

Licensed beds	*Recovery Specialist Day & Evening Shift (minimum hrs coverage reflects a total of day & evening shift hours/7 days weekly); minimum 1 RS day shift, 1 RS evening shift	**Recovery Specialist Night Shift (minimum hrs coverage 7 days weekly); minimum 2 RS night shift	***Counselor/Case Manager (minimum hrs coverage reflects a total of day & evening shift hours/7 days weekly); minimum 1 CM day shift, 1 CM evening shift	Counselor/Case Manager (minimum hrs coverage weekly total)	Clinical Supervisor hours per week (based on 40 hr FTE)	****Medication Specialist (based on 40 hr FTE)
14	16	16	16	112	40	80
15	16	16	16	112	40	80
16	16	16	16	112	40	80
17	16	16	16	112	40	80
18	16	16	16	112	40	80
19	16	16	16	112	40	80
20	16	16	16	112	40	80
21	16	16	16	112	40	80
22	16	16	16	112	40	80
23	16	16	16	112	40	80
24	16	16	16	112	40	80
25	16	16	16	112	40	80
26	16	16	17	116	40	80
27	16	16	17	120	40	80
28	16	16	18	124	40	80
29	16	16	18	128	40	80
30	16	16	19	132	40	80
31	16	16	20	136	40	80
32	16	16	20	140	40	84
33	16	16	21	144	44	88
34	16	16	22	148	44	88
35	16	16	22	156	44	92
36	16	16	23	160	48	96
37	20	16	24	164	48	96
38	20	16	24	168	48	100
39	20	16	25	172	52	104
40	20	16	25	176	52	104
41	20	16	26	180	52	108
42	20	16	27	184	56	112

43	20	16	27	188	56	112
44	24	16	28	196	56	116
45	24	16	29	200	60	120
46	24	16	29	204	60	120
47	24	16	30	208	60	124
48	24	16	30	212	64	128
49	24	16	31	216	64	128
50	24	16	32	220	64	132
51	24	16	32	224	68	136
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52	28	16	33	228	68	136
53	28	16	34	236	68	140
54	28	16	34	240	72	144
55	28	16	35	244	72	148
56	28	16	36	248	72	148
57	28	16	36	252	76	152
58	28	16	37	256	76	156
59	28	16	37	260	76	156
60	32	16	38	264	80	160
61	32	16	39	268	80	164
62	32	16	39	276	80	164
63	32	16	40	280	84	168
64	32	16	41	284	84	172
65	32	16	41	288	84	172
66	32	16	42	292	88	176
67	36	16	43	296	88	180
68	36	16	43	300	88	180
69	36	16	44	304	92	184
70	36	16	44	308	92	188
71	36	16	45	316	92	188

72	36	16	46	320	96	192
73	36	16	46	324	96	196
74	36	16	47	328	96	196
75	40	16	48	332	100	200
76	40	16	48	336	100	204
77	40	16	49	340	100	204
78	40	16	50	344	104	208
79	40	16	50	348	104	212
80	40	16	51	356	104	212
81	40	16	51	360	108	216
82	44	16	52	364	108	220
83	44	16	53	368	108	220
84	44	16	53	372	112	224
85	44	16	54	376	112	228
86	44	16	55	380	112	228
87	44	16	55	384	116	232
88	44	16	56	388	116	236
89	44	16	57	396	116	236
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90	48	16	57	400	120	240
91	48	16	58	404	120	244
92	48	16	58	408	120	244
93	48	16	59	412	124	248
94	48	16	60	416	124	252
95	48	16	60	420	124	256
96	48	16	61	424	128	256
97	52	16	62	428	128	260
98	52	16	62	432	129	264
99	52	16	63	440	132	264
100	52	16	63	444	132	268

