|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **COE RRS Staffing Grid** | | | | | | | | |
| **Licensed Beds** | **Day Shift**  **Recovery Specialist**  **(hrs per shift)** | **Evening Shift**  **Recovery Specialist**  **(hrs per shift)** | **Overnight Shift**  **(hrs per shift)** | **\*Counselor**  **(avg daily/ weekly hours)** | | **Care Coordinator**  **(hrs per week)** | **\*\*Medication Specialist**  **(hrs per week)** | **Nursing**  **(hrs per week)** |
| 12 | 8 | 8 | 16 | 16 | 112 | 40 | 40 | 20 |
| 13 | 8 | 8 | 16 | 16 | 112 | 40 | 40 | 20 |
| 14 | 8 | 8 | 16 | 16 | 112 | 40 | 40 | 20 |
| 15 | 8 | 8 | 16 | 16 | 112 | 40 | 40 | 20 |
| 16 | 8 | 8 | 16 | 16 | 112 | 40 | 40 | 20 |
| 17 | 8 | 8 | 16 | 16 | 112 | 60 | 40 | 30 |
| 18 | 8 | 8 | 16 | 16 | 112 | 60 | 40 | 30 |
| 19 | 8 | 8 | 16 | 17 | 117 | 60 | 40 | 30 |
| 20 | 8 | 8 | 16 | 18 | 124 | 60 | 40 | 30 |
| 21 | 8 | 8 | 16 | 19 | 130 | 60 | 40 | 30 |
| 22 | 8 | 8 | 16 | 19 | 136 | 60 | 40 | 30 |
| 23 | 8 | 8 | 16 | 20 | 142 | 60 | 60 | 30 |
| 24 | 12 | 12 | 16 | 21 | 148 | 60 | 60 | 30 |
| 25 | 12 | 12 | 16 | 22 | 155 | 80 | 60 | 40 |
| 26 | 12 | 12 | 16 | 23 | 161 | 80 | 60 | 40 |
| 27 | 12 | 12 | 16 | 24 | 167 | 80 | 60 | 40 |
| 28 | 12 | 12 | 16 | 25 | 173 | 80 | 60 | 40 |
| 29 | 12 | 12 | 16 | 26 | 179 | 80 | 60 | 40 |
| 30 | 12 | 12 | 16 | 27 | 186 | 80 | 60 | 40 |
| 31 | 12 | 12 | 16 | 27 | 192 | 80 | 60 | 40 |
| 32 | 16 | 16 | 16 | 28 | 198 | 80 | 80 | 40 |
| 33 | 16 | 16 | 16 | 29 | 204 | 120 | 80 | 50 |
| 34 | 16 | 16 | 16 | 30 | 210 | 120 | 80 | 50 |
| 35 | 16 | 16 | 16 | 31 | 216 | 120 | 80 | 50 |
| 36 | 16 | 16 | 16 | 32 | 222 | 120 | 80 | 50 |
| 37 | 16 | 16 | 16 | 33 | 228 | 120 | 80 | 50 |
| 38 | 16 | 16 | 16 | 33 | 234 | 120 | 80 | 50 |
| 39 | 16 | 16 | 16 | 34 | 240 | 120 | 80 | 50 |
| 40 | 20 | 20 | 16 | 35 | 246 | 120 | 100 | 50 |

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| **Staff Ratios** |
| 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. |
| A full-time (1FTE/40 hr weekly) program director, clinical supervisor, and recovery specialist supervisor. |
| A mix of clinical, paraprofessional, and recovery specialist staff. See COE RRS Staffing Grid for minimal requirements of recovery specialists, counselors, care coordinators, medication specialists, and nursing staff.   * At minimum, there shall be at least one recovery specialist on each day and evening shift, 7 days/week, maintaining a 1:16 support staff to resident ratio. * At minimum, there shall be at least one full-time counselor present on each day and evening shift, 7 days/week. * At minimum, there shall be at least two recovery specialists present for each overnight shift, 7 days/week (programs with multiple program buildings must provide awake staff coverage in all buildings). |
| The program is staffed by a minimum of 1 FTE 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 are based on the pro-rated formula of 1 FTE medication specialists per 16 licensed beds.  \*\*See COE RRS Staffing Grid for minimal requirements of medication specialist staff. The medication specialist is a unique role, in addition to recovery specialist and counseling staff coverage.\*\* |
| A part-time registered nurse will support medication compliance, and monitoring of symptoms. See COE RRS Staffing Grid for minimal requirements of nursing staff. |
| Additional medical staff may include psychiatrists, addiction physicians, mid-level practitioners, and registered nurses must be available through a health center and/or outpatient clinic to support the medical and pharmacological needs of the clients in the program. |
| Counselor: 1:9 ratio or 6.2 hours per bed over 7 days (7 days x 8 hrs = 56 divided by 9 ratio = 6.2 hrs).  \*See COE RRS Staffing Grid for avg. daily and minimal weekly coverage of counseling staff. Providers have flexibility when scheduling counseling staff, while adhering to the requirement of one full-time counselor present on each day and evening shift, 7 days/week, and two direct care staff always present in the program.\* |
| Programs providing co-ed services will have male and female staff coverage 24/7. Male and female residential programs will have 24/7 shift coverage representative of the population being served (male:male, female:female). |
| The staffing pattern shall support the delivery of the program services. Staff coverage, according to the following, is based on a 16- bed program size (cooks, drivers, and maintenance staff are not included in determining coverage). |