

POLICY AND PROCEDURE

REACH for Tomorrow

Day Treatment Program Backup Coverage Plan

Program: Behavioral Health Day Treatment / Partial Hospitalization Program

Effective Date: February 15, 2026

Review Date: February 15, 2027

Responsible Party: Clinical Director / Program Manager

Purpose

To ensure continuity of Day Treatment services in the event that scheduled staff are unavailable due to illness, emergency, leave, or other unexpected circumstances. The backup coverage plan supports uninterrupted therapeutic programming and maintains participant safety and supervision.

Policy

The program maintains a structured backup staffing plan to ensure adequate clinical coverage during all Day Treatment operating hours. Qualified staff must be available to assume responsibilities when a scheduled staff member is unable to fulfill their assigned duties.

Coverage Priorities

Backup staffing must ensure coverage for the following essential functions:

- Group facilitation
- Participant supervision and safety
- Crisis intervention capability
- Intake or assessment coverage when scheduled
- Medication or medical oversight when applicable

Backup Coverage Sources

Backup coverage may be provided by:

- Licensed clinicians within the organization
- Cross-trained clinical staff
- Program supervisors or clinical leadership
- On-call staff designated for coverage
- Qualified staff from other programs within the organization when appropriate

POLICY AND PROCEDURE

REACH for Tomorrow

Coverage Activation Procedure

1. Staff notify the Program Manager or Clinical Director as soon as possible if they are unable to report for a scheduled shift.
2. Program leadership reviews the daily schedule to determine coverage needs.
3. Backup staff are contacted and assigned to maintain program operations.
4. Group schedules or assignments may be adjusted to ensure safe staff-to-participant ratios.
5. Participants are informed of any schedule adjustments when necessary.

Cross-Training

To support backup coverage, clinical staff may be cross-trained to facilitate common program groups and perform essential Day Treatment functions.

Staffing Ratios and Safety

At all times, the program must maintain adequate staff presence to supervise participants, facilitate services, and respond to emergencies or behavioral crises.

Documentation

Schedule changes and coverage adjustments may be documented in program scheduling records or supervision notes when significant changes to staffing occur.

Quality Monitoring

Program leadership periodically reviews staffing patterns and backup coverage practices to ensure the program maintains consistent therapeutic programming and participant safety.