# Clinician Roster Information System (CRIS)

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#### What Is CRIS?

- New procedures to track the credentials of clinical staff in order to ensure licensure and contracting requirements are met for the agency
- A web-based system that replaces the current spreadsheet submission
- Designed for both FFS and contract agencies
- Agencies will enter information only for those staff who have a medical or clinical role.
- To facilitate data entry, an interface has been designed to transfer staff information from the Contract Information Management System (CIMS) into CRIS

#### What Is CRIS?

- CRIS supports the collection, review, and maintenance of participating fee-for-service and contract provider agency clinical and medical staff to ensure that each approved agency site meets licensure requirements for counselor credentialing and staff-to-client ratios.
- Participating agencies are responsible for entering and maintaining up-to-date staff information through an accessible web-based portal.
- The system also facilitates reporting on systemswide adherence to licensure requirements.

#### **Other Users of CRIS**

- Will be used by the DMHAS contract monitors to ensure appropriate staff to client ratios are being met per DMHAS's licensing regulations for substance abuse treatment agencies
- Will be used by the DHS Office of Licensing (OOL) to ensure licensing requirements are met

### **Outpatient Regulations**

- Every facility shall ensure that the ratios of substance abuse counseling staff are maintained so that 50% of the staff are LCADC or CADC or other licensed health professionals doing work of an alcohol or drug counseling nature within their scope of practice by June 1, 2012, and at all times thereafter.
- The remaining 50% of substance abuse counseling staff will be considered counselor-interns who are actively working toward LCADC or CADC status, or toward another health professional license that includes work of an alcohol or drug counseling nature within its scope of practice.
- The director of substance abuse counseling must maintain an active client caseload if the director of substance abuse counseling is to be counted in the above ratios.

#### **Staff Roles**

#### **Medical Role**

- Medical Director
- Physician
- Director of Nursing
- Nursing Staff
- Medical Staff

#### Clinical Role

- Director of Substance Abuse Counseling
- Clinical Supervisor
- Clinician/Counselor
- Counselor Intern

# Credentials To Be Considered in Calculating the 50% Ratio

- LCADC
- CADC
- LPC
- MD
- DO
- APN
- LPsych
- LMFT
- LCSW

### **How Percentage Will Be Computed**

- Only "active" staff included
- Part-time counts as ½ FTE
- Total FTE determined as denominator
- Total credentialed FTE is numerator
- Credentialed FTE/Total FTE = %

## Example

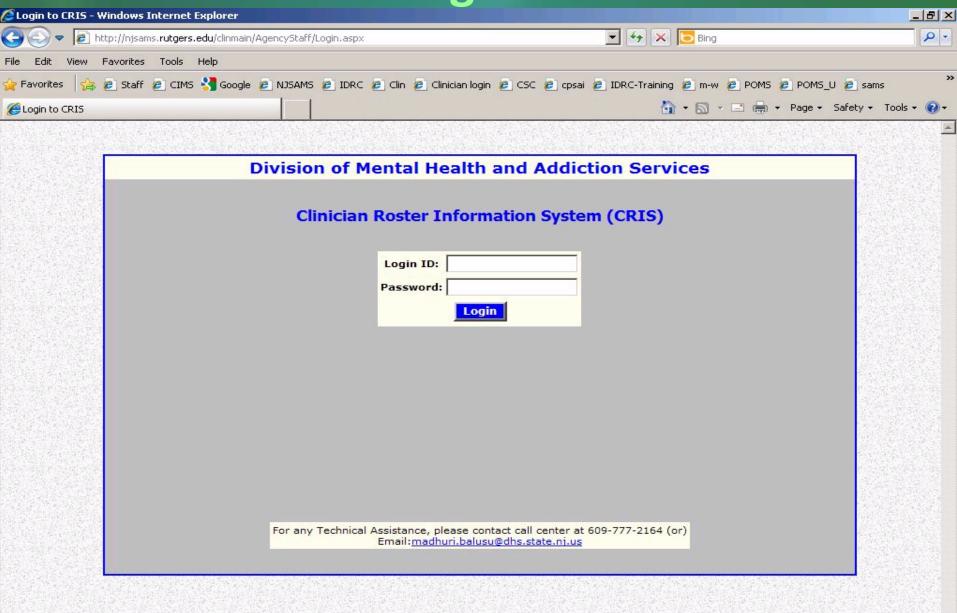
- Agency has 11 FT and 6 PT staff
- This equals 14 FTE
- Credentialed staff: 2 FT, 4 PT
- Credentialed staff = 4 FTE
- 4 FTE/14 FTE = **28.6**%

#### What We Have Done

- A pilot test was conducted with 4 agencies in December 2011
- Participating agencies included: Turning Point,
  Preferred Behavioral Health, Daytop and
  Seashore Family Services
- Agencies were trained via webinar
- Feedback was received and will be incorporated into the system's design and reporting capability

# **Screen Shots**

## Sign-On



€ 100%

Internet

#### **Transfer Data from CIMS**

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Transfer CIMS data for selected records

CIMS Clinician data as of 12/2/2011. One time transfer only.

| Check box and<br>click on<br>Transfer CIMS<br>Data | TO   | Last Name | First Name | Clinical Title      | Medical Title | Hours | Degree | License | Certification |
|--|------|-----------|------------|---------------------|---------------|-------|--------|---------|---------------|
|  | 4766 | Foreman   | Carry      | Clinical Supervisor |               | FT    | MD     |         |               |

