

309-019-0242(11) ACT Team Size Staff (FTE) to Individual Ratio Table:

	Small or Micro Team (10 to 40 individuals)	Mid-size team (between 41 and 79 individuals)	Large Team (80-120 individuals)
Staff to Individual Ratio: Includes all team members except the psychiatric care provider and program assistants.	1 team member per 10 individuals.	1 team member per 10 individuals.	1 team member per 10 individuals.
Team Leader: This position is to be occupied by only one individual. The team leader is a QMHP level clinician qualified by OARs to provide direct supervision to all ACT staff (except psychiatric care provider and nurse).	One team leader (.50 FTE to 1.0 FTE)	One full-time team leader (1.0 FTE)	One full-time team leader (1.0 FTE)
Psychiatric Care Provider: (Psychiatrist or Psychiatric Nurse Practitioner) Prorating of FTE allowed given number of individuals served. No more than two psychiatric care providers per ACT team.	Minimum FTE is .10 (4 hours each week) for 10 ACT participants and should reflect the equivalent of 1.0 FTE per 100 clients as the number of individuals increases (.20 FTE for 20 individuals; .35 FTE for 35 individuals; .40 FTE for 40 individuals).	Minimum FTE is .40 FTE (16 hours each week) and should reflect the equivalent of 1.0 FTE per 100 clients as the number of individuals increases.	Minimum FTE is .80 FTE (32 hours each week) and should reflect the equivalent of 1.0 FTE per 100 clients as the number of individuals increases.
Nurses: Registered Nurses (RN) or Advanced Practice Registered Nurse (APRN) may fill this position. Prorating of FTE allowed given number of individuals actually served.	Minimum of .20 FTE RN time for 10 individuals and should reflect the equivalent of 2.0 FTE per 100 clients as the number of individuals increases.	Minimum of .80 FTE RN time for 40 individuals and should reflect the equivalent of 2.0 FTE per 100 clients as the number of individuals increases.	Minimum of 1.60 FTE RN time for 80 individuals and should reflect the equivalent of 2.0 FTE per 100 clients as the number of individuals increases.
Substance Abuse Specialist (SAS): QMHP or QMHA with a minimum of one year experience providing substance abuse treatment services (CADC 1 or above preferred to meet this credential).	Minimum of .20 FTE SAS time for 10 individuals and should reflect the equivalent of 2.0 FTE per 100 clients as the number of individuals increases.	Minimum of .80 FTE SAS time for 40 individuals and should reflect the equivalent of 2.0 FTE per 100 clients as the number of individuals increases.	Minimum of 1.60 FTE SAS time for 80 individuals and should reflect the equivalent of 2.0 FTE per 100 clients as the number of individuals increases.
Peer Specialist: An Oregon certified peer support specialist who has a mental health diagnosis themselves for which they have received treatment and is willing to self-disclose their lived experience.	Minimum FTE is .10. FTE is flexible based on peer preference and staffing needs of the ACT team.	Minimum FTE is .40. FTE is flexible based on peer preference and staffing needs of the ACT team. More than one peer may perform this role.	Minimum FTE is .80. FTE is flexible based on peer preference and staffing needs of the ACT team. More than one peer may perform this role.
Vocational Specialist: QMHP or QMHA with one year experience providing employment services that focus on competitive employment outcomes.	Minimum of .20 FTE SA time for 10 individuals and should reflect the equivalent of 2.0 FTE per 100 clients as the number of individuals increases.	Minimum of .80 FTE SA time for 40 individuals and should reflect the equivalent of 2.0 FTE per 100 clients as the number of individuals increases.	Minimum of 1.60 FTE SA time for 80 individuals and should reflect the equivalent of 2.0 FTE per 100 clients as the number of individuals increases.
Program Administrative Assistant: A program office manager or administrative assistant is highly recommended to be dedicated to the ACT team.	.50 FTE ACT dedicated office manager or administrative assistant is highly recommended.	.50 - 1.0 FTE ACT dedicated office manager or administrative assistant is highly recommended.	1.0 FTE ACT dedicated office manager or administrative assistant is highly recommended.
Additional Staff: (QMHP and or QMHA level mental health clinicians, housing specialists, case managers) to meet the ACT fidelity ratio of 1 staff for 10 individuals served.	0-2.5 additional FTE may be required to meet the 1:10 staff to individual ratio and provide comprehensive services ACT recipients need.	0-4.0 additional FTE may be required to meet the 1:10 staff to individual ratio and provide comprehensive services ACT recipients need.	1-6.0 additional FTE may be required to meet the 1:10 staff to individual ratio and provide comprehensive services ACT recipients need.