

(The Agency) RESIDENTIAL TREATMENT SERVICES

Purpose: To promote the health, safety and welfare of children and adolescents in need of mental health services through residential treatment.

(The Agency) Residential Treatment Services

7.20.11.30 A Residential Treatment Services are provided to children/adolescents with severe behavioral, psychological, neurological, or emotional problems, who are in need of psychosocial rehabilitation in a residential setting. They require active residential psychotherapeutic intervention and a 24-hour therapeutic group living setting to meet their developmental, psychological, social, and emotional needs.

C. The agency maintains and follows policies and procedures for emergency and non-emergency admissions. Admission policies and criteria are based on the client's identified need for Residential Treatment Services.

D. At the time of admission or transfer to Residential Treatment Services the client will be informed of the reasons for the placement/transfer and his/her treatment options. This discussion with the client is documented in the client's record by the admitting professional.

Personnel Qualifications and Responsibilities

7.20.11.30E(The Agency) is responsible to ensure that all staff are qualified, trained, and supervised to provide residential services. See 7. 20.11.15 Criminal Records Checks and Clearances. A full and complete employment history will be completed. In accordance to the definition of employment history, (The Agency) will verify employment for all staff including names, addresses and telephone numbers of employer, immediate supervisors as well as dates of and explanations for any period(s) of unemployment for a minimum of three years immediately prior to hire.

- (1) (The Agency) will ensure that all direct services staff providing Residential Services receive a minimum of twenty hours of pre-service training, including training in:
 - (a) Crisis management/intervention, Behavior Management, personal restraint and seclusion;
 - (b) The agency's emergency procedures, which include CPR and first aid.
- (2) (The Agency) will ensure that all direct services staff possess a high school diploma or G.E. D and one or more of the following:
 - (a) Two years experience working with clients and adolescents with severe psychological/emotional disturbances/neurobiological disorders; or
 - (b) Two years of post-secondary education in a human service related field; or
 - (c) A minimum of 20 hours of documented training, including the twenty hours of pre-service training described in (1) above, and twenty additional hours including the following topics;
 - (i) Etiology and symptoms of emotional disturbances and neurobiological disorders;
 - (ii) Family systems;
 - (iii) Basic communication and problem solving;
 - (iv) Child and adolescent development;
 - (v) Ethnic and cultural considerations related to the clients services;
 - (vi) Action and potential side effects of medications.
- (3) (The Agency) will ensure that required additional training will take place within three months of hire.
- (4) (The Agency) will ensure that all those direct service staff who, prior to beginning direct service work, can provide documentation of a current certificate of training in one or more of the specified areas are not required to repeat that training; their training requirements may be adjusted as justified and documented by the clinical director or

designee.

- (5) The Clinical Director position requirements:
- (a) Clinical Director Qualifications: The clinical director possesses one of the following New Mexico licenses: Physician (Physicians must be Board-certified in Psychiatry or eligible to attain such certification); Psychologist; Licensed Independent Social Worker (LISW); Clinical Nurse Specialist in Child Psychiatric Nursing; Registered Nurse (RN) with a Master's in Psychiatric Nursing; Licensed Professional Clinical Mental Health Counselor (LPCC); and Licensed Marriage and Family Therapist (LMFT);
 - (b) In addition to having one of the above licenses, the clinical director is required to have a minimum of two years of experience in clinical practice with clients, adolescents, and families.
 - (c) Clinical Director responsibilities: The responsibilities of the clinical director are to provide clinical oversight of the services, as well as to provide supervision, support, and consultation to all agency staff.
- (6) Clinical Supervisor Qualifications: The clinical supervisor possesses one of the following New Mexico licenses: Physician (Physicians must be Board-certified in Psychiatry or eligible to obtain such certification); Psychologist; Licensed Independent Social Worker (LISW) or other Licensed Independent Practitioner in a related field; Clinical Nurse Specialist in Child Psychiatric Nursing; Registered Nurse (RN) with a Master's in Psychiatric Nursing; Licensed Professional Clinical Mental Health Counselor (LPCC); or Licensed Marriage and Family Therapist (LMFT). In addition to having one of the above licenses, the clinical supervisor is required to have a minimum of two years of experience in clinical practice with clients, adolescents and families.
- (7) Therapists qualifications: Therapists providing individual, family and/or group therapy must meet either the necessary licensed requirements as listed for clinical supervisor or possess one of the following New Mexico licenses: Licensed Professional Mental Health Counselor (LPC); Licensed Master's Social Worker (LMSW); Licensed Art Therapist (LAT); or Licensed Mental Health Counselor (LMHC).

(The Agency) Residential Treatment Services

- 7.20.11.30F(1) (The Agency) Residential Treatment Services are provided through a treatment team approach and the roles, responsibilities and leadership of the team are clearly defined.
- (2) (The Agency) provides a daily structured program that meets clients' needs as identified in the comprehensive assessment and as prescribed in the treatment plan. The following services are provided:
- (a) Individual, family, and group therapy, at the level of frequency documented in the treatment plan.
 - (b) Access to timely and necessary medical care;
 - (c) Supervision of self-administered medication, if appropriate;
 - (d) Crisis intervention;
 - (e) Educational services;
 - (f) Activities of daily living;
 - (g) Recreation, leisure time and other planned therapeutic activities.
- (3) The agency provides services, care, and supervision at all times, including:
- (a) The provision of, or access to, medical services on a 24-hour basis;
 - (b) Maintenance of a staff-to-client ratio appropriate to the level of care and needs of the clients.
 - (i) For Residential Treatment Services, the minimum ratios are one to six during the day and evening shifts and one awake staff to twelve clients during the night shift.
 - (iii) Additional staff must be provided if the clinical needs of the client population

are high.

- (iv) A written schedule must be maintained by the agency to document the staffing ratios.
 - (c) Arrangements for, and provision of, supervision for off-grounds activities, including transportation, in accordance with minimum and need-based ratios; and
 - (d) Arrangements for, and provision of responses to significant life events that may affect the client's treatment when out of the facility.
- (4) Services and activities are appropriate to the age, behavioral, and emotional development level of the client.
- (5) When not therapeutically or legally contraindicated, the agency encourages parent/client contact and makes efforts at family reunification. Such contacts and efforts are documented as they occur. If reunification is contraindicated, the reason is documented in the client's record at the time that determination is made, and the issue is reconsidered when indicated.
- (6) The following factors will be considered in determining the appropriate level of services and supervision.
- (a) Risk of victimizing others;
 - (b) Risk of inappropriate consensual activity;
 - (c) Risk of being victimized by others;
- (7) (The Agency) treatment plans contain all the elements outlined in Section 7.20.11.23 of the General Standards Certification requirements.

Providing Residential and Group Home Services in the same facility

7.20.11.30G(1) Residential Treatment Services and Group Home Services may be provided in the same licensed facility when the agency ensures the health and safety of all clients present.

- (2)(3)(4) When and if Residential Treatment Services and Group Home Services populations are mixed, the agency documents that the clinically-based criteria have been met to address safety issues, and the minimum staffing ratios for Residential Treatment Services apply.