

**BLUE WATER DEVELOPMENTAL HOUSING, INC.  
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

<b>SUBMITTED BY:</b> Kathleen Swantek	<b>DATE SUBMITTED:</b> 10/01/84	<b>SECTION:</b> Human Resources	
<b>BOARD APPROVED ON:</b> 10/84	<b>DATE REVISED:</b> 03/16/16, 02/20/19	<b>SUBJECT:</b> Staff to Resident Ratio	
<b>ANNUAL REVIEW BY EXECUTIVE DIRECTOR:</b> 04/19/17, 02/20/19, 02/17/21, 2/17/2023, 4/30/2024		<b>POLICY #:</b> ED-039	<b>PAGE #:</b> 1 of 1

**I. APPLICATION**

The provisions stated herein shall apply to all residential programs operated by Blue Water Developmental Housing, Inc. (BWDH).

**II. POLICY**

It is the policy of the organization to provide a ratio of employee to persons supported which corresponds with the facilities purpose and the needs of the residents and shall ensure the continual safety, protection and direct care and supervision of individuals supported.

**III. NOTIFICATION/PROCEDURE**

**WHO**

**DOES WHAT**

Executive Director

1. Responsible to ensure that the necessary employee positions are available through contract with Community Mental Health.

Program Supervisor

2. Responsible to ensure that the staff to persons supported ratio as identified in the funding contract and the licensing rules is maintained in licensed group home settings.

At a minimum, one (1) employee for every three (3) individuals supported during normal waking hours, except during normal sleeping hours when there shall be one (1) employee for every six (6) individuals supported. The above minimum requirement shall be followed unless the individual plan of services and contract with funder specifies a different staffing ratio.

If a location has unavoidable staff shortages the program supervisor must receive written approval from their division director if they fall below the ratio identified in this policy.