



**Adult Case Management Staffing Plan Policy**

Date of Origin: March 27, 2018

Modification Date(s):

Date of Last Review: 8/13/19

**I. Purpose**

To define staff ratios regarding caseload and supervision.

**II. Policy**

Adult Case Managers (ACM) shall not carry caseloads in excess of 35 persons. Part Time ACMs will carry pro-rated caseloads based on their Part Time hours.


In the event of an emergency, changes in staffing requirements, or any planned or unplanned absence, the agency will arrange staffing so all clients may continue services without interruption.

The supervisor of the ACM will provide and document professional and clinical supervisions and ensure supervisory requirements are met.

**III. Procedure**

Caseloads are tracked through the EMR to monitor appropriate caseload level.

Supervisor will provide clinical and professional supervision, document supervisions, and ensure supervisory requirements are met.

  
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Scott Tash, CEO

8-15-19  
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Date