ACT Staff Qualification Guide

This document is a guide for ACT teams and hiring committees to determine eligibility and qualifications for hiring staff for ACT teams. Listed below are the DMH CSRs which indicate what is allowable and required by DMH for each ACT team member as well as what MMAC will require in regards to billing practices. Also included are the TMACT requirements which measure fidelity to the evidence based practice and the quality of services provided.

Team Leader:

Per DMH certification regulations - Is a Qualified Mental Health Professional (QMHP) which includes any of the following:

1. A physician licensed under Missouri law to practice medicine or osteopathy and with training in mental health services or 1 year of experience, under supervision, in treating problems related to mental illness or specialized training;

2. A psychiatrist, a physician licensed under Missouri law who has successfully completed a training program in psychiatry approved by the American Medical Association, the American Osteopathic Association or other training program identified as equivalent by the department;

3. A psychologist licensed under Missouri law to practice psychology with specialized training in mental health services;

4. A professional counselor licensed under Missouri law to practice counseling and with specialized training in mental health services;

5. A clinical social worker licensed under Missouri law with a master's degree in social work from an accredited program and with specialized training in mental health services;

6. A psychiatric nurse, a registered professional nurse licensed under Chapter 335, RSMo with at least 2 years of experience in a psychiatric setting or a master's degree in psychiatric nursing;

7. An individual possessing a master's or doctorate degree in counseling and guidance, rehabilitation counseling and guidance, rehabilitation counseling, vocational counseling, psychology, pastoral counseling or family therapy or related field who has successfully completed a practicum or has 1 year of experience under the supervision of a mental health professional;

8. An occupational therapist certified by the American Occupational Therapy Certification Board, registered in Missouri, has a bachelor’s degree and has completed a practicum in a psychiatric setting or has 1 of experience in a psychiatric setting, or has a master's degree and has completed either a practicum in a psychiatric setting or has 1 year of experience in a psychiatric setting;

9. An advanced practice nurse—as set forth in section 335.011, RSMo, a nurse who has had education beyond the basic nursing education and is certified by a nationally recognized professional organization as having a nursing specialty, or who meets criteria for advanced practice nurses established by the Board of Nursing; and
10. A psychiatric pharmacist as defined in 9 CSR 30-4.030; (any of above) with 1 year of supervisory experience and minimum of 2 years’ experience working with adults with serious mental illness in community settings, and is full time.

Per TMACT Protocol – 1.0 FTE, master’s degree in social work, psychology, psychiatric rehabilitation or related field, at least 3 years of experience working with individuals with severe mental illness. Is fully licensed as counselor or social worker; PLPC will not fulfill fidelity requirement. Does not have commitments outside of the ACT program nor is role split between another member of the team. (SEE Specialist, COD Specialist, etc.)

**For working with youth, experience and training in serving this population required.

Psychiatric Care Provider:

Per DMH certification regulations – A Psychiatrist or Advanced Practice nurse, available 16 hours per week, attending at least 2 team meetings per week face to face or per teleconference. May also be combination of psychiatrist and APN equaling 16 hours per week.

Per TMACT Protocol – Licensed by state law to prescribe medications, board certified or eligible (compeled psychiatric residency) in psychiatry/mental health by a national certifying body recognized and approved by the state licensing entity. Physician extenders must have received at least one year of supervised training (pre or post degree in working with people with severe mental illness). Minimum of 16 hours per week designated to ACT for 50 client teams. For teams with 2 prescribers, each must work at least 8 hours per week to be counted part of the team. Both must collaborate and communicate about clients seen on the team.

**For working with youth, experience and training in serving this population required.

RN:

Per DMH certification regulations – A registered professional nurse with 6 months of psychiatric nursing experience.

Per TMACT Protocol – 1.43 FTE (aprx. 57 hours of nursing per week) for a 50 client team. Minimum of 1 year experience in working with individuals with severe mental illness.

