

2960.0560 PERSONNEL STANDARDS.

Subpart 1. **Staffing plan approval.** In addition to the staffing plan approval criteria in parts 2960.0100 and 2960.0150, subpart 3, the certifying authority must use the criteria in items A and B to approve a correctional program services staffing plan.

A. A facility having 25 or more residents must have at least one staff person designated to develop, implement, and coordinate recreational programs for the residents. The person designated to develop, implement, and coordinate the recreational programs must have the training or experience needed to perform the duties of the position.

B. In coeducational or female-only programs, female resident housing units must, at a minimum, have one female staff person on duty during night time hours. The license holder must exceed the minimum staff-to-resident ratio if necessary to meet this requirement.

Subp. 2. **Staff qualifications.** In addition to the requirements of parts 2960.0100 and 2960.0150, the license holder must designate an individual as:

A. the administrator, who must have at least a bachelor's degree in the behavioral sciences, public administration, or a related field. The administrator must be responsible for ongoing operation of the facility, and maintenance and upkeep of the facility; and

B. a program director, who must have the qualifications in subitems (1) and (2):

(1) a bachelor's degree in the behavioral sciences or a related field with at least two years of work experience providing correctional services to residents; and

(2) one year of experience or training in program administration and supervision of staff.

Subp. 3. **Supervision of treatment.** The program director must:

A. supervise the development of each resident's individual treatment plan;

B. be involved in the resident's treatment planning process and sign the resident's individual treatment plan;

C. supervise the implementation of the individual treatment plan and the ongoing documentation and evaluation of each resident's progress; and

D. document on a biweekly basis a review of all the program services provided for the resident in the preceding week.

Subp. 4. **Initial staff orientation training.** A staff person who provides correctional program services must complete orientation training related to the specific job functions for which the staff person was hired and the needs of the residents the person is serving. During the first 45 calendar days of employment, and before assuming sole responsibility for care

of residents, staff who provide correctional program services must complete training in the topics in items A to G:

- A. the license holder's policies and procedures related to correctional program services;
- B. resident rights;
- C. emergency procedures;
- D. policies and procedures concerning approved restrictive procedures;
- E. rules of conduct and policies and procedures related to discipline of the residents;
- F. emergency and crisis services; and
- G. problems and needs of residents and their families.

No staff person may participate in the use of physical holding, seclusion, or other restrictive procedures with a resident before completing approved training according to item D.

Subp. 5. **Individual staff development and evaluation plan.** The license holder must ensure that an annual individual staff development and evaluation plan is developed and implemented for each person who provides, supervises, or directly administers correctional program services. The plan must:

- A. be developed within 90 days after the person begins employment and at least annually thereafter;
- B. meet the staff development needs specified in the person's annual employee evaluation; and
- C. ensure that an employee who provides, supervises, or directly administers program services has sufficient training to be competent to deliver the correctional services assigned to the employee.

Statutory Authority: *L 1995 c 226 art 3 s 60; MS s 241.021; 245A.03; 245A.09*

History: *28 SR 211*

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