

Standard for 1:1 Staffing Ratio in a Residential Setting

Indiana Department of Child Services – Residential Licensing

This standard is an addendum to the Residential Treatment Services Provider Contract for residential programs seeking 1:1 staffing ratio for a child.

Definition

1:1 Staffing can be defined as the use of additional staff, outside of the direct care workers already on the unit, to program a youth at a ratio of 1 staff to 1 child. This is done when there is extreme risk to the well-being of the child or others in the program if the child in question is not kept at this level of supervision. The additional staff must be dedicated to the child and cannot be used in any other capacity during the 1:1 time.

- 1:1 Staffing is also defined by the assigned staff person being within arm's reach unless the child is escalated by physical proximity, in which case staff can remain farther away but still close enough to intervene immediately to meet the child's needs. In cases where proximity contraindicates 1:1 staff being within arm's reach, documentation would need to support utilization.
- Each program should also develop clear and concrete protocols for the development of individualized plans for each child placed on a 1:1. These must include a plan for supervision at all times, including bathroom usage, shower time, and sleep time.

Requests for 1:1 Staffing

Requests for 1:1 Staffing should include:

- Name of the child
- Date of admission
- Current program/unit
- Number of hours for 1:1 (typically 8, 16, or 24)
- Reason for request (This can include any or all of the following: specific behaviors occurring, risk related concerns, historical data pertaining to the need for increased supports)
- What are the projected indicators the program expects to see in order for the 1:1 to be reduced/ended?
- Any additional and relevant information

Specifically, requests should include details regarding what other attempts were made to keep the youth safe up to and including the 1:1 that is being requested. This includes but is not limited to: what efforts were made to alter the environment to ensure safety, removing harmful items from access, increasing frequency of staff monitoring, identifying drivers for the behaviors that are occurring, attempts made to address those drivers and careful analysis of incidents involving the youth to identify and eliminate possible triggers to behaviors that compromise youth safety. Requests should also detail any staffing accommodations or arrangements that have already been implemented for the purpose of stabilization of the youth in accordance with the residential contract (1.E.2).

Requests should be submitted to the Assistant Deputy Director, the Residential Licensing inbox (residential.licensing@dcs.in.gov), and the Residential Facility's assigned Residential Licensing Specialist via email. Depending on the thoroughness of the initial request, these will be reviewed and approved or

denied by the Deputy Director of Child Welfare Services or designee no later than within 3 business days.

Expectations when 1:1 Staffing is Implemented

The additional staff must be dedicated to the child and cannot be used in any other capacity during the 1:1 time. The facility must retain documentation of each staff dedicated to the Child which must include at least the names of staff and the days/hours worked.

It is also expected that throughout the time the child is on 1:1 staffing that the program will be documenting the continuous observation of the child. Because the 1:1 staffing is considered a type of special precaution to ensure safety of the child, the agency should follow its policies and procedures for documenting observation of special precautions when documenting the observation of the child on 1:1 staffing.

It is expected that the continued need for 1:1 staffing will be reviewed by the youth's treatment team bi-weekly and justification for its continuance should be reflected in the program's monthly report for this child. At least once each quarter, Residential Licensing will follow-up and request a status update for each youth on a 1:1 staffing.

Termination of 1:1 Staffing Arrangement

Residential providers should determine, based on data and internal staffing, when it is appropriate to end a 1:1 Staffing arrangement. This determination can also be made in conjunction with staffing with the placing agent/Child and Family Team. The Residential provider must send a notice via email to terminate the 1:1 staffing arrangement. This should be sent to: residential.licensing@dcs.in.gov, the assigned Residential Licensing Specialist, and the FCM/Probation Officer. This notice should include the planned end date the 1:1 Staffing. Residential Licensing will confirm receipt of the end date for the specialized precaution.