**For working with youth, experience and training in serving this population required.

Co-Occurring Specialist:

Per DMH certification regulations – Specialist is a Qualified Addictions Professional (QAP) which includes a person who demonstrates substantial knowledge and skill regarding substance use by being one of the following:

1. A physician or qualified mental health professional, licensed or provisional licensure, in Missouri
2. A person certified or registered as a substance use professional by the Missouri Credentialing Board

A QAP is a person who is certified or registered with one of the following credentials as per the Missouri Credentialing Board: (CADC, CRADC, CRAADC, CCJP, CCDP, CCDP-D, RADC, and RADC-P are considered Qualified Addiction Professional credentials). The following credentials are not considered a QAP: MAADC I, MAADC II

with 1 year training or supervised experience in substance use treatment. If less than 1 year experience in providing co-occurring disorder treatment then shall be actively acquiring 24 hours of training in co-occurring content and receive supervision from experienced co-occurring staff as approved by the department. (see separate list of approved trainings)

Per TMACT Protocol – 1.0 FTE with at least a bachelor’s degree and meets local standards for certification as co-occurring specialist. Preferably with training or experience in integrated treatment for co-occurring disorders (COD).

**For working with youth, experience and training in serving this population required.

Employment Specialist:

Per DMH certification regulations – Must qualify as a Community Support Specialist which includes: a Qualified Mental Health Professional (QMHP) as defined by being any of the following:

1. A physician licensed under Missouri law to practice medicine or osteopathy and with training in mental health services or 1 year of experience, under supervision, in treating problems related to mental illness or specialized training;

2. A psychiatrist, a physician licensed under Missouri law who has successfully completed a training program in psychiatry approved by the American Medical Association, the American Osteopathic Association or other training program identified as equivalent by the department;

3. A psychologist licensed under Missouri law to practice psychology with specialized training in mental health services;

4. A professional counselor licensed under Missouri law to practice counseling and with specialized training in mental health services;

5. A clinical social worker licensed under Missouri law with a master's degree in social work from an accredited program and with specialized training in mental health services;

6. A psychiatric nurse, a registered professional nurse licensed under Chapter 335, RSMo with at least 2 years of experience in a psychiatric setting or a master's degree in psychiatric nursing;

7. An individual possessing a master's or doctorate degree in counseling and guidance, rehabilitation counseling and guidance, rehabilitation counseling, vocational counseling, psychology, pastoral counseling or family therapy or related field who has successfully completed a practicum or has 1 year of experience under the supervision of a mental health professional;

8. An occupational therapist certified by the American Occupational Therapy Certification
Board, registered in Missouri, has a bachelor’s degree and has completed a practicum in a psychiatric setting or has 1 year of experience in a psychiatric setting, or has a master’s degree and has completed either a practicum in a psychiatric setting or has 1 year of experience in a psychiatric setting;

9. An advanced practice nurse—as set forth in section 335.011, RSMo, a nurse who has had education beyond the basic nursing education and is certified by a nationally recognized professional organization as having a nursing specialty, or who meets criteria for advanced practice nurses established by the Board of Nursing; and

10. A psychiatric pharmacist as defined in 9 CSR 30-4.030;

or

- An individual with a bachelor’s degree in social work, psychology, nursing, or a human services field, which includes, education, criminal justice, recreational therapy, human development and family studies, counseling, child development, gerontology, and rehabilitation counseling; and supervised by a mental health professional; or

- At least 2 years of higher education with 2 years of experience in psychiatric, substance abuse treatment, or developmental disabilities, or any 4 year degree with 2 years of experience in psychiatric, substance abuse treatment, or developmental disabilities; or 4 years of equivalent experience with consumers and their families receiving psychiatric, substance abuse treatment, or developmental disabilities services to move towards their personal, social, and vocational competency in order to live successfully in the community or

- An Associate of Applied Science in Behavioral Health Support from and approved institution and has 1 year experience and training in vocational rehabilitation and supported employment (job development, job coaching, supported employment)

Per TMACT Protocol – 1.0 FTE with at least one year of experience providing employment services (job development, job coaching, supported employment)

**For working with youth, experience and training in serving this population preferred.

Peer Specialist:

Per DMH certification regulations – Self-identifies as a present or former primary consumer of mental health services, has at least a high school diploma or equivalent and has obtained status of Certified Missouri Peer Specialist per DMH regulations

Per TMACT Protocol – 1.0 FTE, meeting local standards for certification as peer specialist; self identifies as an individual with serious mental illness who is currently or formerly a recipient of mental health services; is in the process of their own recovery and has successfully completed training in wellness management and recovery interventions.

