Were you designated as an administrator or alternate administrator for the first time **on** or **after** December 1, 2006?

YES → You must meet the initial educational training requirements specified in §97.259

NO → Were you designated as an administrator or alternate administrator **before** December 1, 2006?

NO → You must meet the initial educational training requirements specified in §97.259

YES → You must meet the continuing education requirements specified in §97.260

Initial Training
§97.259
24 Clock Hours
Within 1st Year

Have you completed your Initial 24 Hour training?

YES → **Continuing Education**
§97.260
12 Clock Hours
Each Subsequent Year

Required Topics
Choose 2 Topics

+

Topics Related to Duties of an Administrator

NO → Have you completed your initial 8 Hour training?

NO →

PHASE 1
§97.259 (c)

8 Clock Hrs
Prior to Designation

Required Topics

+

Topics Related to Duties of an Administrator

YES →

PHASE 2
§97.259 (d)
16 Clock Hrs
Within 12 Months
of Designation

Required Topics

+

Topics Related to Duties of an Administrator

Decision Tree
for

Texas Department of Aging and Disability Services [DADS]
Educational Training in Administration of Agencies

HOME CARE Information Network

TAHC

TAHC Education Online
www.tahceducationonline.org