

Transitional Support Services Staffing Grid *Effective 7/1/2025

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)	****Medication Specialist (based on 40 hr. FTE)
16	16	16	16	112	40	4	80
17	16	16	16	112	40	4	80
18	16	16	16	112	40	4	80
19	16	16	16	112	40	4	80
20	20	16	16	112	40	4	80
21	20	16	16	112	40	4	80
22	20	16	16	112	40	4	80
23	20	16	16	112	40	4	80
24	24	16	16	112	40	4	80
25	24	16	20	140	40	4	80
26	24	16	20	140	40	4	80
27	24	16	20	140	40	4	80
28	28	16	20	140	40	4	80
29	28	16	20	140	40	4	80
30	28	16	24	168	40	4	80
31	28	16	24	168	40	4	80
32	32	16	24	168	40	4	80
33	32	16	24	168	40	4	80
34	32	16	24	168	40	4	80
35	32	16	28	196	40	4	80
36	32	16	28	196	40	4	80
37	32	16	28	196	40	4	80

38	32	16	28	196	40	4	80
39	32	16	28	196	40	4	80
40	40	16	32	224	40	4	80
41	40	16	32	224	40	4	100
42	40	16	32	224	40	4	100
43	40	16	32	224	40	4	100
44	40	16	32	224	40	4	100
45	40	16	32	224	40	4	100
46	40	16	36	258	40	4	100
47	40	16	36	258	40	4	100
48	48	24	36	258	40	4	100
49	48	24	36	258	60	4	120
50	48	24	40	286	60	4	120
51	48	24	40	286	60	4	120
52	48	24	40	286	60	4	120
53	48	24	40	286	60	4	120
54	48	24	40	286	60	4	120
55	48	24	44	308	60	4	120
56	56	24	44	308	60	4	120
57	56	24	44	308	60	4	140
58	56	24	44	308	60	4	140
59	56	24	44	308	60	4	140
60	56	24	48	336	60	4	140
61	56	24	48	336	60	4	140
62	56	24	48	336	60	4	140
63	56	24	48	336	60	4	140
64	64	32	48	336	80	4	140
65	64	32	52	364	80	4	140
66	64	32	52	364	80	8	160
67	64	32	52	364	80	8	160
68	64	32	52	364	80	8	160
69	64	32	52	364	80	8	160
70	64	32	56	392	80	8	160

71	64	32	56	392	80	8	160
72	72	32	56	392	80	8	160
73	72	32	56	392	80	8	160
74	72	32	56	392	80	8	180
75	72	32	60	420	80	8	180
76	72	32	60	420	80	8	180
77	72	32	60	420	80	8	180
78	72	32	60	420	80	8	180
79	72	32	60	420	80	8	180
80	80	40	64	448	80	8	180
81	80	40	64	448	80	8	180
82	80	40	64	448	100	8	200
83	80	40	64	448	100	8	200
84	80	40	64	448	100	8	200
85	80	40	68	476	100	8	200
86	80	40	68	476	100	8	200
87	80	40	68	476	100	8	200
88	88	40	68	476	100	8	200
89	88	40	68	476	100	8	200
90	88	40	72	504	100	8	220
91	88	40	72	504	100	8	220
92	88	40	72	504	100	8	220
93	88	40	72	504	100	8	220
94	88	40	72	504	100	8	220
95	88	40	76	532	100	8	220
96	96	48	76	532	100	8	220
97	96	48	76	532	120	8	220
98	96	48	76	532	120	8	220
99	96	48	76	532	120	12	240
100	96	48	80	560	120	12	240

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.

**** The program is staffed by a minimum of 2 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 is based on the pro-rated formula of 2 FTE Medication Specialists per 33 licensed beds.

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.