Preserve (Act No. 544 of the 1954 Regular Session, as amended).
- (36) Lake Catherine and Lake Ponchartrain Sanctuary (Act No. 476 of the 1954 Regular Session, as amended).
- (37) Hickory and Beckwith Creeks Game and Fish Preserve (Act No. 351 of the 1956 Regular Session, as amended).

- (38) West Atchafalaya Floodway Game and Fish Management Preserve (Act No. 565 of the 1960 Regular Session, as amended).
- (39) Nantachie Lake State Game and Fish Preserve (Act No. 440 of the 1966 Regular Session).
- (40) Hard Water Lake State Game and Fish Preserve (Act No. 560 of the 1968 Regular Session).
- (41) Six Mile Game and Fish Preserve (Act No. 658 of the 1970 Regular Session).
- (42) Saline Lake Game and Fish Preserve Commission (Act No. 105 of the 1976 Regular Session).

The Governor, the Joint Legislative Committee on Reorganization, the Commissioner of Administration, and the Secretary of the Department of Wildlife and Fisheries have given their approval to this notice of intent and its implementation.

Documents relating to this notice of intent will be available for public inspection beginning March 20, 1977, in the Office of the Secretary of the Department of Wildlife and Fisheries, which is located in the Wildlife and Fisheries Building, Quail Drive off Perkins Road, Baton Rouge, Louisiana, and in the Wildlife and Fisheries Building, 400 Royal Street, New Orleans, Louisiana.

Edwin Edwards, Governor
State of Louisiana

Edmund Reggie, Chairman
Joint Legislative Committee on
Reorganization of the Executive Branch

Charles E. Roemer, II, Commissioner
Division of Administration

J. Burton Angelle, Secretary
Department of Wildlife and Fisheries

NOTICE OF INTENT

Department of Wildlife and Fisheries

The Louisiana Wildlife and Fisheries Commission will consider for adoption the rules and dates for the

1977 Spring Shrimp Season at its regular Commission meeting to be held at 10:00 a.m. April 26, 1977, in Room 102, Wildlife and Fisheries Building, 400 Royal Street, New Orleans, Louisiana 70130. Interested persons may present their views to the Commission, in writing, by submitting them to the above address prior to April 5. Reasonable opportunity for oral comments will be permitted at the meeting. The Commission gives notice that it may reconsider the 1977 Spring Shrimp Season at any subsequent regular or special meeting, and may stop, close, curtail, limit, or extend the harvest of shrimp on an emergency basis, as the interests of the State would appear to be best served, according to available biological and/or other scientific data.

The Commission also gives notice that it will consider extending the oyster season in Calcasieu Lake (west side only).

The Commission will hold public hearings beginning at 10:00 a.m. May 13-14, 1977, at the Ramada Inn at Monroe, Louisiana for the purpose of receiving public comments and/or suggestions relative to the 1977-78 seasons and bag limits for:

- A. Resident and migratory game birds, including waterfowl.
- B. Resident game.
- C. Trapping.

The Commission will set the seasons and bag limits at a meeting subsequent to these hearings. Written comments and/or suggestions may be submitted to the Commission's headquarters at 400 Royal Street, New Orleans, Louisiana 70130, prior to May 13.

J. Burton Angelle, Secretary
Department of Wildlife and Fisheries

NOTICE OF INTENT

Department of Wildlife and Fisheries Stream Control Commission

Notice is hereby given that the Louisiana Stream Control Commission will hold a public hearing in the Mineral Board Hearing Room on the first floor of the State Land and Natural Resources Building, 625 North Fourth Street, Baton Rouge, Louisiana, on Friday, April 22, 1977, beginning at 9:30 a.m.

The Commission will present and consider revised water quality standards prepared by its staff in accordance with provisions of the Federal Water Pollution

Control Act Amendments of 1972 (Public Law 92-500) and with comments and regulations of the United States Environmental Protection Agency acting under the law. The proposed standards represent Commission staff review and, where necessary, revision of the Water Quality Criteria presented at a public hearing January 28, 1977. The proposed standards will be discussed and public comment is solicited.

Persons who desire to do so may submit data for use or argument relative to the proposed revision of water quality criteria, or relative to the process employed to consider the revision, either orally or in writing at the public hearing, or may submit written materials within thirty days after the hearing to the Louisiana Stream Control Commission, Post Office Drawer FC, University Station, Baton Rouge, Louisiana 70893. Telephone (504) 389-5300.

Notice is further given that the Louisiana Stream Control Commission will hold a public hearing in the Conservation Hearing Room on the first floor of the State Land and Natural Resources Building, 625 North Fourth Street, Baton Rouge, Louisiana, on Thursday, May 26, 1977, beginning at 9:30 a.m.

The Commission will consider the adoption of Louisiana Water Quality Criteria presented and discussed at the April 22 public meeting announced above, and modified in accordance therewith.

Acting under the authority of R.S. 56:1439 and under the procedures prescribed by R.S. 49:953, the Commission may adopt the proposed criteria as a rule of the Commission, or may adopt proposed criteria as amended in response to data, views, or arguments submitted by interested persons or in response to comment of the Environmental Protection Agency.

Copies of proposed changes or revisions, if any, will be available for inspection ten days prior to the date of the hearing and may be seen in every parish library in the State of Louisiana and in every District Office of the Louisiana Department of Wildlife and Fisheries as well as the office of the Louisiana Stream Control Commission in the Geology Building, Room 135, on the Louisiana State University Campus, Baton Rouge, Louisiana. While the limited supply lasts, the Commission will mail copies to interested persons who request them by mail.

Robert A. Lafleur, Executive Secretary
Stream Control Commission

Potpourri

Educational Television Authority Notice

The Louisiana Educational Television Authority will purge its Employment Applications file on April 1, 1977. All correspondence, resumes, and other material relating thereto dated prior to July 1, 1976, will be destroyed unless otherwise requested in writing by the applicant.

A. Fred Frey, Executive Director
Louisiana Educational Television Authority

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