**Attachment 1**

**Minimum *Staffing Requirements* Attestation**

**New Jersey Department of Children and Families**

**Children’s System of Care (CSOC)**

**Group Home Level 2 I/DD**

The following are the minimum staffing credentials and requirements for a DCF contracted provider of Group Home Level 2 I/DD Services. This is not to be interpreted as comprehensive of the total responsibilities each staff member will manage. The following requirements regarding the hours for each youth are to be documented in a manner that can be audited and reviewed. In the event that there are circumstances in which a youth is not able to participate in the treatment, this must be clearly documented to explain the efforts made to engage the youth and the reasons why the youth was not able to participate.

| Position | Qualifications | Other Requirements | Required work schedule |
| --- | --- | --- | --- |
| *Program Manager* | Bachelor’s degree with 3 years of supervisory experience and relevant experience with youth with I/DD challenges OR a master’s level degree with one-year relevant experience | * Supervise milieu staff and schedules * Oversee daily operational aspects of the home * Arrange and participate in family orientation (within the first 24 hours) * Provide case management * Review and sign all required paperwork (within 24 hours) * Provide on-site family psycho-educational activities consistent with the comprehensive treatment and discharge plan (monthly) * Facilitate treatment team meetings (monthly) * Provide assistance with ADL skills | 40 hours per week;  1 full-time, onsite per home. |
| *Behavioral Health Clinician* | Clinically licensed to practice in New Jersey OR  Master’s degree practitioner who is three years or less from New Jersey licensure and is practicing under the direct and on-site supervision of a clinician who is clinically licensed to practice in New Jersey and who has a minimum of one-year experience working with youth with I/DD | * CompleteaBiopsychosocial (BPS) assessment and report (within the first week) * Complete IMDS Strengths and Needs Assessment (within the first 24 hours and as needed) * Develop a comprehensive treatment and discharge plan (within the first week and update as needed) * Provide individual therapy, if applicable * Provide group therapy if applicable * Provide family therapy with family of origin or natural supports * Attend treatment team meetings | Part-time, dedicated to the home 10 hours per week, must accommodate youth and families’ needs. |
| *Board Certified Behavior Analyst/BCBA* | Master’s degree, with a minimum 1- year experience in the development & implementation of behavior support plans for youth with I/DD | * Implement behavioral support interventions and activities * Provide Applied Behavior Analysis (ABA) - Functional Behavior Assessment and development of a Behavioral Support Plan * Complete the initial crisis plan development, documentation, and consultation (within the first 48 hours of admission) * Complete the initial crisis plan debriefing with family and youth (within the first 48 hours of admission) * Implement the individualized Behavior Support Plan * Provide Positive Behavioral Supports * Provide training and supervision to support staff providing ABA services * Provide direct supervision of the Behavioral Technician as indicated in certification * Modify the Behavioral Support Plan based on frequent, systematic evaluation of direct observational data * Provide coordinated support with agency staff and participating as part of the clinical team * Attend Monthly Treatment Team Meetings | Part-time, 14 hours per week |
| *Behavioral Technician* | Bachelor’s degree in psychology, special education, guidance and counseling, social work or a related field; At least one year of supervised experience in implementing behavior support plans for youth with I/DD; OR  High school diploma or GED and at least three years of supervised experience in implementing behavior support plans for youth with I/DD. | * Provide instruction in Activities of Daily Living * Implement all youth’s individualized Behavioral Support Plans * Provide individual behavioral supports such as Positive Behavioral Supports * Provide training/coaching for the youth to meet the individual’s behavioral needs | Full-time, 40 hours per week  Required work schedule 12pm-8 pm |
| *Registered Nurse/RN* | Currently registered in NJ with one-year direct care nursing experience with youth | * Provide supervision to the Licensed Practical Nurse (LPN) * Implement a quality assurance program * Complete medication audit * Provide consultation as needed | Part-time, 5 hours per week |
| *Licensed Practical Nurse/LPN* | Current NJ practical nursing license & 3 years of direct care nursing experience with youth | * Complete nursing assessment and report (within the first 24 hours) * Assess the physical condition of the youth under the direction of the Medical Director or Psychiatrist/APN and integrate findings into the youth's treatment plan * Provide education and support to direct care milieu staff on the administering of medications and possible side effects, under the direction of the Psychiatrist, APN or physician * Provide injections of medication, as needed, and directed by the prescribing physician(s) * Monitor medication(daily); * Attend shift change meetings (daily) * Provide health/hygiene/sex education to youth * Provide medication education to youth * Attend treatment team meetings, as needed | Part-time, 14 hours per week |
| *Board Certified Child/Adolescent Psychiatrist or APN* | Board certified child and Adolescent Psychiatrist licensed in the State of NJ or Psychiatric Advanced Practicing Nurse (APN) licensed in the State of NJ in affiliation with a board-certified child psychiatrist | * A Board-Certified Child/Adolescent Psychiatrist must complete initial evaluation * An APN may provide ongoing prescription management * Complete a Psychiatric Intake Assessment and report (within the first week) * Participate in the development of the initial treatment and crisis plan (within the first 24 hours) * Participate in medication management meetings, as needed * Complete clinical visit with each youth as needed * Provide clinical consultation with family, as needed * Attend treatment team meeting, as needed | 10 clinical hours per month; 75 % of which must be documented face-to-face time with youth and/or families.  24/7 availability by contract. |
| *Allied Therapist* | Professional with minimum credential of bachelor’s Degree, with a minimum of one (1) year experience working with individuals with I/DD | * Recreation/leisure assessment & report (within 1st week of youth’s intake) * Activities that are structured, guided, documented and participatory in nature; examples may include, but are not limited to: yoga, movement, music, art therapy, vocational, etc.) | 6 hours per week per youth  Allied therapies must be directly related to the youth’s treatment planning needs;  Allied therapies may occur both on grounds and within the community |
| *Milieu Support Staff* | Bachelor’s degree with one-year experience OR HS or equivalent with 3 years’ experience providing direct care to individuals with I/DD in a behavioral health or institutional setting | * Participate in the youth orientation (within the first 24 hours of admission) * Provide and supervise milieu activities (daily) * Provide community integration via focused recreational activities (weekly) * Provide direct youth supervision (daily) * Attend treatment team meeting (monthly) * Provide pre-vocational skills training (daily, as indicated) * Provide Positive Behavioral Supports (daily) * Collect and record data (daily, as indicated) * Provide 1:1 supervision (as indicated) * Provide Instruction/assistance in ADL’s (daily, as indicated) * Provide transportation (as needed) | Multiple FTEs-see shift details chart below for details   |  |  | | --- | --- | | **Milieu 1st Shift** | **3 Milieu Staff + Program Manager** | | **Milieu 2nd Shift** | **3 Milieu Staff** | | **Milieu 3rd Shift (overnight)** | **2 Milieu Staff** |   Shifts must overlap for additional support during transitions |

