

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

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: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).