

**RULES
OF
THE TENNESSEE DEPARTMENT OF MENTAL HEALTH
AND SUBSTANCE ABUSE SERVICES**

**CHAPTER 0940-05-29
MINIMUM PROGRAM REQUIREMENTS FOR MENTAL HEALTH
PSYCHOSOCIAL REHABILITATION PROGRAM FACILITIES**

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0940-05-29-.01 DEFINITION.

- (1) "Psychosocial rehabilitation" means a consumer-centered program of services for adult service recipients to enhance and support the process of recovery. Program focus is based on a strengths model of mental health, working with the whole service recipient to improve service recipient functioning, rather than treatment for symptoms of a mental illness. Service participants, in partnership with staff, form goals for skill development in the areas of vocational, educational, and interpersonal growth that serve to maximize opportunities for successful community integration. Service participants proceed with goal development at their own pace and may continue in the program with varying intensity for an indefinite period of time.

Authority: T.C.A. §§ 4-4-103, 4-5-202, 4-5-204, 33-1-302, 33-1-305, 33-1-309, 33-2-301, and 33-2-302.

Administrative History: Original rule filed July 20, 1993; effective October 3, 1993. Amendment filed December 30, 2002; effective March 15, 2003.

0940-05-29-.02 APPLICATION OF RULES.

- (1) The governing body of a psychosocial program must comply with following rules:
 - (a) Rule 0940-05-.02(2) Life Safety Business Occupancy;
 - (b) Chapter 0940-05-05 Adequacy of Facility Environment and Ancillary Services;
 - (c) Chapter 0940-05-06 Minimum Program Requirements for All Mental Health Services (new rules to be filed);
 - (d) Chapter 0940-05-29 Minimum Program Requirements for Psychosocial Rehabilitation Program

Authority: T.C.A. §§ 4-4-103, 4-5-202, 4-5-204, 33-1-302, 33-1-305, 33-1-309, 33-2-301, and 33-2-302.

Administrative History: Original rule filed July 20, 1993; effective October 3, 1993. Amendment filed December 30, 2002; effective March 15, 2003.

0940-05-29-.03 POLICIES AND PROCEDURES.

- (1) The organization should have a written program plan to guide the operation of its program and the delivery of its services. The plan should include a program description that:
 - (a) Reflects the philosophy of the program.

(Rule 0940-05-29-.03, continued)

- (b) Delineates the goals of the program.

Authority: T.C.A. §§ 4-4-103, 4-5-202, 4-5-204, 33-1-302, 33-1-305, 33-1-309, 33-2-301, and 33-2-302.

Administrative History: Original rule filed July 20, 1993; effective October 3, 1993. Amendment filed December 30, 2002; effective March 15, 2003.

0940-05-29-.04 PROGRAM SERVICE REQUIREMENTS.

- (1) The program should insure core services are provided in the following areas that are organized around the needs of the service recipients served, their preferences, and their stated goals.
 - (a) Enhancement of the understanding of and ability of the service recipients served to manage and cope with their psychiatric disabilities.
 - (b) Entitlement/income budget maintenance.
 - (c) Self-care and independent living skills.
 - (d) Socialization and use of leisure time.
 - (e) Vocational development.
- (2) In addition to the core services and dependent on the needs and preferences of the service recipients served, the program should provide or assess need for and make referrals for:
 - (a) Advocacy services.
 - (b) Alcoholism and other drug dependency education and/or services.
 - (c) Educational services.
 - (d) Family support and education.
 - (e) Job placement and support.
 - (f) Mental health services.
 - (g) Self-help and peer support.
 - (h) Safe, decent, and affordable housing.
 - (i) Medical services.
- (3) Meetings of the service recipients served and program staff must be held on a regular basis to discuss matters of mutual concern such as program operations, problems, and the use of program resources.
- (4) The program must establish procedures for outreach to link service recipients in the community who are in need of psychosocial rehabilitation with the program.
- (5) The program's follow-up procedures should provide effective means to reach out to service recipients who are not attending, who are becoming isolated in the community, or who have been re-hospitalized.

(Rule 0940-05-29-.04, continued)

- (6) When residential services are provided, there must be a written description detailing the array of residential services provided, including the type and level of staffing or other services provided.

Authority: T.C.A. §§ 4-4-103, 4-5-202, 4-5-204, 33-1-302, 33-1-305, 33-1-309, 33-2-301, and 33-2-302.
Administrative History: Original rule filed July 20, 1993; effective October 3, 1993. Amendment filed December 30, 2002; effective March 15, 2003.

0940-05-29-.05 PERSONNEL REQUIREMENTS.

