



PACT SERVICES PACT Staffing Plan DBHDS- Office of Licensing

P A C T	Program of Assertive Community Treatment	Name:	H O U R S Per Wk	Education Degree (e.g., MD, MSW, MS, MA, BS, BA, AA, HS)	License / Certificate (e.g., MD, LCSW, LPC, CSAC, CRC, CPRP, RN, LPN)	QMHP (Q) QPPMH (P)	# Yrs Exp in MH
	Census = _____ (≤ 120)						
	Staff Position:						
1.	Team Leader						
2.	Nurse						
3.	Nurse						
4.	Nurse						
5.	Substance Abuse Specialist						
6.	Vocational Specialist						
7.	Other MH Professional						
8.	Other MH Professional						
9.	Other MH Professional						
10.	Peer Specialist						
11.							
12.							
13.							
14.	Program Assistant						
15.	Psychiatrist						

Standards Check:

_____ Sum Hours Per Wk #1 - #13 ≥ 400 _____ 80% of #1 - #13 = QMHP _____ #1 = QMHP, Yrs Exp ≥ 3 _____ #10 = QMHP or QPPMH
 _____ #10 = MH/SMI Service Recipient _____ #2 = RN, Yrs Exp ≥ 1 _____ #3 - #4 = RN, Yrs Exp ≥ 1 or _____ #3-#4 = LPN, Yrs Exp ≥ 3
 _____ ≥ ½ of #5 - #9 = Master's _____ Hours Per Wk #14 ≥ 40 _____ #15 = Board Cert. or Elig. _____ Hours Per Wk #15 ÷ census ≥ .32
 _____ Census ÷ FTEs (excluding #14, #15) ≤ 10

Notes: _____



PACT Licensing Standards Checklist

- Team holds daily meetings Monday through Friday (at least four times per week) to plan and review services.** *(attach schedule)*
- Team operates at least 12 hours each weekday and 8 hours each weekend day and holiday.** *(attach schedule)*
- Team is available 24 hours daily and provides after-hours on-call services by telephone and/or in person.** *(attach schedule)*
- Team makes crisis services available 24 hours per day or** **Team coordinates with crisis services daily.** *(attach schedule/agreement)*
- Team provides multiple consumer contacts weekly. Total weekly contacts divided by total census is ≥ 3 .**
- Team provides face-to-face contact to all consumers. Exceptions are explained in individual consumer records.**
- Daily Team meetings are held at regular times to:**
- Review status and** **note last contact with ALL consumers**
 - Assign daily tasks** **Assign weekly tasks** **Revise ISPs**
 - Plan for crisis services** **Add/revise planned contacts**
- Team maintains daily log that includes:** **Consumer roster** **Brief individual service contact notes**
- Team maintains individual weekly notes for each consumer noting progress in achievement of ISP goals and objectives.**
- Team maintains individual assessments including all of the following domains:**
- 1. Psychiatric history, mental status and diagnosis, including the content of an advance directive;
 - 2. Medical, dental and other health needs;
 - 3. Extent and effect of drug or alcohol use;
 - 4. Education and employment including current daily structures use of time, school or work status, interests and preferences and the effect of psychiatric symptomatology on educational and employment performance;
 - 5. Social development and functioning including childhood and family history, culture and religious beliefs leisure interests and social skills;
 - 6. Housing and daily living skills, including the support needed to obtain and maintain decent, affordable housing integrated into the broader community; the current ability to meet basic needs such as personal hygiene, food preparation, housekeeping, shopping, money management and the use of public transportation and other community based resources;
 - 7. Family and social network including the current scope and strength of a individual's network of family, peers, friends, and co-workers and their understanding and expectations of the team's services;
 - 8. Finances and benefits including the management of income, the need for and eligibility for benefits and the limitations and restrictions of those benefits; and
 - 9. Legal and criminal justice involvement including the guardianship, commitment, representative payee status and the experience as either victim or accused person.