#### **Add New Staff**

#### Add New Staff

| 550 SHAN 1 |  |
|------------|--|
| First Name |  |
| Last Name  |  |
| Status     | Select Status ▼                          |
| Hours      | Select work hours <u></u>                |
|            |  |
| Sa         | ve & Continue to Enter Staff Credentials |

## Add Credentials/Degree

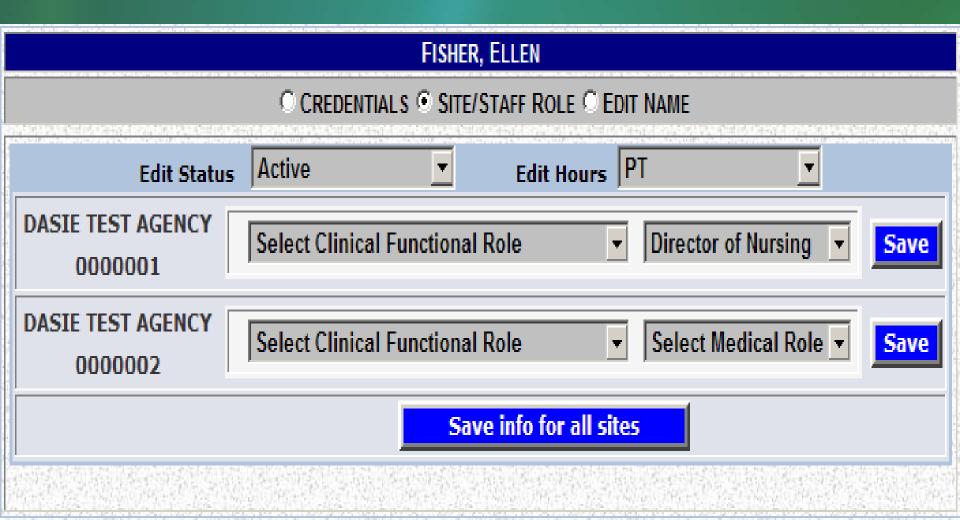
#### FISHER, ELLEN

© CREDENTIALS © SITE/STAFF ROLE © EDIT NAME

O Add Degree O Add State-Issued Credentials O Add Board-Issued Credentials

|             | Active Credentials     | Practice License No | Exp Date |
|-------------|------------------------|---------------------|----------|
| Edit Delete | DIPLOMADegree          |                     |          |
| Edit Delete | LCADCState-Issued Cred |                     |          |
| Edit Delete | CADCState-Issued Cred  |                     |          |

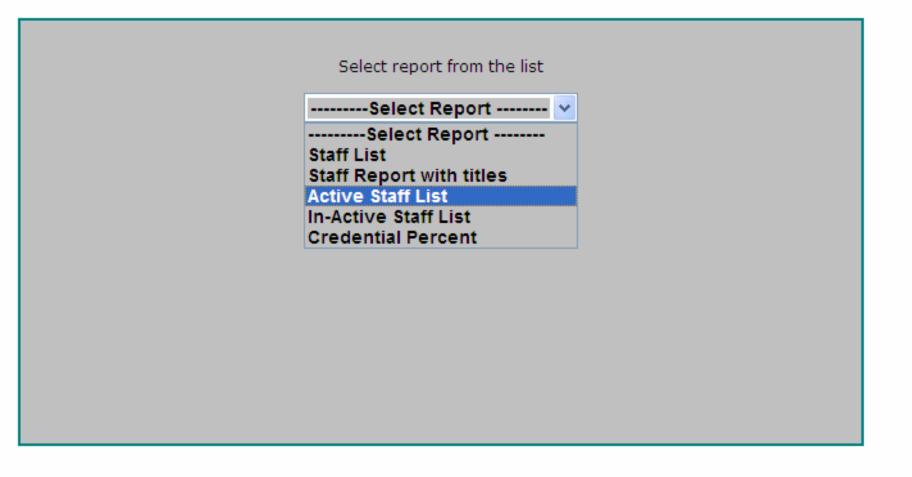
## Add Site/Staff Role



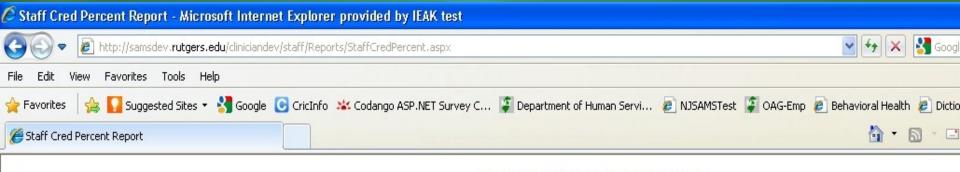
## Reports

#### DASIE TEST AGENCY

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#### **Percent Credentialed**



#### DASIE TEST AGENCY

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#### Back to report options

| No. of Full Time Employees:                   |      |  |
|---|------|--|
| No. of Part Time Employees:                   | 2    |  |
| Full time employees with eligible credentials | 5: 4 |  |
| Part time employees with eligible credentials | s: 1 |  |
| Credential Percentage:                        | 56%  |  |

### **Next Steps**

- All agencies will be trained via webinar
- Staff data to be entered by end of February
- Agencies have 3 months to check data and ensure 50% compliance will be met by June 1

## **Technical Support**

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# Questions?