



**Mississippi Department of Mental Health**  
**Provider Bulletin**  
**Number IO0166**

**Subject: IDD Staffing Worksheets**

**Issue Date: 06/03/2025**

**Effective Date: On-going**

**Scope**

All certified ID/DD Waiver (1915c) and Community Support Program (CSP/1915i) providers of the following services: Supported Living in a Supervised Living setting, Shared-Supported Living, Supervised Living, Day Service-Adult, and Prevocational Services.

**Purpose**

To inform certified ID/DD Waiver and CSP providers of the requirement to utilize staffing spreadsheets and to clarify that the spreadsheets may not be used “as is” in the *2022 DMH Record Guide*.

**Background**

Providers offering Supported Living in a Supervised Living setting, Shared-Supported Living, Supervised Living, Day Services-Adult and Prevocational Services through the ID/DD Waiver and/or CSP are required to utilize the IDD Staffing Worksheets (*Worksheet to Determine Required Staff Hours* and *Staffing Schedule Worksheet*) described on pages 218-228 of the *2022 DMH Record Guide*. The *Worksheet to Determine Required Staff Hours* worksheet calculates the number of staff hours required in the setting based on the participants’ ICAP score. The *Staffing Schedule Worksheet* indicates who is scheduled to work and the hours scheduled for each program setting to ensure the appropriate number of staff were scheduled for each setting based on the requirement based on the participants’ ICAP scores.

**Subject**

Providers shall not use the forms “as is” on pages 219-228 in the *2022 DMH Record Guide* as there is no way to include the formula for these calculations in this format. Each provider certified for the services required to complete the worksheets will be emailed a digital copy (in EXCEL format) by close of business on June 6, 2025. The worksheets will be emailed to the contact person(s) for the provider on file with the DMH Certification Division. New providers certified for the required services will receive an emailed copy upon initial certification.

If you have questions, contact Jamie Odom, Director of ID/DD Waiver at (601)359-5797 or email [jamie.odom@dmh.ms.gov](mailto:jamie.odom@dmh.ms.gov) or Pamela Harkins, Director of CSP at (601) 359-5777 or email [pamela.harkins@dmh.ms.gov](mailto:pamela.harkins@dmh.ms.gov).

***End of Provider Bulletin***