

<p style="text-align: center;">York/Adams Drug and Alcohol Commission Treatment Policy and Procedure Manual</p>	<p><i>Number: C-16</i></p> <p><i>Policy: Supervision & Staffing Qualifications</i></p>
<p><i>Creation Date : 6/1/20</i> <i>Effective Date: 7/1/20</i></p>	<p style="text-align: right;"><i>Page: 1 of 1</i></p>

I. Purpose:

To establish guidelines for supervision and staffing qualifications for Case Management Services

II. Policy:

Supervision:

Supervision of staff providing case management services should be designed to ensure the adequate provision of those services. As such:

1. Supervision of new staff performing case management functions without having received required core trainings must include a combination of job shadowing and direct observation of Level of Care Assessments (LOCA)
2. The case management supervisor must document close supervision and review of written documentation, to include LOCA and the most current DDAP placement Summary Sheets, until the case manager has received all required trainings.

Staffing Qualifications:

Supervisors of staff delivering case management services must meet the MET requirements established by the State Civil Service Commission for the Case Management Supervisor or Treatment Specialist Supervisor.

Supervisors of case management staff in a contracted and licensed facility must meet either the MET requirements for the supervisory classifications referenced above or the staffing regulations for Clinical Supervisor, 28 Pa. Code § 704.6, or Lead Counselor, 28 Pa. Code §§ 704.6(d), 704.11(f)(3).

Staff delivering case management services must meet the minimum education and training (MET) requirements established by the State Civil Service Commission for one of the following classifications:

- D&A Case Management Specialist;
- D&A Case Management Specialist Trainee;
- D&A Treatment Specialist; or
- D&A Treatment Specialist Trainee.

If case management services are being performed by a contracted and licensed drug and alcohol treatment facility, staff delivering services must meet either the MET requirements for the classifications referenced above or the staffing regulations for either a Counselor, 28 Pa. Code § 704.7 or Counselor Assistant, 28 Pa. Code § 704.8.

An individual who meets the qualifications of a counselor or counselor assistant but is providing case management services, must deliver the services separately from treatment or therapy services.

Approved By:



YADAC Administrator

6/1/20

Date