



## NOTICE

Staffing regulations were published February 3, 1996 and became effective March 4, 1996. Compliance with the staffing regulations will be reviewed by the staff of the Division of Drug and Alcohol Program Licensure during licensing site inspections. To facilitate this review, specific forms and procedures have been developed by the Division. Included are a Staffing Requirements Facility Summary Report, definitions and instructions. All of the attached forms are to be completed reflecting data as of the date of the site inspection since it will be reviewed by the site inspector at the beginning of your on-site inspection. DO NOT MAIL THE COMPLETED FORMS BACK TO THE DIVISION.

If you have questions about the staffing requirements, please contact the Division of Drug and Alcohol Program Licensure at (717) 783-8675.

### General Instructions for Completing Staffing Requirements Facility Summary Report

#### **Definitions:**

Clinical Supervisor – The director of treatment services who supervises counselors and counselor assistants and who meets the education and experience requirements in Chapter 704 (relating to staffing requirements for drug and alcohol treatment activities).

Counselor – An individual who provides a wide variety of treatment services which may include performing diagnostic assessments for chemical dependency, developing treatment plans, providing individual and group counseling and other treatment modes and who meets the education and experience requirements in Chapter 704.

Counselor Assistant – An entry level position for an individual without counseling experience who provides treatment services under the direct supervision of a trained counselor or clinical supervisor. This individual shall complete a structured supervision and training program as delineated in § 704.9 and § 704.11 (g) (relating to supervision of counselor assistant and staff development program). The length of time spent in assistant status is dependent upon previous education and clinical experience and satisfactory completion of the performance evaluation completed during the assistant status.

Facility – The physical location in which ongoing, structured, and systematic drug and alcohol services are delivered. A facility may have more than one activity.

Facility Director – The administrator of the treatment facility who is responsible for the overall management of the facility and staff and who meets the education and experience requirements in Chapter 704.

Primary Care Staff – The group of individuals, including clinical supervisors, counselors, physicians, physician's assistants, psychologists, registered nurses and licensed practical nurses who provide primary care services and those individuals who are responsible for developing and implementing the treatment plan.

Project Director – The administrator of the treatment project who is responsible for the overall management of the project and staff and who meets the education and experience requirements in Chapter 704. (This individual is appointed by the Governing Body to act in its behalf in the overall management of the project. A project may have one or more facilities).

Volunteer – Any person who performs on an ongoing basis the duties an employee or contracted staff person would normally receive compensation for doing.

### **Instructions:**

The Staffing Requirements Facility Summary Report is to be completed **PRIOR** to the licensing site inspection and needs to be available for Licensing staff review and validation.

- The Staffing Requirements Facility Summary Report collects information which will determine compliance with the requirements of 28 Pa. Code 704.2 (b) regarding the Compliance Plan.
- Pages 5-6 of the report are to be completed by the facility using data as of the day of the site inspection.
- Documentation to verify data recorded on these forms is to be maintained by each facility. Licensing staff will conduct a random review of this documentation.
- A separate report must be completed for each facility based on the specific staffing of each facility.

- Each facility must have a facility director, either full or part time.
- Each employee or contracted staff person should be listed only once according to his/her primary position with the exception of activity specific reports on pages 5 and 6.
- This form may be handwritten, if legible. If additional forms are needed, the facility may make copies. Copies do not need to be back to back.
- Questions regarding Department of Health approved curriculums need to be discussed with the Bureau of Drug and Alcohol Programs, (717) 783-8200.
- Questions regarding HIV/AIDS specific training are to be directed to the Division of HIV/AIDS, (717) 783-0572.

### **Page Specific Instructions**

Page 1:

- Date of hire – use last date of continuous employment.

Page 2:

- Facility training year refers to the comprehensive staff development program required by 28 Pa. Code § 704.11 (a). Training hours should be based upon the most recently completed training year.

Pages 3 and 4:

- It is recommended that separate pages be used for each clinical supervisor/lead counselor listing the counselors and counselor assistants for whom they have direct responsibility.
- Full CAC or CCJP - do not list other certifications or licenses.

Pages 5 and 6:

- Complete as of the date of the site inspection.
- Use one page per licensed activity.
- Record the names and indicate the primary position for each staff person providing treatment services for that activity only.

- In computing the number of hours per week, per activity, include time for activities such as direct client contact, record documentation, case consultations, telephone contacts, case management.

Page 7:

- This form is used to indicate all other employees and contracted staff persons; i.e., associate directors, marketers, administrative support, facility support staff, resident managers, program aides.
- Indicate the date the individual annual training plan was developed (required for all staff).

Page 8:

- Complete this page for persons who meet the definition of a volunteer.

Pages 9 and 10:

- This page is only included for detoxification activities. Pages 5-6 should not be completed unless the facility provides other licensed activities. Page 9 of the report is to be completed by the facility in conjunction with the separate Detoxification Activity Schedule (p. 10) using data from the last four full weeks which correlates with the actual hours worked. If several staff work the same shift or shifts overlap, please include all staff and the actual time worked.