

## **Division of Services for People with Disabilities Enhanced Staffing Support Guideline**

### **Introduction:**

This guideline is for use by Support Coordinators (SCE's) with persons who receive Residential Services in a 24- hour residential setting that are requesting or are currently receiving 4 or more hours per day of 1:1 staffing at their residential site.

Using the following guidelines you can evaluate if the enhanced staffing requests are necessary and determine how the additional supports will be used to address the identified needs of the person.

This is to be completed by the SCE making a new Enhanced Staffing request, and /or requesting the continuation of Enhanced Supervision. **Enhanced staffing authorizations may not exceed a one-year period; however additional requests may be submitted for consideration of continued support.**

### **INITIAL REQUEST FOR ENHANCED SUPERVISION**

- 1.) The SCE must complete the Enhanced Staffing Review Form and submit it to the Crisis Assessment and Additional Needs Administrator, or their designee, for the initial request. Funding for Enhanced Staffing will come from available RAS one time funds. The Crisis Assessment and Additional Needs Administrator will determine how long the request will be approved. An initial approval will not exceed one-year.
- 2.) The Person Center Planning team should meet, as soon as possible, to incorporate within the person's existing plan specific staff actions, data to be collected, and/or documentation to be completed to support the Enhanced Staffing.
- 3.) All persons receiving enhanced staffing must be reviewed on an annual basis. The Enhanced Staffing Request Form and support documentation will need to be resubmitted to the Crisis Assessment and Additional Needs Administrator, or their designee, in order to continue receiving enhanced staffing. New and/or updated 930 forms should be submitted to [dspd929-920@utah.gov](mailto:dspd929-920@utah.gov)

### **CONTINUATION REQUEST FOR ENHANCED SUPERVISION**

Those persons currently receiving enhanced staffing supports must complete the Enhanced Staffing form in order to justify on-going Enhanced Staffing. Enhanced Staffing can be approved up to one-year and must be reviewed on an annual basis.

- 1) The support coordinator (SCE) will review and document the status of the enhanced staffing on a monthly basis. This is to be done by including the additional questions found in the Enhanced Staffing Monthly Review guidelines within their current monthly summaries.
- 2) The Crisis Assessment and Additional Needs Administrator, or their designee, will review the approval for continued Enhanced Staffing at least annually to assure that the level of enhanced staffing is still required. The SCE should review the need for continued Enhanced Staffing at the time of their annual planning meeting.

### **COMPLETION OF THE REQUEST FOR ENHANCED STAFFING FORM**

#### **1. What is the Current Situation?**

- Why is enhanced staffing necessary at this time to maintain the person in his/her community setting?
- What is the current staffing level and what Incident Reports, if any, help justify the need for additional staff supports?
- Are there exceptional medical needs that require additional staff supports?

#### **2. What is the purpose/goal of the enhanced staffing?**

- What are the desired outcomes of enhanced staffing?
- Does the SIS indicate needs related to target behaviors and medical needs?
- How will the purpose / goal be accomplished with additional staffing?

**3. What will the person gain from receiving an enhanced staffing level?**

- What activities, programs, training opportunities, behavioral replacement supports, etc., will be provided that would not be possible without the enhanced staffing?

**4. What less restrictive alternatives were considered and why were these alternatives not implemented or deemed ineffective?**

- What types of less restrictive trials have been tested?
- When was the last time less restrictive programs were implemented?
- What other types of residential supports (placements) has this person (lived in) received?

**5. List times and places enhanced supervision will be provided and the level of supervision.**

Circle One:

- In every location.
- Only in the following locations – Specify.
- Times of day
- Level of supervision:

Arms Length Supervision. An assigned staff person must remain within 36 inches (3 feet) of the person, keep that person constantly within his or her line of sight, and be able to intervene immediately as needed.

Close Proximity Supervision. An assigned staff person must remain within \_\_\_\_\_ feet (no greater than 15 feet) of the person, keep that person constantly within his or her line of sight, and be able to intervene within five (5) seconds.

Line-of-Sight Supervision. An assigned staff must remain within twenty-five (25) feet of the person, keep that person constantly within his or her line of sight, and be able to intervene as needed within ten (10) seconds.

Heightened Supervision. The staff in the area must know where the person is at all times, visually observe the person within \_\_\_\_\_ minute (no greater than 15 minute) intervals, and be able to intervene as needed.

General Supervision. The level of supervision is no greater than for anyone else in the same area, and is provided through established staffing patterns and routines.

- Specify exceptions e.g. Bathroom, private bedroom, vehicle, home visit. Indicate locations excluded, and instructions for those locations.
- Explain what specific activities will this staff be engaged in while supporting the persons on at1:1 ratio?

**6. What are the exit criteria or plan to fade the enhanced staffing?**

- A plan should be developed to address how the enhanced staffing ratio will be decreased within the additional funding period.
- How are the enhanced staffing supports being used to teach replacement behaviors that will allow a decrease in staffing hours?
- Are additional medical and psychiatric supports going to be accessed through the state plan?

**7. Is the behavior support plan current and effective?**

- Is there a current behavioral plan addressing the reasons for the enhanced staffing plan in the person's file?
- Does the behavioral plan address the current target behaviors?
- Is the plan in compliance with Behavioral Supports contract and rule?
- Do the monthly summaries support the effectiveness of the behavior support plan?

**8. Does monthly summary documentation support the effectiveness of the enhanced staffing? (Only answer if request is for continuation of enhanced staffing)**

- Are monthly summaries received each month?
- Are changes made to the Action Plan and /or Behavior Support Plan when interventions are not working?
- Is the team meeting regularly to discuss the situation and progress towards the goals?