

**MILLE LACS BAND OF OJIBWE
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

Department: Substance Use Disorders-Four Winds Lodge

Policy Number: HHS-SUD-FW 4724

Policy Title: Staff Qualifications and Requirements

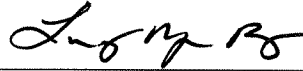
Attachments:

Revision History: 1/7/2018

Revised by/Date: Lindsay Misquadace-Berg 7/2021

Approved by:

Lindsay Misquadace-Berg, Four Winds Treatment Director



Date:

8/2/2021

Approved by:

Nicole Anderson, Commissioner of HHS



Date:

8-8-2021

POLICY STATEMENT: It is the policy of Mille Lacs Band Four Winds Lodge that all staff working directly with clients must be qualified to do so.

PURPOSE: The purpose of this policy is to set a standard and expectation for requirements of staff qualifications.

PROCEDURE:

- A. All employees working directly with clients must meet the following qualifications:
1. Must be 18 years of age or older.
 2. Must be able to document freedom from chemical use problems:
 - a. The Treatment Director, supervisors, counselors, nurses and other professionals must be free of chemical use problems for at least two (2) years immediately preceding their hiring and must sign a statement attesting to that fact.
 - b. Paraprofessionals and all other staff members with direct client contact must be free of chemical use problems for at least one (1) year immediately preceding their hiring and must sign a statement attesting to that fact.
 3. As a condition of employment, staff members with direct client contact must sign a statement attesting to being free from chemical use problems but are not required to sign additional statements. Employees have the responsibility to report to the supervisor subsequent chemical use problems.
 4. Staff members with direct client contact who are not free of chemical use problems must be removed from any responsibilities that include direct client contact for the time periods listed in 2 a. and b. The time period begins to run on the date the employee began receiving treatment services or the date of the last known incident of chemical use
 5. Employee Background Study must be received and reviewed by Mille Lacs Band Human Resources.
 6. Licensure or Certification by the Minnesota Board of Behavioral Health and Therapy (BBHT), Upper Midwest Indian Council on Addictive Disorders (UMICAD) or International Certification & Reciprocity Consortium (IC&RC) will be verified upon hire and in compliance with Mille Lacs Band HHS credentialing procedures.

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- B. The Treatment Director must meet all of the above qualifications as well as:
1. Must be able to document at least one year of experience in working with individuals with chemical use problems or one year experience in the management or administration of direct services to individuals with addiction problems; and
 2. Have a baccalaureate degree, or three years of work experience in administration or personnel supervision in human services.
- C. The Alcohol and Drug Counselor Supervisor must meet all of the qualification listed in Part A and:
1. Must be certified as an Alcohol and Drug Counselor Clinical Supervisor with BBHT or UMICAD and must be competent in screening, intake, orientation, assessment, treatment planning, counseling, case management, crisis intervention, client education, referral, report and record keeping, and consultation with other professionals regarding client treatment and services.
 2. Must have three (3) or more years of experience in the provision of individual and group counseling to chemically dependent clients except that, prior to January 1 2005, an individual employed in a program formerly licensed under 9530.5000 to 9530.6400 is required to have one or more years of experience
- D. The Alcohol and Drug Counselor must meet all of the qualifications listed in Part A and:
1. Must be either licensed or exempt from licensure under Minnesota Statutes, chapter 148C.
 2. Must document competence in screening for and working with clients with mental health issues through education, training and experience.
- E. Paraprofessionals must meet all of the requirements listed in Part A, and:
1. Have knowledge of client rights and staff responsibilities.
 2. A paraprofessional may not admit, transfer or discharge clients but may be the person responsible for the delivery of treatment services.
- G. Student interns must be supervised by a qualified staff member who is responsible for all treatment services provided by the student intern.
- H. Each individual who provides treatment services will, on an annual basis, be determined to be competent to provide such services by reason of education, training, experience and findings of quality assessment and improvement activities. All documentation regarding competency shall be kept by the supervisor of the respective discipline.
- I. Staffing requirements:
1. The program must have a qualified Treatment Director.
 2. The program must have an alcohol and drug counselor supervisor.
 - a. If an alcohol and drug counselor is simultaneously an alcohol and drug counselor supervisor or treatment director, that individual must be considered a 0.5 full-time equivalent alcohol and drug counselor for purposes of meeting staffing requirements.
 3. The Treatment Director must designate a responsible staff member who, when present in the facility, is responsible for delivery of treatment services. A designated staff person must be on duty during all hours of operation.
 4. Staffing requirements for alcohol and drug counselors include:
 - a. Counselors will not be scheduled to dedicate more than 75 percent of time to providing programming and/or direct care services.
 - b. A counseling group must not exceed an average of sixteen (16) persons. Acceptable group size is determined by the Treatment Director based on client needs.
 3. Programs that specialize in the treatment of persons with chemical abuse or dependency and mental

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- health problems must:
- a. Demonstrate that staffing levels are appropriate for treating clients with chemical abuse or dependency and mental health problems, and that there is adequate staff with mental health training.
 - b. Have continuous access to a medical provider with appropriate expertise in prescribing psychotropic medications.
 - c. Have a licensed mental health professional available for staff supervision and consultation.
 - d. Have individual psychotherapy and case management available during the treatment process.
7. When clients are present, in case of medical emergency:
- a. At least one staff person on the premises must have a current American Red Cross standard first aid certificate or an equivalent certificate; and
 - b. At least one staff person on the premises must have a current Red Cross, Community, American Heart Association, or equivalent CPR certificate.
 - c. A single staff person with both requirements satisfies both requirements.

Internal and/or External References	MCT Ordinance 19, XII, 1201
	MN Rules subpart 9530.6565 Staff Qualifications
Compliance - Posting Date	8/8/2021 <i>UA</i>
Replaces – Policy Number	
Next Review - Due Date	8/2024