101	52	32	64	448	132	272
102	52	32	65	452	136	272
103	52	32	65	456	136	276
104	52	32	66	460	136	280
105	56	32	67	464	140	280
106	56	32	67	468	140	284
107	56	32	68	472	140	288
108	56	32	69	480	144	288
109	56	32	69	484	144	292
110	56	32	70	488	144	296
111	56	32	70	492	148	296
112	60	32	71	496	148	300
113	60	32	72	500	148	304
114	60	32	72	504	152	304
115	60	32	73	508	152	308
116	60	32	74	516	152	312
117	60	32	74	520	156	312
118	60	32	75	524	156	316
119	60	32	76	528	156	320
120	64	32	76	532	160	320
121	64	32	77	536	160	324
122	64	32	77	540	160	328
123	64	32	78	544	164	328
124	64	32	79	548	164	332
125	64	32	79	556	164	336
126	64	32	80	560	168	336
127	68	32	81	564	168	340
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128	68	32	81	568	168	344
129	68	32	82	572	172	344

130	68	32	83	576	172	348
131	68	32	83	580	172	352
132	68	32	84	584	176	352
133	68	32	84	588	176	356
134	68	32	85	596	176	360
135	72	32	86	600	180	364
136	72	32	86	604	180	364
137	72	32	87	608	180	368
138	72	32	88	612	184	372
139	72	32	88	616	184	372
140	72	32	89	620	184	376
141	72	32	90	624	188	380
142	76	32	90	628	188	380
143	76	32	91	636	188	384
144	76	32	91	640	192	388
145	76	32	92	644	192	388
146	76	32	93	648	192	392
147	76	32	93	652	196	396
148	76	32	94	656	196	396
149	76	32	95	660	196	400
150	80	32	95	664	200	404

105 CMR 164.424: Staffing Pattern The licensee shall establish a staffing pattern in sufficient numbers and positions necessary for the level of care provided. Staffing pattern shall include the following positions:

(A) Direct Care Staff. Job descriptions shall specify that direct care staff have knowledge of and ability to promote recovery. Each program must, at a minimum, include the following direct care staff: clinical supervisor, counselor/case manager, and a recovery specialist or case aide.

B) Coverage. At minimum, the staffing pattern must include a full time Clinical Supervisor meeting the definition of a Senior Clinician present to provide oversight of clinical services and at least two FTE direct care staff present on each shift as outlined below, seven days per week, 24 hours per day, which shall be adjusted upward to address resident acuity and programmatic need. No staff on any shift shall be permitted to sleep during the shift. Any program which serves persons who identify as male or female must have a plan in place for ensuring at least one direct care staff person on-site who identifies as female, and one direct care staff person who identifies as male on each shift.

* (1) At minimum, there shall be at least one recovery specialist or case aide on each day and evening shift. *** At minimum, there shall be at least one full-time counselor or case manager present on each day and evening shift.

** (2) At minimum, there shall be at least two recovery specialists or case aides present for each overnight shift.

(3) Where the resident census exceeds 100 residents, the Licensed or Approved Provider shall ensure four direct care staff are present on all shifts.(1) At minimum, there shall be at least one recovery specialist or case aide and at least one full-time counselor or case manager present on each day and evening shift.

**** The program is staffed by a minimum 2 FTE of Medication Specialists on-site, who are responsible for the oversight, storage, and coordination of self-administration of medication. The staffing expectations for employing Medication Specialists is based on the pro-rated formula of 2 FTE Medication Specialists per 30 licensed beds.

At minimum, there is one staff person trained in CPR, naloxone administration, and Medication Specialist duties and responsibilities on each shift. Medication support services must include 16 hours of medication specialist services and eight hours of consultation around medication support.

Programs may propose unique program staffing configurations to meet service delivery functions, coverage, and expectations but must do so while still adhering to all licensing regulations, and required positions and FTE coverage listed below. ***
Counselor/case manager daily hours (column D) represents and avg. of clinical hours based on a program's weekly coverage total (column E). Programs have the flexibility in scheduling counselors/case managers, while adhering to the minimum requirement of one counselor/case manager on 1st and 2nd shifts, 7 days/week. Counselor/case manager designated shifts may differ from other support staff.

Programs with multiple houses (physical locations) will be expected to meet staffing requirements by residents served at each location, not solely based on overall bed numbers and licensed capacity.