

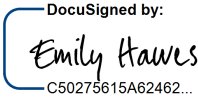
<b>River Valley Therapeutic Residence Policy and Procedure</b>		
<b>Under Established Minimums</b>		
Effective: 4/25/2023	Revised:	Due to Review: 4/25/2025

## **POLICY**

The River Valley Therapeutic Residence (RVTR) strives to ensure there is always a sufficient number of staff on each shift. During circumstances where that minimum staffing level cannot be reached, RVTR recognizes the importance of clear lines of communication.

## **PROCEDURE**

When the RVTR Staffing Office determines that the facility will likely not have enough staff to meet the minimum threshold, thus requiring under minimum staffing, the RVTR Staffing Office shall contact the Nurse Manager (if on standby) or Program Director to discuss the situation and request approval for the facility to be staffed under established minimums.

<b>Approved by</b>	<b>Signature</b>	<b>Date</b>
Emily Hawes Commissioner Vermont Department of Mental Health		4/25/2023