**Purpose:** This document is intended to assist prospective CCBHCs in completing the staffing section of the CCBHC Cost Report, specifically the “Trial Balance” tab, Part 1 – Direct CCBHC Expenses, Part 1A: CCBHC Staff Costs. Because the cost report template cannot be modified by either the state or CCBHCs, this guidance outlines Vermont-specific equivalents for each staff role, including licensure/training requirements and a brief description of each role's tasks and functions.

This staffing guidance is not an exhaustive list of possible roles. Agencies are encouraged to include as much detail as needed and should maintain accurate records to respond to any potential requests for additional information accompanying their cost template submission.

For ease of reporting, agencies may aggregate general support staff positions that require a high school diploma or equivalent in row 16. These positions may include Social and Human Service Assistants, non-certified peers, and other general support professionals with comparable pay scales. Agencies may also list these roles as distinct positions in the comments section and provide supporting descriptions, particularly when there are significant pay scale variations.

**Note:** Staff should be categorized based on the services they provide and bill for, not solely by their licensure. For example, if a psychiatrist is providing peer support services, they should be categorized as a "peer specialist" rather than a "psychiatrist." Additionally, when staff members fulfill multiple roles, their costs should be allocated in the cost report according to the proportion of time dedicated to each role.

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| # | Staff – Template Name | Staff – Vermont Name | Licensure/Training Requirements | Short Description of Functions |
| 1 | **Psychiatrist** |  | ABPN board certified or eligible (MD, DO) Medical doctor with specialized training (e.g., residency) in mental & emotional illnesses | Prescribing substance use and psychiatric medications, diagnosis |
| 2 | **Psychiatric Nurse** |  | (APRN) Master’s degree equivalent or higher with specialized training | Prescribing substance use and psychiatric medications, diagnosis |
| 3 | **Child Psychiatrist** |  | ABPN board certified or eligible (MD, DO) Medical doctor with specialized training (e.g., residency) in children’s mental & emotional illnesses | Prescribing substance use and psychiatric medications, diagnosis |
| 4 | **Adolescent Psychiatrist** |  | ABPN board certified or eligible (MD, DO) Medical doctor with specialized training (e.g., residency) in adolescent mental & emotional illnesses | Prescribing substance use and psychiatric medications, diagnosis |
| 5 | **Substance Abuse Specialist** | [Vermont does not use the term “abuse”] | (LADC) Master’s degree equivalent or higher with specialized training | Assessment, therapy, diagnosis |
| 6 | **Case Manager** |  | No licensure.  |  |
| 7 | **Recovery Coach** |  | Certified by the Office of Professional Regulation |  |
| 8 | **Peer Specialist** | Peer Support Specialist | Certified by the Office of Professional Regulation | Providing support & skill-building |
| 9 | **Family Support Specialist** |  | [This staffing line is blank, as it does not have a definition in Vermont at this time.] |  |
| 10 | **Licensed Clinical Social Worker** |  | (MSW, LICSW) Master’s degree or higher in social work | Assessment, therapy, diagnosis |
| 11 | **Licensed Mental Health Counselor** |  | (LCMHC) Master’s degree or higher in psychology, counseling, or related field | Assessment, therapy, diagnosis |
| 12 | **Mental Health Professional (trained and credentialed for psychological testing)** | Clinical Psychologist | A doctoral degree (PhD/PsyD) in psychology  | Psychotherapy, Psychological testing and assessment, Diagnosis |
| 13 | **Licensed Marriage and Family Therapist** |  | (LMFT) Master’s degree or higher with specialized training in marital & family therapy | Assessment, therapy, diagnosis |
| 14 | **Occupational Therapist** |  | [This staffing line is blank, as occupational therapy is outside the scope of the model at this time.] |  |
| 15 | **Interpreter or Linguistic Counselor** |  | [This staffing line is blank, as Vermont expects interpreter services to be provided by contractors.] |  |
| 16 | **General Practice (performing CCBHC services)** |  | General support staff are individuals working in roles that require a high school diploma or equivalent. These roles may include positions such as Social and Human Service Assistants, non-certified peers, and other general support professionals with comparable pay scales. Agencies have the option to list these roles as separate professions in the comments section and provide supporting documentation, especially in cases where significant pay scale differences exist. |  |
| 17 | **Subtotal Other Staff Costs (specify details in Comments tab)** |  |  |  |

# Subtotal Other Staff Costs (details to accompany staff listed in Comments tab)

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| Staff – Template Name | Staff – Vermont Name | Licensure/Training Requirements | Short Description of Functions |
| Non-Certified Peers |  | No minimum requirements |  |
| Art Therapist |  | (LPAT, ATR) Master’s degree or higher | Uses forms of art to aid patients in emotional exploration |
| Registered Nurse |  | RN, licensed |  |
| Licensed Practical Nurse |  | LPN |  |
| Apprentice Addiction Professional (AAP) |  | certification to practice substance abuse counseling, two-year degree from an accredited |  |
| Certified Alcohol and Drug Counselor  |  | BA-level with CADC certification  |  |
| Community Health Workers |  |  |  |
| Community and Social Service Specialists |  |  |  |
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