

**EXHIBIT C**  
**State of New Jersey-Department of Children and Families’**  
**Children’s System of Care**  
**Minimum Staffing Requirements-RTC IOS for Youth with Co-Occurring Mental Health**  
**and Intellectual / Developmental Diagnoses-Cluster of 3 houses**

I, (Name) \_\_\_\_\_, am the (Title) \_\_\_\_\_ of the  
 (Name of Provider Agency) \_\_\_\_\_.

The following are the *minimum* staffing credentials and requirements for a DCF contracted provider of Residential Treatment Services (RTC) Intensity of Service (IOS) for Youth with Co-Occurring Mental Health and Intellectual / Developmental Diagnoses for one cluster of three (3) five-bed houses. This is not to be interpreted as comprehensive of the total responsibilities each staff member will manage.

Staff requirements are divided by **Staff** dedicated to each house and **Hub Professional Staff**.

Required program staff to youth ratio:

Each house must maintain a ratio of 1 milieu support staff for every 5 youth at all hours. A minimum of two staff members (milieu or professional\*) must be awake, on site, and accessible to youth at all times whenever any youth are present, including overnight while youth are asleep.

*\* Professionals who serve as the second staff person awake in the house may include Program Directors, House Managers, Program Coordinators, Clinicians, Therapists, [Behavioral Assistants,]; and Health Care providers; all staff must be aware of youths’ respective crisis management plans.*

DEDICATED = serves 1 house

HUB = serves all 3 houses

Dedicated Staff Positions	Qualifications	Minimum requirements	Hours/youth/week
<i>House Manager</i>  <i>1 per house</i>	Bachelor’s level practitioner with 3-5 years of direct experience, minimum 1 year experience with the MH and I/DD population; or unlicensed Master’s level practitioner with minimum 1 year of direct experience working with MH and I/DD population.	<ul style="list-style-type: none"> <li>• Supervise milieu staff and schedules</li> <li>• Oversee daily operations of house</li> <li>• Family orientation (within 1<sup>st</sup> 24 hours)</li> <li>• Review and signing of all required paperwork (within 1<sup>st</sup> 48 hours)</li> <li>• Provide case management</li> <li>• As needed, on-site psycho educational activities</li> <li>• Member of treatment team</li> </ul>	Full time dedicated on site.

Dedicated Staff Positions	Qualifications	Minimum requirements	Hours/youth/week
<i>Behavioral Assistant</i>  <i>1 per house</i>	Bachelor's degree in psychology, special education, guidance and counseling, social work or a related field and at least one year of supervised experience in implementing behavior support plans for individuals who have intellectual/developmental disabilities  OR  High School Diploma or GED and at least three years of supervised experience in implementing behavior support plans for individuals who have intellectual/developmental disabilities.	<ul style="list-style-type: none"> <li>Provides Behavioral Assistance (BA) Services exclusively to youth in one house</li> <li>BA services can be performed individually or in a group setting (no more than three youth in one session) that includes: family/caregiver(s); other youth in house and/or; milieu and hub staff as appropriate.</li> <li>Member of treatment team</li> </ul>	Two behavioral assistance sessions each day, five days a week.
<i>Milieu Support Staff represents multiple FTE's per house</i>	BA or HS with 3-5 years' experience, preferably with the MH and I/DD population, providing direct care to youth in a behavioral health agency or institutional setting.	<ul style="list-style-type: none"> <li>Youth orientation (within 1<sup>st</sup> 24 hours)</li> <li>Daily milieu activities</li> <li>Pre-vocational skills training 5 hours weekly</li> <li>Life skills training 2 hours weekly</li> <li>Member of treatment team.</li> </ul>	44 hours per week per youth (represents multiple FTE dedicated on site per house).

Hub Staff Positions	Qualifications	Minimum requirements	Hours/youth/week
<i>Program Director</i>	Relevant Master's Level with 3 years post Master's experience in field (at least one of which shall be in a supervisory capacity, minimum 1 year experience working with I/DD population).	<ul style="list-style-type: none"> <li>Attend monthly treatment team meetings</li> <li>Oversee all quality assurance/program improvement activities</li> <li>Member of treatment team meetings.</li> </ul>	Full time dedicated, on-site. Minimum 10 hours per week per house. Must exclusively serve this program only.

