

CSOC Out of Home Treatment (OOH) Minimum Staffing Requirements FAQ's

1	Q	Will a request for a waiver of minimum staff credentials for new hires or internal promotions be considered?
	A	<p>No. New hires and promotions of existing staff must meet the minimum credentials for each title as outlined in the rate increase grid and are not subject to a waiver.</p> <p>In the rate increase letter dated August 4, 2021, a time limited option allowed providers to request waivers for current staff who did not meet the credential outlined for their existing position at the time of the rate determination letter. These waivers were specific to the individual and did not apply to replacement staff.</p> <p>Waivers for new hires, promotions of existing staff, or replacement of staff previously approved for a waiver, will not be considered.</p>

2	Q	Which Intensities of Service (IOS) require Program Director to have a clinically based master’s degree, and what degrees would or would not qualify?																														
	A	<p>Effective 8/1/2023:</p> <ul style="list-style-type: none">• The following IOS continue to require the program director to have a clinically based master’s degree and three (3) years post M.A. experience (at least one year of which shall be in a supervisory capacity): IRTS, IRTS BH/DD, STAS, IPCH- IDD• PCH now requires master’s degree in a clinical discipline plus three years’ experience, one of which must be supervisory experience. Experience does not have to be post-master’s degree for PCH IOS.																														
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3	Q	For Intensities of Service (IOS's) where the Program Director is required to have a clinically based master's degree and three (3) years' experience (at least one year of which shall be in a supervisory capacity): <ul style="list-style-type: none"> a) Is the supervisory experience expected to be in a related field? b) Would supervision of unpaid staff such as interns or volunteers apply?
	A	<ul style="list-style-type: none"> a) Yes, the supervisory experience must be in a related field. b) Supervision of unpaid volunteer staff does not apply towards experience requirement; however, the supervision of on-site interns conducting full duties can be applied to the experience requirement

