



One-to-One Staffing



BEACON
Specialized Living

What is One-to-One Staffing?



There are some residents for whom our normal staffing ratios do not meet their needs and do not meet Beacon's obligation to assure that our residents are safe at all time. Reasons include, but are not limited to:

- Elopement risks
- Impulsive residents who could become aggressive towards others
- Residents who are medically fragile and need the additional support to stay safe (high risk of falls, etc.)
- Residents who engage in acts of self-harm.

Who can provide one-to-one staffing?

- Beacon staff must be trained to provide one-to-one staffing, also known as enhanced staffing.
- One-to-One Staffing training is completed during Orientation.
- Verify in Star Services that a staff has completed this training prior to assigning them as enhanced staff.

How can you request one-to-one staffing for your resident?



- 1:1 Approved by Clinical Director, DD, and VP
- Authorizations must be requested from the CMH
- Send Authorization to Billing when received
- Update the AFC Assessment and send for signatures
- Verify that the IPOS/BTP, NextStep Goals, and E-Score reflect 1:1 staffing.
- Update Vena in-ratio template
- Notify Director of Scheduling and Labor of increased ratio
- Train staff on Enhanced Staffing
- Verify training in Star Services (LMS)
- Explain specific details of individual plan (i.e., arms length, line of sight, etc.)
- Train staff on documentation requirements
- Prepare Enhanced Staffing log
- Prepare Provider Tracking Form
- Send Log and Provider Tracking to Billing monthly or as required by the CMH