



PROVIDER ALERT

Staffing for PRP- Adults July 8 2015

Required Staff (COMAR 10.21.21.10)

- **Program Director**
- **Psychiatric Rehabilitation Specialist**
- **Psychiatric Rehabilitation Direct Care Staff**

1. A **Program Director** shall have sufficient qualifications, knowledge, and experience to execute the duties of the position; shall be knowledgeable about the regulations applicable to the program; and shall be responsible for administrative oversight of the PRP.

Responsibilities and duties:

- Fulfills the administrative requirements under COMAR 10.21.17;
- Fulfills the programmatic requirements of COMAR 10.21.21;
- Keeps the advisory committee, or governing body, whichever is applicable, informed of, at a minimum, the program's approval status and performance;
- Implements Quality management strategies; and
- Ensures the development of a staffing plan that identifies the type and number of staff needed to provide a program of rehabilitation and recovery services for individuals with serious mental illness; and
- May be responsible for the duties of the psychiatric rehabilitation specialist under §B of COMAR 10.21.21.10 as specified in COMAR 10.21.21.11B—D.

2. A **Psychiatric Rehabilitation Specialist** is either a licensed mental health professional or is a rehabilitation counselor who is currently certified by the Commission on Rehabilitation Counselor Certification or a Bachelor's prepared psychiatric rehabilitation practitioner currently certified by the U.S. Psychiatric Rehabilitation Association.

Responsibilities and duties:

- Develops and assures that rehabilitation services meet the needs of the individuals served by the program;
- Oversees the daily program of rehabilitation services; and
- Educates direct care staff on how to provide rehabilitation services that correlate with the goals identified in the individual's Individual Rehabilitation Plan (IRP) or Individual Treatment Review Plan (ITRP).

3. A **Psychiatric Rehabilitation Direct Care Staff** who have forty (40) hours of PRP training before independently providing PRP services; have at a minimum a high school diploma or

equivalency diploma; and are responsible for implementing the rehabilitation activities outlined in the individual's IRP.

Required Program Staff (COMAR 10.21.21.11)

If a PRP have fewer than 30 enrollees, the PRP shall employ either:

- A program director and a psychiatric rehabilitation specialist, each of whom is employed by the program for a minimum of twenty (20) hrs/wk; **OR**
- A program director who is responsible for the duties of the program director and the duties of a psychiatric rehabilitation specialist, if the program director:
 - Has the qualifications described above for the rehabilitation specialist,
 - Is employed for forty (40) hrs/wk and
 - Devotes at least twenty (20) hrs/wk to the development and implementation of rehabilitation services.

If a PRP has 30-100 enrollees, the PRP shall employ either:

- A program director and a psychiatric rehabilitation specialist, each of whom is employed by the program for a minimum of twenty (20) hours per week, and one of whom is employed for an additional twenty (20) hours; **OR**
- A program director who is responsible for the duties of the program director and the duties of the psychiatric rehabilitation specialist, if the program director:
 - Has the qualifications described above for the rehabilitation specialist,
 - Is employed for forty (40) hrs/wk and
 - Devotes at least twenty (20) hrs/wk to the development and implementation of rehabilitation services.

If a PRP has more than 100 enrollees, the PRP shall employ either:

- A program director who is employed 40 hrs/wk: **AND**
- A psychiatric rehabilitation specialist or specialists and staff assigned to administrative duties as follows:
 - A psychiatric rehabilitation specialist who is on site for forty (40) hrs/wk or
 - Two (2) psychiatric rehabilitation specialist, each of whom is on site for at least twenty (20) hrs/wk.
 - If the program director has qualifications described above for the rehabilitation specialist:
 - A psychiatrist rehabilitation specialist who is employed twenty (20) hrs/wk; **AND**
 - Staff designated to devote twenty (20) hrs/wk carrying out assigned administrative duties.

Students (COMAR 10.21.21.13 A)

- The program may use students according to the provisions of COMAR 10.21.17.12 E.

Volunteers (COMAR 10.21.21.13 B)

- The program may use volunteers according to the provisions of COMAR 10.21.17.12 F.

PRP Ratio (COMAR 10.21.21.12)

- 1:10 rehabilitation staff to consumers who are receiving PRP on-site activities or off-site services in a group.

- May not include
 - The program director or
 - volunteers
- May include students only if, in calculating the ratio, three rehabilitation staff are on duty for each student.