4	Q	For IOS's where the program director may have a degree in Human Services or related field, which degrees would or would not qualify? Effective <u>8/1/2023</u> , additional IOS's include SPEC, RTC HUB, RTC BH/DD																																				
	A	<p>Most recently updated 5.9.23, the following list applies to Human Services or Related Field degrees: (NOTE: CSOC has expanded the list of acceptable degrees; providers may continue to propose additional social service/human service degrees that are in alignment with licensing requirements.)</p> <table><tr><th colspan="2">Human Services or Related Field degrees</th></tr><tr><th>Qualifies:</th><th>Does not qualify:</th></tr><tr><td>Social Work</td><td>Industrial and Labor Relations</td></tr><tr><td>Human Services</td><td>Human Resources</td></tr><tr><td>Counseling Psychology</td><td>Law and Legal studies</td></tr><tr><td>Marriage and Family</td><td></td></tr><tr><td>Applied Psychology</td><td></td></tr><tr><td>Clinical Professional Counseling</td><td></td></tr><tr><td>Education</td><td></td></tr><tr><td>Educational Psychology</td><td></td></tr><tr><td>Organizational Psychology</td><td></td></tr><tr><td>Forensic Psychology</td><td></td></tr><tr><td>Public Administration (MPA)</td><td></td></tr><tr><td>Business Administration (MBA)</td><td></td></tr><tr><td>Health Administration (MHA)</td><td></td></tr><tr><td>Health Psychology</td><td></td></tr><tr><td>Sociology</td><td></td></tr><tr><td>Law and justice / correction degrees</td><td></td></tr></table>	Human Services or Related Field degrees		Qualifies:	Does not qualify:	Social Work	Industrial and Labor Relations	Human Services	Human Resources	Counseling Psychology	Law and Legal studies	Marriage and Family		Applied Psychology		Clinical Professional Counseling		Education		Educational Psychology		Organizational Psychology		Forensic Psychology		Public Administration (MPA)		Business Administration (MBA)		Health Administration (MHA)		Health Psychology		Sociology		Law and justice / correction degrees	
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5	Q	Am I required to receive approval from DCF to hire a clinician or program director?
	A	<p>No.</p> <p>OOH treatment providers are expected to ensure qualified staff are hired per the minimum staffing requirements of their contract. Effective 10/19/22, contract administrators will no longer request resumes of clinicians and Program Directors for review with CSOC. Providers may reach out to their CSOC-ORS/OIHW program lead should they need technical assistance in determining whether an individual meets the minimum credential requirements for a contracted position. CSOC reserves the right to request resumes and confirm credentials of contracted positions at any time.</p> <p><u>Please note:</u> Notification to your contract administrator of staffing changes for a Program Director and/or clinician are still required.</p>
6	Q	Clinician credentials may include LSW or LAC under appropriate supervision of a NJ independently licensed therapist with a documented plan to achieve independent clinical licensure within the timeframe(s) required by the appropriate licensing board and practice under the supervision of NJ independently licensed therapist. Supervision must be provided in accordance with corresponding licensing board regulations. Can psychology doctoral candidates under supervision of psychologists also serve in this capacity?
	A	Yes, psychology doctoral candidates, who have their master's degree and are completing internship under the supervision of a qualified NJ licensed psychologist, may serve in this capacity to provide clinical services to youth.
7	Q	For IOS's that require psychological intake be completed by NJ licensed psychologist or NJ licensed child adolescent psychiatrist with PhD, PsyD, or Ed.D., can psychology doctoral candidates under supervision of psychologists also perform this function?
	A	Yes. psychology doctoral candidates under supervision of psychologists may also complete psychological intakes.
8	Q	Can a New Jersey Board-Certified or Board-Eligible Child and Adolescent Psychiatrist or Psychiatric Advanced Practice Nurse (APN) in affiliation with a New Jersey Board-Certified Child/Adolescent Psychiatrist deliver contracted face to face clinical services to youth in groups?
	A	<p>No.</p> <p>The services outlined for this deliverable are individualized (intake assessment, initial treatment and crisis plan, med management, clinical visits with youth and family, and treatment team attendance). Group may be offered in addition to the contractually required number of hours of individualized service, but not as a means to meet the minimum contractually required hours of individualized clinical service.</p>

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9	Q	What are the changes to direct support professionals (DSP)/ direct care milieu staff requirements and for which Intensities of Service (IOS)?
	A	<p>In the following IOS's: SPEC, SPEC-IDD, RTC, RTC- DAP, RTC- BHDD, RTC-BHSU, GH, RTC -infants, GH-infants, TH, DAP TH, SPEC TH, TH BHDD, SSH 2 IDD, GH w/Nursing, RTC HUB, & Emergency TH, GH IDD Level 1, GH IDD Level 2</p> <p>Direct Service Professionals (DSP's) in the above IOS's must have one of the following qualifications, effective 8/1/23:</p> <ul style="list-style-type: none"> • A high school or high school equivalency diploma and one year of experience working with youth in a group setting; • An associate's or bachelor's degree from an accredited college or university in a field that is unrelated to social work or psychology and six months experience working with youth in a group setting; • An associate's or bachelor's degree from an accredited college or university in social work, psychology or a related field
10	Q	Can a direct care staff cover vacant shifts in other programs?
	A	<p>Effective 8/1/23, provider agencies may allow direct care staff to cover vacant shifts within programs of the same or lower intensity of service as their primary assignment so long as it does not disrupt or reduce coverage in other programs. Providers encouraged to limit overtime. CHRs required for each program.</p>
11	Q	Can you explain changes to timeframes for completion of IMDS, and in which IOS's?
	A	<p>In the following IOS's: SPEC, RTC, BH-SU, GH, RTC-Infant, RTC HUB, DAP RTC, RTC BH DD, RTC ST SU; SPEC TH, SPEC IDD TH , GH IDD level 1, GH IDD level 2</p> <p>Effective 8/1/23, IMDS Strengths and Needs Assessments in these IOS's can be completed within the first week after admission</p>
12	Q	Can Program Directors cover direct support professional (DSP)/direct care milieu shifts?
	A	<p>Providers are encouraged to retain on-call and floating staff to ensure adequate backup coverage.</p> <p>In STAS, SPEC, RTC, BH-SU, GH IOS, the full-time dedicated program director may cover shifts outside of their regularly scheduled hours; providers are advised to limit PD overtime.</p>

