

441—108.5(238) Staffing requirements.

108.5(1) *Number of staff.* The agency shall employ a sufficient number of competent staff to perform duties as required by licensing rules for those programs operated by the agency. This shall include the following:

- a. Administration of services offered by the agency.
- b. Selection and appointment of qualified staff.
- c. Provision for staff training.

108.5(2) *Staffing caseload.* The agency shall develop a written policy regarding a staffing ratio based on the workload necessary to provide services in accordance with the agency's program statements. The staffing ratio shall take into consideration all of the following:

- a. Qualifications of the caseworkers.
- b. Types of children served and their special needs.
- c. Types and intensity of services to be provided.
- d. Distances involved in provision of services.
- e. Other functions or responsibilities of the caseworkers.