

(The Agency) GROUP HOME SERVICES

Purpose: To promote the health, safety and welfare of children and adolescents in need of mental health services through group home placement.

(The Agency) Group Home Services

7.20.11.30 B.(The Agency)Group Home Services are provided to children/adolescents with severe behavioral, psychological, neurobiological, or emotional problems, who are in need of active psychotherapeutic intervention, who require a twenty-four hour therapeutic group living setting to meet their developmental, social and emotional needs, and/or who are in transition from a higher level of care to a lower level of care.

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 Group Home Services.

D. At the time of admission or transfer to Group Home Services, (The Agency) informs the client 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

7.20.11.30 E (The Agency) is responsible to ensure that all staff are qualified, trained, and supervised to provide group home services. See 7.20.11.15 Criminal Records Checks and Clearances general provisions. In addition, 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 Group Home Services receive a minimum of twenty hours of pre-service training, including training in:
Crisis management/intervention, Behavior Management, personal restraint and seclusion;
 - (a) The agency's emergency procedures, which include CPR and first aid.
- (2) (The Agency) will ensure that all direct service 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 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.

(The Agency) will ensure that the clinical positions meet the following requirements to fulfill the responsibility of their job description.

(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) Group Home Services

7.20.11.30 F(1) Group Home 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 client's needs as identified in the comprehensive assessment and as prescribed in the treatment plan (see General Provision Standards

7.20.11.23) 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 applicable
- (d) Crisis intervention
- (e) Educational services
- (f) Activities of daily living
- (g) Recreation, leisure time and other planned therapeutic activities
- (h) Planning of discharge and aftercare services: To facilitate timely and appropriate post discharge care, regular assessments are conducted to support discharge planning and effect successful discharge with clinically appropriate aftercare services. This discharge planning begins when the client is admitted to Residential Treatment Services and is updated and documented in the client's record at every treatment plan review, or more frequently as needed.

- (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.
 - (ii) For Group Home Services, the minimum ratios are one to eight 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 staff 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) (The Agency) will ensure that all 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 Agency) considers the following factors 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) Group Home treatment plans contain all the elements outlined in Section 7.20.11.23 General Provision Standards of these Certification Requirements.

Providing Group Home and Residential Treatment Services in the same facility

7.20.11.30G (The Agency) will address all health and safety issues for all clients when Group Home and Residential Treatment Services are provided in the same licensed facility

- (2)(3)(4) (The Agency) will ensure when Residential Treatment Services and Group Home Services populations are mixed, (The Agency) will document that the clinically-based criteria has been met to address safety issues, and the minimum staffing ratios for Residential Treatment Services apply.