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13	Q	<ul style="list-style-type: none"> Please clarify changes to education and experience for SPEC, RTC HUB and RTC BH/DD HUB programs:
	A	<p>Effective 8/1/2023:</p> <p>SPEC, RTC HUB programs:</p> <ul style="list-style-type: none"> Full-time service/program director dedicated exclusively to this program with a master's degree in relevant field (psychology, social work, public health, healthcare/social services administration, public administration, education, business administration, or healthcare policy), with 3 years' experience serving youth in a residential or inpatient hospital behavioral health treatment program of which at least one year is supervisory <i>OR</i> Full-time service/program director dedicated exclusively to this program with a bachelor's degree in relevant field (psychology, social work, public health, healthcare/social services administration, public administration, education, business administration, or healthcare policy), with 5 years' experience serving youth in a residential or inpatient hospital behavioral health treatment program of which at least one year is supervisory. <p>BH/DD HUB programs:</p> <ul style="list-style-type: none"> Full-time service/program director dedicated exclusively to this program with a master's degree in relevant field (psychology, social work, public health, healthcare/social services administration, public administration, education, business administration, or healthcare policy), with 3 years' experience serving individuals with I/DD in a residential or inpatient hospital behavioral health treatment program of which at least one year is supervisory <i>OR</i> Full-time service/program director dedicated exclusively to this program with a bachelor's degree in relevant field (psychology, social work, public health, healthcare/social services administration, public administration, education, business administration, or healthcare policy), with 5 years' experience serving individuals with I/DD in a residential or inpatient hospital behavioral health treatment program of which at least one year is supervisory.

14	Q	Please clarify changes to Program Director education and experience for IDD programs.
	A	<p>Effective 8/1/2023:</p> <p>CSAP, PCH-BHDD, PCH plus, PCH-IDD Campus, PCH-IDD IOS's require Program Director/Manager to have a master's degree and three years' experience in the I/DD field, at least one year of which shall be in a supervisory capacity. Experience does not have to be post-master's degree.</p>

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15	Q	Please clarify changes to clinical supervision plans for master's level licensed therapists.
	A	<p>Language pertaining to master's level therapists, including LSW and LAC, practicing under the on-site supervision of a NJ independently licensed therapist with a documented plan to achieve independent clinical licensure within 3 years, has been updated to the following:</p> <p>Effective 8/1/2023:</p> <p>Master's level therapists licensed to practice in NJ including LSW and LAC who will achieve full independent licensure in the timeframe required by the appropriate licensing board and is practicing under the supervision of a NJ independently licensed therapist. Supervision must be provided in accordance with corresponding licensing board regulations.</p> <p>For RTC BH/SU and STSU programs:</p> <p>In addition, master's level licensed therapist must also have either an LCADC/CADC or at least three years' experience* providing SUD treatment for youth.</p> <p>LCADC who does not hold a mental health license does not qualify.</p> <p>*The requisite SUD treatment experience with youth should demonstrate the 1) use of integrated assessment approach that results in highly individualized and holistic treatment plans; 2) the use of trauma informed evidence-based practices that assist youth and young adults in identifying and changing patterns of behavior related to substance use; 3) the delivery of psycho-educational groups supportive of age appropriate pro-social learning, problem solving, life-skill development, and coping strategies.</p>
16	Q	Will clinical supervision plans need to be documented on PSSR?
	A	<p>PSSR's must include identification of the NJ independently licensing therapist providing supervision to any master's level licensed clinicians including LAC, LSW. The provider agency must ensure clinical supervision plans are in place in accordance with corresponding licensing board regulations; these plans will not be required to be included on PSSR.</p>