

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; 1:16 ratio	**Recovery Specialist Night Shift (minimum hrs coverage 7 days weekly); minimum 2 RS night shift	***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	Case Manager (minimum hrs coverage weekly total)	Clinical Supervisor hours per week (Based on 40 hr FTE)	Nursing (minimum hrs coverage 7 days weekly)	
16	16	16	16	112	40	4	
17	16	16	16	112	40	4	
18	16	16	16	112	40	4	
19	16	16	16	112	40	4	
20	20	16	16	112	40	4	
21	20	16	16	112	40	4	
22	20	16	16	112	40	4	
23	20	16	16	112	40	4	
24	24	16	16	112	40	4	
25	24	16	20	140	40	4	
26	24	16	20	140	40	4	
27	24	16	20	140	40	4	
28	28	16	20	140	40	4	
29	28	16	20	140	40	4	
30	28	16	24	168	40	4	
31	28	16	24	168	40	4	
32	32	16	24	168	40	4	
33	32	16	24	168	40	4	
34	32	16	24	168	40	4	
35	32	16	28	196	40	4	
36	32	16	28	196	40	4	
37	32	16	28	196	40	4	
38	32	16	28	196	40	4	
39	32	16	28	196	40	4	
40	40	16	32	224	40	4	
41	40	16	32	224	40	4	
42	40	16	32	224	40	4	
43	40	16	32	224	40	4	
44	40	16	32	224	40	4	
45	40	16	32	224	40	4	
46	40	16	36	258	40	4	
47	40	16	36	258	40	4	
48	48	24	36	258	40	4	
49	48	24	36	258	60	4	
50	48	24	40	286	60	4	
51	48	24	40	286	60	4	
52	48	24	40	286	60	4	
53	48	24	40	286	60	4	
54	48	24	40	286	60	4	
55	48	24	44	308	60	4	
56	56	24	44	308	60	4	
57	56	24	44	308	60	4	

58	56	24	44	308	60	4	
59	56	24	44	308	60	4	
60	56	24	48	336	60	4	
61	56	24	48	336	60	4	
62	56	24	48	336	60	4	
63	56	24	48	336	60	4	
64	64	32	48	336	80	4	
65	64	32	52	364	80	4	
66	64	32	52	364	80	8	
67	64	32	52	364	80	8	
68	64	32	52	364	80	8	
69	64	32	52	364	80	8	
70	64	32	56	392	80	8	
71	64	32	56	392	80	8	
72	72	32	56	392	80	8	
73	72	32	56	392	80	8	
74	72	32	56	392	80	8	
75	72	32	60	420	80	8	
76	72	32	60	420	80	8	
77	72	32	60	420	80	8	
78	72	32	60	420	80	8	
79	72	32	60	420	80	8	
80	80	40	64	448	80	8	
81	80	40	64	448	80	8	
82	80	40	64	448	100	8	
83	80	40	64	448	100	8	
84	80	40	64	448	100	8	
85	80	40	68	476	100	8	
86	80	40	68	476	100	8	
87	80	40	68	476	100	8	
88	88	40	68	476	100	8	
89	88	40	68	476	100	8	
90	88	40	72	504	100	8	
91	88	40	72	504	100	8	
92	88	40	72	504	100	8	
93	88	40	72	504	100	8	
94	88	40	72	504	100	8	
95	88	40	76	532	100	8	
96	96	48	76	532	100	8	
97	96	48	76	532	120	8	
98	96	48	76	532	120	8	
99	96	48	76	532	120	12	
100	96	48	80	560	120	12	

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, case manager, nurse, 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, maintaining a 1:16 support staff to resident ratio.

*** At minimum, there shall be at least one full-time 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.

At minimum, there is one staff person trained in CPR, naloxone administration, and medication 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.

*** Case manager daily hours (column D) represents an avg. of CM hours based on a program's weekly coverage total (column E).

The Case Manager ratio is 1:10 over a minimum 8-hour span per-day. This equates to an average of 5.6 hours of coverage, per bed, per week. Programs have the option to allocate case management coverage beyond the minimum 8-hour span per-day. Programs have the flexibility in scheduling case managers, while adhering to the minimum requirement of one 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.

- Nursing positions may be filled by a Registered Nurse, a Nurse Practitioner, a Physician's Assistant, or a Licensed Practical Nurse. Nursing supervision must be provided by a Registered Nurse.

- Housekeeping: this function is required, and the cost is embedded in the TSS rate calculation as a minimum 1.0 FTE.

- Transportation services must be provided by the program, and available 12 hours/day, 7 days/week. Programs are expected to employ drivers, establishing subcontracts for additional transportation as needed. All transportation subcontracts must be approved by BSAS.