Community Support Coordination (CSC) Staffing Requirements

Staffing Definitions and Requirements

Relevant Definitions — 12VAC35-105-20

“Coordinated specialty care” or “CSC”

means an evidence-based treatment approach that supports the recovery of adolescents and young adults experiencing an initial onset of psychosis. CSC provides coordinated, targeted treatment in the early stages of mental illness through integrated medical, psychological, and rehabilitative interventions.

“Designated employee”

means a provider's named employee or contractor who is at least 18 years of age and who has met the appropriate prerequisites as specified in 12VAC35-105.

“Licensed mental health professional” or “LMHP”

means a physician, licensed clinical psychologist, licensed professional counselor, licensed clinical social worker, licensed substance abuse treatment practitioner, licensed marriage and family therapist, certified psychiatric clinical nurse specialist, licensed behavior analyst, licensed psychiatric/mental health nurse practitioner, or a licensed psychological practitioner.

“Licensed mental health professional-resident” or “LMHP-R”

means the same as “resident” as defined in 18VAC115-20-10 for licensed professional counselors, 18VAC115-50-10 for licensed marriage and family therapists, or 18VAC115-60-10 for licensed substance abuse treatment practitioners. An LMHP-R shall be in continuous compliance with the regulatory requirements of the applicable counseling profession for supervised practice.

“LMHP-resident in psychology” or “LMHP-RP”

means an individual in a residency as that term is defined in 18VAC125-20-10 for clinical psychologists. An LMHP-RP shall be in continuous compliance with the regulatory requirements for supervised experience as found in 18VAC125-20-65. LMHP-RPs also include licensed psychological practitioners working under supervision of a licensed clinical psychologist in accordance with 18VAC125-20-58 and 18VAC125-20-59.

“LMHP-supervisee in social work,” “LMHP-supervisee,” or “LMHP-S”

means the same as “supervisee” as defined in 18VAC140-20-10 for licensed clinical social workers. An LMHP-S shall be in continuous compliance with the regulatory requirements for supervised practice as found in 18VAC140-20-50.

“Qualified mental health professional” or “QMHP”

means the same as the term is defined in § 54.1-3500 of the Code of Virginia.

“Qualified mental health professional-trainee” or “QMHP-T”

means the same as the term is defined in § 54.1-3500 of the Code of Virginia.

12VAC35-105-1428. Service delivery.

A. A CSC program shall meet the following programmatic requirements in accordance with the individual's assessment and ISP.

1. Treatment planning may be developed through a team approach, but the ISP shall be signed and overseen by a LMHP.

2. Psychiatric services to include a comprehensive psychiatric evaluation, medication prescription monitoring, and contact with the individual. The psychiatric evaluation shall be completed as soon as possible but no later than 30 days after admission. Psychiatric services shall be provided by a psychiatrist, psychiatric nurse practitioner, or nurse practitioner or physician assistant working under the supervision of a psychiatrist.

3. Psychotherapy provided by a LMHP, LMHP-R, LMHP-RP, or LMHP-S.

4. Family education and support provided by any team member acting within the scope of their practice.

5. Health Literacy Support. an LMHP, LMHP-R, LMHP-RP, LMHP-S, nurse practitioner, occupational therapist, certified substance abuse counselor (CSAC), certified substance abuse counselor-supervisee (CSAC-S), RN, or LPN.

6. CSC rehabilitation skill-building by an LMHP, LMHP-R, LMHP-RP, LMHP-S, QMHP, QMHP-T, occupational therapist, CSAC, CSAC-S, or registered PRS.

7. Care coordination by a LMHP, LMHP-R, LMHP-RP, LMHP-S, QMHP, QMHP-T, CSAC, CSAC-S, RN, LPN, or registered PRS.

8. Crisis support provided by a LMHP, LMHP-R, LMHP-RP, LMHP-S, QMHP, or QMHP-T. Crisis support shall include the development of the individual's crisis mitigation plan.

a. Crisis support shall be available 24 hours a day, seven days a week.

b. If the individual's condition progresses to require a higher level of care, the individual shall be referred to the appropriate level of care. Before referring to any external crisis resource, the provider shall attempt internal crisis support.

9. Peer recovery support services by a registered PRS.

B. A CSC program shall participate in the completion of quality service reviews conducted by DBHDS.

C. A CSC program shall furnish information and documentation on request and in the form requested by DBHDS.

12VAC35-105-1429. Treatment team and staffing.

