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|  DD SD CODEBOOK Briefcase Resource Document | Description and Purpose: Reference tool for case managers when determining the minimum staff-to-client requirements using the DD Screening Document. The county, with input from the interdisciplinary team, must complete items on the DD Screening Document necessary to enable assignment of a staff-to-client ratio. |
| | Where Found: SD Field Completion, Field 43 |

GUIDELINES FOR DETERMINING DT&H STAFF-TO-CLIENT RATIOS

I. STAFF-TO-CLIENT RATIO OF ONE-TO-FOUR

A person who has one or both of the characteristics described in a. and b. below must be assigned a staff-to-client ratio of 1:4.

- a. The person requires daily total care and monitoring or constant hand-over-hand physical guidance to successfully complete at least three of the following activities:
 - Toileting
 - Communicating basic needs
 - Eating
 - Ambulating

- b. The person assaults others, is self-injurious or manifests severe dysfunctional behaviors at a documented level of frequency, intensity or duration requiring frequent daily on-going intervention and monitoring as established in an approved behavior management program.

Assignment of a 1:4 ratio implies that two of the three conditions listed below must be coded on the screening document:

- **Field 30** (Mobility) coded "07" or "08"
 - **Field 32** (Expressive Communication) coded "07" or "08"
 - **Field 36a** (Self Care Independent Living Skill) coded "05"
- OR THAT**
- **Field 38** scale a, b, c, e, f, or h (Challenging Behavior) coded "05"

II. STAFF-TO-CLIENT RATIO OF ONE-TO-EIGHT

A person who has both of the characteristics determined in a. and b. below must be assigned a staff-to-client ratio of 1:8.

- a. The person does not meet the requirements of a staff-to-client ratio of 1:4.
- b. On a daily basis, the person requires verbal prompts or spot checks and minimal or no physical assistance to successfully complete at least three of the following activities:
 - Toileting
 - Communicating basic needs
 - Eating
 - Ambulating

Assignment of a 1:8 ratio requires that two of the three conditions listed below must be valid on the screening document:

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- **Field 30** (Mobility) coded "01," "02," "03," or "04"
- **Field 32** (Expressive Communication) coded "01," "02" or "03"
- **Field 36a** (Self Care Independent Living Skill) coded "01 or "02."

AND THAT

- **Field 38** (Challenging Behavior) coded "01" or "02" on all scales

III. STAFF-TO-CLIENT RATIO OF ONE-TO-SIX

A person who does not meet the requirements of 1:4 or 1:8 staff-to-client ratios must be assigned a staff-to-client ratio of 1:6.