



## **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?