



## PROVIDER ALERT

### Staffing for PRP- Minors July 8, 2015

#### Required Staff (COMAR 10.21.29.09)

- **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; is responsible for administrative oversight of the PRP; and possesses a minimum of three (3) years' experience working with emotionally disturbed youth.

#### Responsibilities and Duties:

- Fulfills the administrative requirements under COMAR 10.21.17;
- Fulfills the programmatic requirements of COMAR 10.21.29;
- Keeps the advisory committee, or governing body, whichever is applicable, informed of, at a minimum, the program's approval status and performance; and
- Implements Quality Management strategies

2. A **Psychiatric Rehabilitation Specialist** is a licensed mental health professional with a minimum of two (2) years direct care experience working with emotionally disturbed youth.

#### Responsibilities and Duties:

- Shall advise the program director regarding development and implementation of rehabilitation services that reflect the need of the minors served by the program;
- Has overall responsibility for rehabilitation services
- Develops and assures that rehabilitation services meet the needs of the individuals served by the program;
- Provides oversight for the daily program of rehabilitation services; and
- Shall educate direct care staff on how to document the correlation between rehabilitation activities and the goals identified in the Individual Rehabilitation Plan (IRP) or Individual Treatment Review Plan (ITRP)

3. A **Direct Care Staff** has, at a minimum, a bachelor's or an associate's degree in a health-related field; or thirty (30) hours, or the equivalent, of college credit toward a bachelor's degree in a health-related field; or one (1) year of work experience in a supervised mental health setting. Direct Care staff are supervised by a licensed mental health professional or a rehabilitation specialist, and are responsible for implementing the rehabilitation activities outlined in the minor's IRP.

**Required Program Staff (COMAR 10.21.29.09)**

**If a PRP has fewer than (30) enrollees, the PRP shall employ either:**

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

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

- A program director who is employed by the program for a minimum of twenty (20) hours per week, and a rehabilitation specialist, who is employed by the program for a minimum of forty (40) hours per week; **OR**
- A program director who is responsible for the duties of the program director and the duties of a rehabilitation specialist, if the program director:
  - Has the qualifications described above for the psychiatric rehabilitation specialist.
  - Is employed for forty (40) hours per week by the program
  - Devotes at least twenty (20) hours per week 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 forty (40) hours per week: **AND**
- A rehabilitation specialist or specialists and staff assigned to administrative duties as follows:
  - A rehabilitation specialist who is employed by the program for forty (40) hours per week;
  - Two (2) rehabilitation specialist, each of whom is employed by the program at least twenty (20) hours per week; **OR**
  - If the program director has qualifications described above for the rehabilitation specialist:
    - A psychiatric rehabilitation specialist who is employed twenty (20) hours per week; **AND**
    - Staff designated to devote twenty (20) hours per week carrying out assigned administrative duties.

**Students (COMAR 10.21.29.09 I)**

- The program may use students according to the provisions of COMAR 10.21.17.11 E.

**Volunteers (COMAR 10.21.29.09 J)**

- The program may use volunteers according to the provisions of COMAR 10.21.17.11 F.

**PRP Ratio (COMAR 10.21.29.09 H)**

- 1:6 ratio for rehabilitation staff to consumers who are receiving PRP on site activities or off site services in a group.
- May not include
  - The program director

- Volunteers
- May include students only if, in calculating the ratio, three rehabilitation staff are on duty for each student.