



Staffing Plan

Content Relevant to: All Clinical & Alternative Clinical CAHCs and School Wellness Programs

The following template will outline the staffing plan, with a timeline for hiring new staff. Please respond to each question below and submit this document to your assigned consultant via email by June 30, 2020.

List all staff members that will be hired for the CAHC/SWP.

| Title & FTE (copy from application in egrams) | Position posted? (yes/no) | Projected Dates for Conducting Interviews | Targeted Start Date | Name (if known) and Credentials for Clinical Staff | Indicate YES if staff will be onsite at CAHC/SWP |
|--|------------------------------|---|---------------------|--|--|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Identify the staff position (and name, if known) who will be responsible for the following key tasks.

| Task | Staff Position(s) & Name(s) (if known) |
|---|--|
| Data collection for quarterly reports | |
| Financial reporting for quarterly reports | |
| Review all reports prior to and after entry into Clinical Reporting Tool (CRT): | |
| Coordination of Community Advisory Council (CAC) | |
| Continuous Quality Improvement (CQI) Committee | |
| Implementation of Evidence-Based Interventions | |
| Onsite assistance with Medicaid enrollment | |