For CBH and DBH providers only.

**Elements to include in your Vaccine Mandate Staffing Contingency Plan:**

1) **Current State.**
   a) List the specific services/programs that are impacted by the staffing shortage at this time due to the vaccine mandate.
   b) What is the approximate percentage of staffing shortfall is the agency experiencing due to the vaccine mandate at this time?
   c) Is your agency experiencing at staff shortfall outside of the vaccine mandate?
      i) If so, what percentage is the shortfall?

2) **Risk Assessment:**
   a) Which of these impacted programs present the highest safety risks due to short staffing?
   b) List the risks, as best as you can anticipate?

3) **Risk Mitigation Action Plan**
   a) Does your agency have a full-scale Continuity of Operations Plan for emergency situations?
   b) If so, how is it informing your decisions?
   c) How do you propose to ensure staff coverage to the services that pose the highest risks related to staffing shortages?
      i) Utilizing staffing agencies
      ii) Pulling staff from other programs
      iii) Utilizing management and administrative staff where appropriate
   d) Who are the point people for developing, implementing, and overseeing the action plan?
      i) List contact information here: _______________________________
4) **Decision process if, and when to activate the contingency plan**
   a) Have you already started to implement contingency plans regarding staffing?
      i) If so, what have you implemented and how is it being monitored?
   b) If not, what will trigger the use of the contingency plan?

5) **Communication of the plan to stakeholders**
   a) What has been your communication plan for staff at your agency around
      i) Vaccinations_________________________________________________________
      ii) Staff coverage_____________________________________________________
   b) What has been (or will be) your communication plan for external stakeholders, such as families, referral agencies, oversight bodies (including regulatory)

6) **Testing of the plan over time**
   a) Who specifically will be helping to monitor the plan?
   b) What are any strategies to boost and maintain staff morale during the time of implementation?
   c) How will you know if your plans are successful?
   d) How often will your core team meet to discuss the monitoring and tweaking of any plans?