- (1) The program services must have on staff or have available on a consultative basis both a Tennessee licensed mental health professional and an individual with demonstrated skill in the vocational areas provided by the program.
- (2) A facility based program must have sufficient staff persons on duty to provide adequate supervision of the scheduled activities with a minimum staff-to-service recipient ratio of 1:20. Staff persons counted in the staff-to-service recipient ratio may only be persons who are assigned to provide direct services as described by written job description. Support staff such as clerical, housekeeping, van and bus driver staff; students involved in an on-site practicum for academic credit, and volunteers, may not be counted in the staff-to-recipient ratio.
- (3) The facility must provide at least one on duty staff person trained in first aid and the Heimlich maneuver.
- (4) All staff, within three (3) months of hire, must acquire knowledge and competency appropriate to groups served. Training topics must include but not be limited to the following:
 - (a) Principles of job development, supported employment, and psychological rehabilitation
 - (b) Vocational and work assessment
 - (c) Value to work
 1. Employer support
 2. Assuming and utilizing natural support system at a work site
 3. Work culture
 4. Americans with Disability Act
 5. Rights of service recipients with mental illness regarding work
 6. Community support systems, community based services and systems of care, community resources and linkages with these resources
 7. Cultural diversity
 8. Behavioral characteristics of service recipients with mental illness
 9. Stress management skills for vocational workers
 10. Data management and record keeping

(Rule 0940-05-29-.05, continued)

11. Agency policies and procedures
12. Psychiatric medications and their side effects
13. Fire safety

Authority: T.C.A. §§ 4-4-103, 4-5-202, 4-5-204, 33-1-302, 33-1-305, 33-1-309, 33-2-301, and 33-2-302.
Administrative History: Original rule filed July 20, 1993; effective October 3, 1993. Amendment filed December 30, 2002; effective March 15, 2003.

0940-05-29-.06 INDIVIDUAL ASSESSMENT REQUIREMENTS.

- (1) The program must ensure that the following assessments are completed prior to the development of the Plan of Care and are maintained in the service recipient's record.
 - (a) Living arrangements
 - (b) Vocational/Educational
 - (c) Social supports
 - (d) Financial
 - (e) Basic medical history and current health information
 - (f) Leisure/Recreational
 - (g) Emotional/Behavioral health
 - (h) Transportation
 - (i) Medications
 - (j) History of prior mental health and alcohol and drug treatment episodes
- (2) Assessments must be completed in face to face session(s) with the service recipient and document how they effect the Plan of Care.

Authority: T.C.A. §§ 4-4-103, 4-5-202, 4-5-204, 33-1-302, 33-1-305, 33-1-309, 33-2-301, and 33-2-302.
Administrative History: Original rule filed July 20, 1993; effective October 3, 1993. Amendment filed December 30, 2002; effective March 15, 2003.

0940-05-29-.07 INDIVIDUAL PLAN OF CARE REQUIREMENTS.

- (1) A Plan of Care must be developed for each service recipient. The plan must be based on initial and on-going assessment of needs and strengths and must be completed within fourteen (14) days of admission into the vocational program. Documentation of the plan must be made in the service recipient's record and must include the following:
 - (a) Service recipient's name.
 - (b) Date of plan of care development.
 - (c) Needs and strengths of the service recipient that are to be addressed within the particular service/program component.

(Rule 0940-05-29-.07, continued)

- (d) Observable and measurable service recipient long and short-term goals that are related to specific needs identified and which are to be addressed by the particular service/program component.
 - (e) Interventions that address specific goals and objectives, identify staff responsible for interventions, and planned frequency of contact.
 - (f) Signature(s) of the staff who develop the plan and the primary staff responsible for its implementation.
 - (g) Signature of service recipient (and/or conservator, legal guardian, or attorney in-fact). Reasons for refusal to sign and/or inability to participate in the Plan of Care development must be documented.
- (2) The Plan of Care must be reviewed by program staff and the service recipient within three months of the initial development of the Plan of Care. The second review must take place within six months after the development of the Plan of Care, and every six months thereafter. The review must include the following documentation:
- (a) Dated signature(s) of appropriate staff; and
 - (b) An assessment of progress toward each goal and/or objective with revisions as indicated.

Authority: T.C.A. §§ 4-4-103, 4-5-202, 4-5-204, 33-1-302, 33-1-305, 33-1-309, 33-2-301, and 33-2-302.
Administrative History: Original rule filed July 20, 1993; effective October 3, 1993. Amendment filed December 30, 2002; effective March 15, 2003.

0940-05-29-.08 INDIVIDUAL RECORD REQUIREMENTS.

- (1) The service recipient record for each service recipient must contain the following information:
- (a) Record of attendance at program services;
 - (b) Discharge summary which states, if appropriate, service recipient condition at the time of discharge and signature of staff person preparing the summary.
 - (c) Progress notes which must include written documentation of progress and changes which have occurred within the Plan of Care and, at a minimum must be developed on a weekly basis. Progress notes must be dated and minimally include the signature, with title or degree, of the person preparing the note

Authority: T.C.A. §§ 4-4-103, 4-5-202, 4-5-204, 33-1-302, 33-1-305, 33-1-309, 33-2-301, and 33-2-302.
Administrative History: Original rule filed July 20, 1993; effective October 3, 1993. Amendment filed December 30, 2002; effective March 15, 2003.

0940-05-29-.09 ADDITIONAL ENVIRONMENTAL REQUIREMENTS.

- (1) If different therapeutic and/or vocational/educational training activities are to be conducted at the same time, the facility must have separate areas for each activity.
- (2) Each skills-training area must contain and have readily available equipment and supplies which are appropriate and necessary to conducting skills-training activities.

(Rule 0940-05-29-.09, continued)

Authority: T.C.A. §§ 4-4-103, 4-5-202, 4-5-204, 33-1-302, 33-1-305, 33-1-309, 33-2-301, and 33-2-302.

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