Hub Staff Positions	Qualifications	Minimum requirements	Hours/youth/week
<p><i>NJ licensed therapist (clinician)</i></p> <p><i>OR</i></p> <p><i>Masters level therapist</i></p>	<p>Masters, LCSW, LMFT, LPC, NJ licensed psychologist</p> <p><i>OR</i></p> <p>Masters level therapist (LAC or LSW) under the supervision of NJ licensed practitioner with documented plan to achieve licensure within 3 years.</p>	<ul style="list-style-type: none"> <li>• IMDS strengths and needs assessment (within 1<sup>st</sup> 24 hours)</li> <li>• Psychosocial assessment and report within 96 hours of admission</li> <li>• Initial treatment and crisis plan (within 1<sup>st</sup> 48 hours)</li> <li>• Comprehensive treatment and discharge plan (within 1<sup>st</sup> week)</li> <li>• BA plan within 30 days of admission</li> <li>• Weekly individual trauma informed therapy</li> <li>• Weekly group therapy</li> <li>• Bi-monthly family therapy</li> <li>• Attends and facilitates monthly treatment team meetings</li> <li>• Monthly IMDS assessment review and update</li> <li>• Supervision of non-licensed staff.</li> </ul>	<p>Average of 6 hours per week per youth only within the cluster (must provide clinical service exclusively to the cluster). Some of the treatment will be in a group setting. This includes both direct therapy and clinical presence in the house. Minimum 75% of time will be face to face.</p>
<p><i>Psychiatrist</i></p> <p><i>OR</i></p> <p><i>APN</i></p>	<p>MD, BC/BE/APN. Board certified child psychiatrist</p> <p><i>OR</i></p> <p>Psychiatric APN in affiliation with a board certified child psychiatrist.</p>	<ul style="list-style-type: none"> <li>• Initial treatment and crisis plan (within 1<sup>st</sup> 48 hours)</li> <li>• Psychiatric intake assessment and report (within 1<sup>st</sup> 96 hours)</li> <li>• Monthly medication management meetings</li> <li>• Monthly clinical visit with youth/family</li> <li>• Member of treatment team</li> </ul>	<p>.67 clinical hours per week per youth; 75 % of which must be face-to-face time with youth and/or families. 24/7 availability by contract.</p>
<p><i>Pediatric APN or Pediatrician</i></p>	<p>MD, BC/BE/APN. NJ licensed, board certified.</p>	<ul style="list-style-type: none"> <li>• Pediatric assessment and report (within 1<sup>st</sup> 48 hours)</li> </ul>	<p>24/7 availability by contract.</p>
<p><i>Allied clinical therapist</i></p>	<p>Licensed where applicable.</p>	<ul style="list-style-type: none"> <li>• Recreation/leisure assessment and report (within 1<sup>st</sup> week).</li> </ul>	<p>6 hours per week per youth, may occur in a group setting.</p>
<p><i>Nurse/RN</i></p>	<p>Registered nurse (RN) or a licensed practical nurse (LPN), under the supervision of an RN, with a current NJ nursing license and one year direct care nursing experience with children.</p>	<ul style="list-style-type: none"> <li>• Nursing assessment and report (within 1<sup>st</sup> 48 hours)</li> <li>• Initial treatment and crisis plan consultation (within 1<sup>st</sup> 48 hours, then weekly)</li> <li>• Daily medication dispensing</li> <li>• Weekly health/hygiene/sex education</li> </ul>	<p>1.5 hours per week per youth.</p>

Hub Staff Positions	Qualifications	Minimum requirements	Hours/youth/week
		<ul style="list-style-type: none"> <li>• Monthly medication education</li> <li>• Daily debriefing</li> <li>• Member of treatment team</li> </ul>	
<i>Additional Floating Milieu Support Staff</i>	BA or HS with 3-5 years' experience providing direct care to youth in a behavioral health agency or institutional setting.	<ul style="list-style-type: none"> <li>• Daily milieu activities</li> <li>• Pre-vocational skills training 5 hours weekly</li> <li>• Life skills training 2 hours weekly</li> <li>• Member of treatment team</li> </ul>	Two additional full time milieu support staff positions over and above the 44 hours per house for the exclusive purpose of providing additional support and supervision across the three houses as needed. May not be staff from other programs contracted with CSOC.

**Certification:**

By my signature below, I hereby certify that:

I have the necessary authority to execute this certification to the Department of Children and Families (DCF). If awarded, this document shall continue to certify the understanding of my organization regarding the requirements that shall be met. I understand and acknowledge that failure to abide by the terms of this certification is a basis for DCF's withdrawal of my organization's approval, and if awarded, will serve as part of the contracted deliverables to provide these services for DCF's Children's System of Care.

_____ APPLICANT NAME (Please Print)	_____ SIGNATURE	_____ DATE
_____ CEO OR EQUIVALENT NAME	_____ SIGNATURE	_____ DATE