**Contracted staff to youth ratio - Group Home Level 2 I/DD**

**Ratio Requirements: All youth will be properly supervised (see shift requirements below). Whenever fewer than 5 youth are in the home, a ratio of 1 milieu staff for every 2 youth (with a minimum of 2 staff at all times) must be maintained on first and second shift with a minimum of 2 awake overnight staff on third shift.**

**Minimum staffing structure and required shift schedules - Group Home Level 2 I/DD**

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| --- | --- |
| **Title** | **Shift Requirements** |
| **Program Manager** | **40 hours per week** |
| **Clinician** | **10 hours per week (must accommodate youth and families)** |
| **BCBA** | **14 hours per week** |
| **Behavioral Tech** | **40 hours per week (12pm-8pm)** |
| **RN** | **5 hours per week** |
| **LPN** | **14 hours per week** |
| **Psychiatrist/APN** | **10 hours per month** |
| **Allied Therapists** | **6 hours per week per youth** |
| **Milieu 1st Shift** | **3 Milieu Staff + Program Manager** |
| **Milieu 2nd Shift** | **3 Milieu Staff** |
| **Milieu 3rd Shift (overnight)** | **2 Milieu Staff** |

NOTE: Milieu staff shifts must overlap for additional support during transitions.

By my signature below, I hereby certify that I have read and understand the ***minimum staffing requirements*** for a DCF contracting provider of **Group Home Level 2 I/DD** outlined in this document.

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| CEO or Equivalent  (please print) | Title | Signature | Date |