Each CSC provider shall have sufficient staffing composition to meet the varying needs of individuals served by the provider as required by this section. CSC services shall be delivered by a multidisciplinary team and the provider shall meet the following minimum position requirements:

1. Team leader who is a designated employee and LMHP with at least three years of experience in the provision of mental health services.

a. The team leader shall oversee all aspects of team operation.

b. The team leader shall routinely provide direct services to individuals in the community.

c. The team leader shall monitor, oversee, and supervise the team-based process.

2. Psychiatric provider who is a designated employee and a psychiatrist, psychiatric nurse practitioner, nurse practitioner with sufficient training and mental health experience, or nurse practitioner or physician assistant working under the supervision of a psychiatrist.

a. The psychiatric provider shall be available to the team to provide assessments and medication management.

b. The psychiatric provider shall serve as fully integrated team member who attends clinical team meetings.

3. An additional clinician who is a LMHP, LMHP-R, LMHP-RP, or LMHP-S. The clinician shall provide psychotherapy.

4. A registered peer recovery support specialist who is a designated employee.

5. Supported employment and education specialist. There shall be one full-time supported employment and education specialist, who shall be a registered QMHP with demonstrated expertise in supported employment and supported education through experience or education.

6. General clinical staff as appropriate to meet the needs of individuals served. Additional staff may include QMHPs, QMHP-Ts, CSACs, CSAC-Ss, occupational therapists, RNs, and LPNs.

7. At least one of the CSC provider team members shall have training working with individuals with substance use disorders.

8. All team members shall complete initial and annual training approved by DBHDS in core and evidence-based practices that support high-fidelity CSC practice.

12VAC35-105-1429 outlines the five minimum required positions (Team Leader, Psychiatric Provider, Additional Clinician, Registered PRS, and Supported Employment & Education Specialist) plus a flexible General Clinical Staff category.

Supported Employment & Education Specialist is the only position with an explicit full-time employment (FTE) requirement – **This position could support clinical staff and fulfill the role of the individual having training working with individuals with substance use disorders.**

Team Leader and the Additional Clinician both require an LMHP-level credential and each must have distinct duties. Therefore, the minimum number of LMPHs is two

CSC Staffing Plan Template (Provider Fillable)

Position (Citation)	Minimum Qualifications	Staff Member Name	FTE %	Also Fills Another Listed Position? (Y/N — specify)
1. Team Leader (§1429.1)	Designated employee; LMHP; ≥ 3 yrs. mental health experience. Oversees team operation; provides direct services; supervises team-based process.	*[Name]*	*[FTE %]*	*[Y/N — specify]*
2. Psychiatric Provider (§1429.2)	Designated employee; psychiatrist, psychiatric NP, NP with sufficient training/experience, or NP/PA under psychiatrist supervision. Available for assessments/med management; integrated team member.	*[Name]*	*[FTE %]*	*[Y/N — specify]*
3. Additional Clinician (§1429.3)	LMHP, LMHP-R, LMHP-RP, or LMHP-S. Provides psychotherapy.	*[Name]*	*[FTE %]*	*[Y/N — specify]*
4. Registered PRS (§1429.4)	Designated employee; registered peer recovery support specialist.	*[Name]*	*[FTE %]*	*[Y/N — specify]*
5. Supported Employment & Education Specialist (§1429.5)	One FULL-TIME registered QMHP with demonstrated expertise in supported employment/education.	*[Name]*	*[FTE %]*	*[Y/N — specify]*
6. General Clinical Staff (§1429.6)	As appropriate to individuals served. May include QMHPs, QMHP-Ts, CSACs, CSAC-Ss, occupational therapists, RNs, LPNs.	*[Name]*	*[FTE %]*	*[Y/N — specify]*
6. General Clinical Staff (additional)	_	*[Name]*	*[FTE %]*	*[Y/N — specify]*
6. General Clinical Staff (additional)	_	*[Name]*	*[FTE %]*	*[Y/N — specify]*

Team-Wide Requirements (not separate positions — confirm against roster above)

§1429.7 — Substance use disorder training: At least one CSC team member listed above must have training working with individuals with substance use disorders.

Which team member satisfies this requirement?	*[Name / Position]*

§1429.8 — DBHDS training: All team members listed above must complete initial and annual DBHDS-approved training in core and evidence-based practices supporting high-fidelity CSC practice.

Training completion tracking method	*[Describe / attach log]*

Provider Name: _____ **Title:** _____

Signature: _____ **Date:** _____