

DEPARTMENT OF MENTAL HEALTH
MENTAL ILLNESS COMMUNITY PROGRAMS
ADMINISTRATIVE CODE

CHAPTER 580-2-9
PROGRAM OPERATION

~~580-2-9-.03 Mental Illness Program Staff.~~

~~(1) — There shall be a psychiatrist, as a full-time or part-time employee or a consultant to the provider who is responsible for medical aspects of consumer psychiatric care as delineated in the job description or employment contract. Access to on-call psychiatric services must be available 24 hours a day, 7 days a week and must be documented.~~

~~(2) — There is an organizational chart that depicts functional areas of responsibility and lines of supervision for all programs operated by the agency.~~

~~(3) — Each direct treatment service functional area of responsibility on the organizational chart shall be coordinated by a member of the staff who has a master's degree in a mental health related field and at least 2 years post master's supervised experience in a direct service area, except program coordinators of Adult Rehabilitative Day Programs and Residential Care Homes shall have, at a minimum, at least a bachelor's degree or RN plus 2 years supervised post degree mental health related experience.~~

~~(4) — For residential services, there shall be a registered nurse or licensed practical nurse as a full-time or part-time employee or a consultant to the provider who is responsible for supervision of delegation of medication assistance to the unlicensed personnel. Access to an on-call nurse must be available 24 hours a day, 7 days a week. Provider will implement policies and procedures approved by their Board of Directors requiring full compliance with the Alabama Board of Nursing regulation 610X7.06 Alabama Department of Mental Health Residential Community Programs.~~

~~(5) — All treatment staff who provide therapy and clinical assessments for mental illness consumers must have a master's degree in a mental health related field.~~

~~(6) Treatment staff who meet (7) but do not have 2 years post master's supervised clinical experience must receive supervision from a therapist who has a Masters Degree in a mental health related field and at least 2 years post master's experience in a direct service functional area. The supervision must include 2 face to face supervisory sessions per month (minimum 1 hour per session) in addition to case staffing and other Performance Improvement functions for 2 years post master's supervision.~~

~~(7) The credentials of staff shall be appropriate for the levels and types of services they are providing.~~

~~(8) Staff who provide services primarily to specific subgroups (such as people who are elderly or deaf/hard of hearing) shall have either 2 years supervised experience with the specific subgroup or 2 specialized graduate courses related specifically to the subgroup or 12 continuing education credits of training in the specialty area to work with such subgroups or shall receive supervision by a staff member with the required training/experience.~~

~~(9) Staff who provide treatment and clinical services primarily to children and adolescents shall have 2 years supervised experience serving children/adolescents or shall receive supervision in this area 1 hour a week by a staff member with 2 years experience working with children and adolescents and shall receive 20 hours of specialized training per year for 2 years from the date they begin providing such services.~~

~~(10) Teachers who provide educational service to children must be certified for the type of class they are teaching.~~

~~(11) Case Managers must complete a case management training program approved by DMH.~~

~~(12) All staff who transport consumers shall have a driver's license valid in Alabama.~~

~~(13) Documentation of all required supervision must include the following information for each supervisory session:~~

~~(a) Name and signature of supervisor.~~

~~(b) Name and signature of employee.~~

~~(c) Date of supervision.~~

~~(d) Amount of time in supervisory session.~~

~~(e) Brief description of topics covered in session.~~

~~(14) The Board shall establish a policy describing the manner in which background checks will be conducted prior to employment/engagement on all employees, volunteers, and agents. All employees/volunteers/agents of the provider will have a background check prior to employment.~~

~~(15) Students who are completing a graduate degree in psychology, counseling, social work, or psychiatric nursing may be used for direct services under the following conditions:~~

~~(a) The student is in a clinical practicum or internship that is part of an officially sanctioned academic curriculum.~~

~~(b) The student receives a minimum of one hour per week direct clinical supervision (face to face) from a licensed/certified mental health professional having at least 2 years post master's experience in a direct service functional area.~~

~~(c) The student's clinical notes are cosigned by the student's supervisor described in (b) above.~~

~~(16) All staff having direct service contact with consumers must be trained in professionally accepted management of aggressive/assaultive behavior and crisis intervention techniques. The training must have been within the past 2 years, and the training must have been conducted prior to the employee working alone with consumers.~~

~~(17) All staff who have direct service contact with consumers shall receive initial training on the following topics:~~

~~(a) Diagnostic categories.~~

~~(b) Classes of psychotropic medications.~~

~~(c) Recovery orientation.~~

~~(d) Interaction with consumers and families.~~

~~(18) Each program provides training for all staff on abuse and neglect and all state laws pertaining to abuse and neglect including reporting required by the Department of Human Resources. Training is required for all new employees prior to working alone with consumers and for everyone on an annual basis.~~

~~(19) Vacancies in the Executive Director and Clinical Director positions shall be reported to the Department of Mental Health immediately.~~

Author: Division of Mental Illness, DMH

Statutory Authority: Code of Ala. 1975, §22-50-11.

History: New Rule: March 5, 2010; effective July 19, 2010.

Filed: March 11, 2020. **Effective:** May 15, 2020. **Repealed:**
Filed February 17, 2023.