**For working with youth, experience and training in serving this population preferred.
Program Assistant:

Per **DMH certification** regulations – Full time with education and experience in human services or office management.

Per **TMACT Protocol** – 1.0 FTE office based individual.

**For working with youth, experience and training in serving this population preferred.**

Community Support Staff:

Per **DMH certification** regulations - A mental health professional (QMHP) including any of the following:

1. A physician licensed under Missouri law to practice medicine or osteopathy and with training in mental health services or 1 year of experience, under supervision, in treating problems related to mental illness or specialized training;

2. A psychiatrist, a physician licensed under Missouri law who has successfully completed a training program in psychiatry approved by the American Medical Association, the American Osteopathic Association or other training program identified as equivalent by the department;

3. A psychologist licensed under Missouri law to practice psychology with specialized training in mental health services;

4. A professional counselor licensed under Missouri law to practice counseling and with specialized training in mental health services;

5. A clinical social worker licensed under Missouri law with a master’s degree in social work from an accredited program and with specialized training in mental health services;

6. A psychiatric nurse, a registered professional nurse licensed under Chapter 335, RSMo with at least 2 years of experience in a psychiatric setting or a master’s degree in psychiatric nursing;

7. An individual possessing a master’s or doctorate degree in counseling and guidance, rehabilitation counseling and guidance, rehabilitation counseling, vocational counseling, psychology, pastoral counseling or family therapy or related field who has successfully completed a practicum or has 1 year of experience under the supervision of a mental health professional;

8. An occupational therapist certified by the American Occupational Therapy Certification Board, registered in Missouri, has a bachelor’s degree and has completed a practicum in a psychiatric setting or has 1 year of experience in a psychiatric setting, or has a master’s degree and has completed either a practicum in a psychiatric setting or has 1 year of experience in a psychiatric setting;

9. An advanced practice nurse—as set forth in section 335.011, RSMo, a nurse who has had education beyond the basic nursing education and is certified by a nationally recognized professional organization as having a nursing specialty, or who meets criteria for advanced practice nurses established by the Board of Nursing; and

10. A psychiatric pharmacist as defined in 9 CSR 30-4.030;

or

- An individual with a bachelor’s degree in social work, psychology, nursing, or a human services field, which includes, education, criminal justice, recreational therapy, human development and family studies,
counseling, child development, gerontology, and rehabilitation counseling; and supervised by a mental health professional

- At least 2 years of higher education with 2 years of experience in psychiatric, substance abuse treatment, or developmental disabilities, or any 4 year degree with 2 years of experience in psychiatric, substance abuse treatment, or developmental disabilities; or 4 years of equivalent experience with consumers and their families receiving psychiatric, substance abuse treatment, or developmental disabilities services to move towards their personal, social, and vocational competency in order to live successfully in the community

- An Associate of Applied Science in Behavioral Health Support from and approved institution

Per TMACT Protocol - No specifications on qualifications

**For working with youth, experience and training in serving this population preferred.

Therapist

Per DMH Certification regulations – A qualified mental health professional including any of the following:

1. A physician licensed under Missouri law to practice medicine or osteopathy and with training in mental health services or 1 year of experience, under supervision, in treating problems related to mental illness or specialized training;

2. A psychiatrist, a physician licensed under Missouri law who has successfully completed a training program in psychiatry approved by the American Medical Association, the American Osteopathic Association or other training program identified as equivalent by the department;

3. A psychologist licensed under Missouri law to practice psychology with specialized training in mental health services;

4. A professional counselor licensed under Missouri law to practice counseling and with specialized training in mental health services;

5. A clinical social worker licensed under Missouri law with a master’s degree in social work from an accredited program and with specialized training in mental health services;

6. A psychiatric nurse, a registered professional nurse licensed under Chapter 335, RSMo with at least 2 years of experience in a psychiatric setting or a master’s degree in psychiatric nursing;

7. An individual possessing a master’s or doctorate degree in counseling and guidance, rehabilitation counseling and guidance, rehabilitation counseling, vocational counseling, psychology, pastoral counseling or family therapy or related field who has successfully completed a practicum or has 1 year of experience under the supervision of a mental health professional;

