



Program Staffing Roster for Program for Assertive Community Treatment (PACT) and
Montana Community Treatment (MCT)

Team and Location: _____ Date: _____

PACT/MCT teams must submit a staffing roster to the department when there is a change in the team staff within 14 days of any changes to the team.

Guidelines and steps for completion of the roster portion of the form:

1. Fill it out as completely as possible.
2. Put the current date at the top of page 1.
3. Indicate team size where appropriate.
4. Indicate which position is filled to meet policy requirements or team-specific needs.
5. Indicate the person leaving the team and fill out the departure date, even if the position is filled immediately.
6. If the position is not filled immediately, put vacant in column 1 under the staff position that is vacant.
7. You must complete a variance form if variances to staffing requirements are needed. If you do not complete this form and you are out of compliance with staffing requirements, you may be required to bill *fee for service* rather than the bundled rate.
8. Attach the resume to the roster submission for all new staff during the timeframe of the roster.
9. The signature below attests that ALL policy requirements are met with staffing changes. All team members with specific training requirements have met these requirements per definition of positions in this roster.
10. All team members have met State-provided training requirements per Policy 460 and 455. Records of these required training courses shall be kept of file and made available if requested.

Certify the following is true and correct: _____



Prescriber	Team Lead	Nursing Staff
<ul style="list-style-type: none"> ✓ Board-certified and licensed in Montana to practice medicine as one of the following: ✓ Physician / Psychiatrist OR ✓ Advanced Practice Registered Nurse (APRN) with prescriptive authority and specializes in mental health treatment OR ✓ Physician Assistant (PA) with prescriptive authority and specializes in mental health treatment who is supervised by MHC psychiatrist <p>AND</p> <ul style="list-style-type: none"> ✓ .05 Physician or Psychiatrist supervision 	<ul style="list-style-type: none"> ✓ Bachelor's degree in public health services, human services, non-profit management, business management, or any other related field, one-year related management experience in administrative and program management, and experience in health-related field; preferably, in the mental illness and/or low-income populations. 	<ul style="list-style-type: none"> ✓ Registered Nurse (RN) ✓ MCT has the option to have an LPN with appropriate RN supervision as outlined in Policy 455.

Co-Occurring Clinical Staff	Employment Specialist	Peer Support Specialist
<p>“Co-occurring Clinical staff” are licensed Behavioral Health professionals, with Mental Health and Substance Use treatment within their scope of practice, who provide direct patient care.</p>	<p>“Employment Support Services” means services that assist eligible members in obtaining meaningful employment and/or volunteering in the community. Services include:</p> <ul style="list-style-type: none"> • Work readiness activities; 	<ul style="list-style-type: none"> ✓ Certified Behavioral Health Peer Support (CBHPS); must be certified by the BBH.



<ul style="list-style-type: none"> ✓ Licensed Clinical Social Worker, Licensed Clinical Professional Counselor, or licensed clinical psychologist. ✓ Social Worker License Candidate or Licensed Clinical Professional Counselor Candidate with appropriate, Board of Health (BBH) approved supervision. ✓ Co-Occurring clinical staff will be required to earn 4 Continuing Education Units (CEU) in co-occurring therapy. This can be in conjunction with (BBH) requirements. 	<ul style="list-style-type: none"> • Work-related social and communication skills; • Work-related personal hygiene and dress; and • Work-related time management skills. ✓ High school diploma and two years working in the mental health field. ✓ Employment Specialist will be required to complete Individual Placement and Support (IPS) training within six months of hire. 	
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PACT or MCT Specialist	PACT or MCT Generalist	Administrative Assistant
<ul style="list-style-type: none"> ✓ Bachelor's or Associate Degree in related field AND ✓ 2 years mental health experience for bachelor's degree or 4 years related mental health experience 	<ul style="list-style-type: none"> ✓ High School Diploma and 2 year's experience in the mental health field. 	<ul style="list-style-type: none"> ✓ High School Diploma



Name	License/ Cert #	Education Level	Type of Degree/ Field of Study	Team Size FTE %	Remote %	Mental Health Experience	Hire Date	Departure Date	Ratio requirement or Team Need?
Team Lead									
Prescriber									
Nurse									
Co-Occurring Clinical Staff									
Employment Specialist									
Certified Peer Support Specialist									
PACT or MCT specialist									
PACT or MCT specialist									
Administrative Assistant									



DEPARTMENT OF
**PUBLIC HEALTH &
HUMAN SERVICES**

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