



COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD

Policy #4064	Staff Productivity	Human Resources
Origination Date: August 8, 2018		
Revision Date:		
Reviewed Date:		
Approved: <i>Foster Norman 8/16/18</i>		
Foster Norman, Executive Director		

POLICY:

It is the policy of the Cobb County Community Services Board and Douglas County Community Services Board, (“the Boards”) to have all staff engaged in job identified tasks for the entirety of the work day. All staff shall be provided with measures of productivity included in the annual employee performance appraisal, section 2, goals.

For non-physician/prescriber clinical staff, the standard will be a minimum of five (5) billable and reimbursed hours per day, and for physicians and prescribers the standard will be a minimum of six (6) billable hours per day.

Residential and day services shall maintain census of at least 90% daily, in order to earn funding to cover the costs of the program. Each program must earn sufficient funds to cover all program cost.

The Case Management standard shall also be at least five (5) billable hours per day.

All documentation by clinical staff, of face to face activities, shall be completed using the collaborative documentation method.