8. An occupational therapist certified by the American Occupational Therapy Certification Board, registered in Missouri, has a bachelor’s degree and has completed a practicum in a psychiatric setting or has 1 year of experience in a psychiatric setting, or has a master’s degree and has completed either a practicum in a psychiatric setting or has 1 year of experience in a psychiatric setting;

9. An advanced practice nurse—as set forth in section 335.011, RSMo, a nurse who has had education beyond the basic nursing education and is certified by a nationally recognized professional organization as having a nursing specialty, or who meets criteria for advanced practice nurses established by the Board of Nursing; and
10. A psychiatric pharmacist as defined in 9 CSR 30-4.030;

Per TMACT Protocol - Trained in empirically supported therapy including Cognitive Behavioral Therapy, Cognitive Remediation Therapy, Acceptance and Commitment Therapy, Interpersonal Therapy, Problem-Solving Therapy, Interpersonal and Social Rhythm Therapy, Dialectical Behavioral Therapy, Exposure Therapy, Trauma Recovery and Empowerment Model, Motivational Interviewing not specific to treatment of co-occurring disorders.

**For working with youth, experience and training in serving this population preferred.

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**Forensic Specialist:** A Qualified mental health professional (QMHP) including any of the following:

1. A physician licensed under Missouri law to practice medicine or osteopathy and with training in mental health services or 1 year of experience, under supervision, in treating problems related to mental illness or specialized training;

2. A psychiatrist, a physician licensed under Missouri law who has successfully completed a training program in psychiatry approved by the American Medical Association, the American Osteopathic Association or other training program identified as equivalent by the department;

3. A psychologist licensed under Missouri law to practice psychology with specialized training in mental health services;

4. A professional counselor licensed under Missouri law to practice counseling and with specialized training in mental health services;

5. A clinical social worker licensed under Missouri law with a master's degree in social work from an accredited program and with specialized training in mental health services;

6. A psychiatric nurse, a registered professional nurse licensed under Chapter 335, RSMo with at least 2 years of experience in a psychiatric setting or a master's degree in psychiatric nursing;

7. An individual possessing a master's or doctorate degree in counseling and guidance, rehabilitation counseling and guidance, rehabilitation counseling, vocational counseling, psychology, pastoral counseling or family therapy or related field who has successfully completed a practicum or has 1 year of experience under the supervision of a mental health professional;

8. An occupational therapist certified by the American Occupational Therapy Certification Board, registered in Missouri, has a bachelor's degree and has completed a practicum in a psychiatric setting or has 1 year of experience in a psychiatric setting, or has a master's degree and has completed either a practicum in a psychiatric setting or has 1 year of experience in a psychiatric setting;

9. An advanced practice nurse—as set forth in section 335.011, RSMo, a nurse who has had education beyond the basic nursing education and is certified by a nationally recognized professional organization as having a nursing specialty, or who meets criteria for advanced practice nurses established by the Board of Nursing; and

10. A psychiatric pharmacist as defined in 9 CSR 30-4.030;

or

-An individual with a bachelor's degree in social work, psychology, nursing, or a human services field, which includes, education, criminal justice, recreational therapy, human development and family studies,
counseling, child development, gerontology, and rehabilitation counseling; and supervised by a mental health professional; or

- At least 2 years of higher education with 2 years of experience in psychiatric, substance abuse treatment, or developmental disabilities, or any 4 year degree with 2 years of experience in psychiatric, substance abuse treatment, or developmental disabilities; or 4 years of equivalent experience with consumers and their families receiving psychiatric, substance abuse treatment, or developmental disabilities services to move towards their personal, social, and vocational competency in order to live successfully in the community

- An Associate of Applied Science in Behavioral Health Support from and approved institution and experience in working with criminal justice system required

Per TMACT Protocol - No specifications on qualifications

Family Support Worker

Per DMH Certification regulations - A family member of a child or youth who had or currently has a behavioral or emotional disorder; has a high school diploma or equivalent and has completed training approved by or provided by the department and supervised by qualified mental health professional.

Per TMACT Protocol - No specifications on qualifications

For questions contact:

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