

**300-10****POLICY**

All BIH Sites will follow MCAH-BIH policy and procedure (P&P) guidelines to ensure program fidelity and standardization across all sites relating to staff requirements in the MCAH-BIH Program.

**PROGRAM STANDARD:**

Each LHJ must have a *minimum* number of qualified personnel with designated Full Time Equivalents (FTE) in place to carry out the following required key staffing roles to ensure fidelity and standardization across all sites:

- 0.5 FTE BIH Coordinator
- 2 FTE FHA/Group Facilitators
- 1 FTE Outreach Liaison
- 0.5 FTE Data Entry Lead
- 0.5 FTE Mental Health Professional

**PROCEDURE:**

1. Key staff will complete all required trainings; adhere to guidance specified in the P & P; provide required feedback to CDPH/MCAH; and attend required meetings and participate in required capacity-building calls.
2. Key staff roles *must* be filled (in some cases, more than one role may be performed by one staff member) at each local BIH site. In the event that BIH funding is not sufficient to cover key staff roles, other funding sources may be utilized.
3. If LHJ sites are unable to fill and maintain key staff at the required FTEs, a waiver will be submitted to MCAH-BIH and approval will be granted on a case-by-case basis. All waivers will be submitted to MCAH-BIH utilizing the MCAH-BIH Transmittal Form.
4. If key staff are unavailable to perform duties for 30 days or more (vacation, medical leave, etc.) that impact daily program operations, such as participant orientation/enrollment or group facilitation, the BIH Coordinator must notify the designated BIH Program Consultant (PC) by completing the *Staff Leave of Absence* form in the Efforts to Outcomes (ETO) data system.
5. Duty Statements:
  - a. Local BIH Program duty statements will include FTEs when submitted to MCAH-BIH.
  - b. Local BIH Program duty statements will include staff qualifications, including education and experience.
  - c. Local BIH Program duty statements will include specific duties related to the support of the BIH program.
  - d. All changes in duty statements submitted after the LHJ Agreement Funding Application (AFA) packet has been submitted to MCAH-BIH are required to

be sent via the MCAH-BIH Transmittal Form to the MCAH-BIH Program Consultant (PC).

***ADDITIONAL INFORMATION***

The Public Health Nurse (PHN) remains a critical component of BIH and CDPH/MCAH supports the need for this position on the BIH budget. CDPH/MCAH encourages all LHJs to consider this position at a minimum of at least .50 FTE with any additional funds available to them, including local funds.

***Forms to complete:***

- Staff Profile
- Staff Leave of Absence

See P&P 300-20 *Staff Requirements and Duties* for a more detailed description of qualifications for program staff.