



Policy Name:	Staff Case Assignment	Date Revised:	9/2017
Purpose:	Clinical Judgement Based Staffing	Board Approval:	9/2017

Policy:

Staff will be assigned to cases, either for ongoing services or one time supportive services, based on the clinical judgement of the Program Director or designee.

Procedure:

When assigning cases, it is critical to consider the history and treatment needs of the client in order to determine which of the available staff will be the best match to the client.

The staff involved, supervisor and Program Director (or designee) will conduct a thoughtful review of the situation, including specific client needs and background. The following principles will be adhered to:

Maintain safety for our staff and our clients.

Engage in a discussion with the treatment team (parent, caregiver, therapist, social worker, referring party, etc.) about the client's risks, relevant history and treatment targets.

Reduce risk.

Create written plan to mitigate risks and have program director approve it.

Assign the staff member(s) who are the best clinical match to the client's needs.

If the client's needs, presenting issues or situation changes during the course of treatment, the treatment team and Program Director (or designee) will determine if the case assignment is still clinically indicated and make adjustments as necessary to the assignment and/or the risk mitigation plan.