

**APPENDIX # 3
SB 06-131 COMMITTEE**

SUPPLEMENTAL PROGRAM CRITERIA

Specialty Program Identification			
Item	Description	Data Source	Comments
Mission	Definition of program and Mission Statement		Clear criteria to identify population being served and programming being offered.
Policies and Procedures	Written Policy & Procedure Manual covering all key components listed below including a signed Memorandum of Understanding to work collaboratively with Mental Health Centers		Facilities must work collaboratively with Mental Health Centers

Staffing and Education			
Item	Description	Data Source	Comments
Program must be under the direct supervision of a Program Director	Program Director must have prior experience with targeted population.		
Enhanced staffing in Social Services and Activities	Minimum staffing in combined Social Services and Activities is 1 FTE per 15 residents served in program.		
Crisis Intervention Training	Training required for all staff who routinely interact with residents served in program.	Documented annual training	
Behavior Management Training	Training specific to targeted behavioral populations	Documented annual and as needed training	
Population Specific Training	Mental Illness, Neurological Disorders, Dementia, Drug & Alcohol, 27-10 Regulations, Emergency Management and Suicide Prevention.	Documented annual and as needed training	
Psychotropic Medication Training	Training required for all staff who routinely interact with residents served in program. To include: Potential side effects, precautions for proper administration and other possible adverse reactions.	Documented annual and as needed training	

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Staff Support Program	Examples include: Stress Management Training, Post Crisis Support, EAP.	Documented and executed Staff Support Plan	
3 of 4 to meet criteria Psycho-Social Programming			
Item	Description	Data Source	Comments
Therapeutic Groups in addition to regulatory requirements under F248.	Groups must be age appropriate & population specific. Examples include: Healthy Lifestyles, Goal Setting, Effective Communication, Social Skills, Problem Solving, Hygiene, Conflict and Anger Management, Drumming, Art Therapy, Tai Chi, Meditation, Yoga, AA, NA	Must have documented group meetings 2 X per day.	
Therapeutic Work Programs	Program Must Include: Application/Contract, Time Recording System, Reward System.	Must have documented validation of program	
Community Reintegration	Components include: Pass Program with community safety training, Resident specific Life Skills training, Community Outings	Must have documented validation of program	
Behavior Management and Guidelines	Resident specific written guidelines and positive reinforcement.	Must have documented validation of program	
Psychotropic Medication Review			
Item	Description	Data Source	Comments
Clinical Behavior Review with Medication Management	Quarterly review to include: Social Services, Program Director, Nursing, Pharmacist, Mental Health Agency Professional.	Documented meeting and attendance	

Submission of required documentation to PASRR representative from HCPF.

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