



CSS STAFFING STANDARDS

Effective: 2-1-2010
Revised: 8-2-2023

licensed beds	Recovery Specialists (hrs coverage per shift / 7 days week)		Care Coordinators / Case Managers (8 hrs per day/ 5 days per week) (Total minimum hrs per week)	Counselors (hrs daily/7 days per wk/ min 12 hr span)	Nursing (Total minimum hrs per week, 7 days per week)
	Day / Evening shift Shift	Night Shift			
15	8 (16 if co-ed)	8 (16 if co-ed)	40	22	40
16	8 (16 if co-ed)	8 (16 if co-ed)	40	24	40
17	16	8 (16 if co-ed)	40	25	40
18	16	8 (16 if co-ed)	45	27	40
19	16	8 (16 if co-ed)	45	28	40
20	16	8 (16 if co-ed)	50	30	40
21	16	16	50	31	40
22	16	16	55	33	40
23	16	16	55	34	40
24	16	16	60	36	40
25	16	16	60	37	40
26	16	16	65	39	40
27	16	16	65	40	40
28	16	16	70	42	40
29	16	16	70	43	40
30	16	16	75	45	40
31	16	16	75	46	40
32	16	16	80	48	40
33	24	16	80	49	54
34	24	16	85	51	54
35	24	16	85	52	54
36	24	16	90	54	54
37	24	16	90	55	54
38	24	16	95	57	54
39	24	16	95	58	54
40	24	16	100	60	54
41	24	24	100	61	54
42	24	24	105	63	54
43	24	24	105	64	54
44	24	24	110	66	54
45	24	24	110	67	54
46	24	24	115	69	54
47	24	24	115	70	54
48	24	24	120	72	54

49	32	24	120	73	68
50	32	24	125	75	68
51	32	24	125	76	68
52	32	24	130	78	68
53	32	24	130	79	68
54	32	24	135	81	68
55	32	24	135	82	68
56	32	24	140	84	68
57	32	24	140	85	68
58	32	24	145	87	68
59	32	24	145	88	68
60	32	24	150	90	68
61	32	32	150	91	68
62	32	32	155	93	68
63	32	32	155	94	68
64	32	32	160	96	82
65	40	32	160	97	82

Staffing Ratios

Recovery Specialists: 1:16 Recovery Specialist to patient ratio for Day/Evening Shifts, 1:20 for Night Shift. These positions are not pro-rated by bed number.

Care Coordinators/Case Managers: 1:16 Care Coordinator/Case Manager to patient ratio; 8 hours per day; 5 days a week

Counselors: 1:8 Counselor to patient ratio; 12 hours a day; 7 days a week

Counseling Coverage

The Counselor ratio of 1:8 is over a minimum 12-hour span per-day. This equals 1.5 hours of counseling coverage per-bed, per-day. Programs have the option to allocate counseling coverage beyond the 12-hour minimum span per-day, as long as the daily total hours of counseling coverage are met.

Nursing Coverage

Nurse: minimum of 40 hours coverage per week, 7 days a week; nursing hours of coverage increases according to licensed beds

- These staffing ratios are *minimums* that should be adjusted upward to address patient acuity and programmatic need.
- Shifts are considered as day, evening, and night
- All programs must have at least one individual on duty that is CPR certified
- All co-ed programs must have male and female staff on all shifts
- Nursing may be filled by a Qualified Health Care Professional: A Practitioner, Registered Nurse, or Licensed Practical Nurse trained do physical assessments, duly licensed, certified or registered as such in the Commonwealth of Massachusetts, and practicing within the scope of applicable Massachusetts and federal regulations