

9555.9690 STAFF RATIO AND CENTER COVERAGE.

Subpart 1. **Staff ratio.** Centers must meet the standards specified in items A to G.

A. When a center serves only participants who are capable of taking appropriate action for self-preservation under emergency conditions, the center shall maintain a minimum staff to participant ratio of one staff member present for every eight participants present.

B. When a center serves only participants who are not capable of taking appropriate action for self-preservation under emergency conditions, the center shall maintain a minimum staff to participant ratio of one staff member present for every five participants present.

C. When a center serves both participants who are capable of taking appropriate action for self-preservation under emergency conditions and participants who are not, the center shall maintain a staff to participant ratio of one staff member present for every five participants present who are not capable of self-preservation and one staff member present for every eight participants present who are capable of self-preservation. When a center has participants to whom the one to eight ratio applies, as well as participants to whom the one to five ratio applies, the number of staff persons necessary to meet the ratio requirements can be determined by making the following computations:

(1) multiply the number of participants present who are capable of self-preservation by 12.5;

(2) multiply the number of participants present who are not capable of self-preservation by 20;

(3) add the two figures that result from the multiplication in subitems (1) and (2);

(4) when the sum calculated in subitem (3) is 100 or less, one staff person is required to meet the ratio requirements;

(5) when the sum calculated in subitem (3) is 101 to 200, two staff persons are required; and

(6) when the sum calculated in subitem (3) is 201 to 300, three staff persons are required. One additional staff person is required each time the sum increases by a unit of 100.

D. Only those employees whose primary center duties, as defined in their job descriptions, are to work directly with participants by providing care, supervision, and assistance in achieving plan of care objectives shall be counted as staff members in calculating the staff to participant ratio.

E. A multifunctional organization may count other employees of the organization besides center employees in calculating the staff to participant ratio if:

(1) the employee's responsibilities in the organization other than the center meet the requirement in item D; and

(2) the employee is assigned to the center for a specified amount of time during which the employee is not assigned to another organization.

F. No participant shall be counted as or be substituted for a staff member in calculating the staff to participant ratio.

G. A volunteer may be counted as a staff member in calculating the staff to participant ratio if the volunteer meets the same standards and requirements as paid staff.

Subp. 2. **Staff coverage of center.** Centers must meet the standards specified in items A to C.

A. In the temporary absence of the director, a staff member shall be designated to supervise the center.

B. When only one staff member is needed to meet the staff ratio requirement in subpart 1, item A, a volunteer or other adult who is not a participant shall be present when six or more participants are in attendance.

C. A person trained in basic first aid and certified in cardiopulmonary resuscitation, and the treatment of obstructed airways must be present at all times:

(1) in the center when participants are present;

(2) in a vehicle being used by the center to transport participants; and

(3) with participants on field trips or other activities conducted by the center away from the center site.

Subp. 3. **Staff orientation to center.** A center shall provide all center employees with 20 hours of orientation to the center within the employee's first 40 hours of employment at the center. At least four hours of supervised orientation must be provided before employees work directly with center participants. The orientation must include training related to the kinds of functional impairments of current center participants, the protection and abuse reporting requirements of parts 9555.8000 to 9555.8500, and the safety requirements and procedures in part 9555.9720.

Subp. 4. **In-service training.** A center shall provide a minimum of eight hours of in-service training annually. In-service training must be in areas related to care of center participants, including provision of medication assistance and review of parts 9555.8000 to 9555.8500, 9555.9600 to 9555.9730, and Minnesota Statutes, section 626.557.

Statutory Authority: *MS s 245A.09*

History: *11 SR 2165*

Published Electronically: *August 12, 2013*