

State of New York

Office of Alcoholism and Substance Abuse Services

Bureau of Capital Management Services

**GUIDELINES FOR PREPARATION
OF SPACE PLANS
FOR
CHEMICAL DEPENDENCE SERVICES
FOR OASAS FUNDED CAPITAL PROJECTS**

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Introduction

The following space guidelines are intended to assist OASAS licensed chemical dependency providers when they are planning and developing the physical space in which to operate a chemical dependency program. The guidelines are categorized into different service modalities and provide uniform program space based on a typical program capacity. For programs that operate at a higher or lower capacity the spaces guidelines will be prorated accordingly to provide adequate space.

It should be noted that while the guidelines provide a uniform approach to space needs OASAS does recognize the diversity of the New York's chemical dependency programs in respect to the clients served, the varied locations in which programs operate and in terms of operational differences between programs. Consequently, it is understood that programs may need to vary the size and layout of spaces to meet their specific needs. It should further be noted that these guidelines were developed to provide sufficient space to operate a treatment program in an effective manner and in a comfortable environment, however, if a provider believes it requires additional program space beyond what the guidelines allow then such space may be considered on a case by case basis after substantial programmatic justification is submitted which demonstrates a significant need for the additional space.

As providers are planning for a program's capital needs it is important to keep in mind that OASAS funding of capital projects will be based on these space guidelines as adjusted for program capacity. Furthermore, it should be known that the guidelines do incorporate all OASAS regulatory needs in terms of physical space requirements for each program modality. Any additional information on general facility requirements can be found in Part 814 of the OASAS Chemical Dependency Regulations and the specific program operating regulations for each service modality.

Notes on Administrative and Counseling Space

In determining office space for administrative staff, counseling and clinical staff the actual approved staffing plan and staff operating needs will be considered in determining the number of offices, individual counseling spaces, and shared work areas. Staff that work less than full time, to the extent possible, will be required to share office space. Such shared offices will be allowed 120 square feet of space.

In instances where overall agency administrative offices are combined within a program site then the actual approved agency administrative staff and its need for space will be added to the facility's square footage in accordance with these guidelines.

Notes for Residential Programs

Residential programs that serve both male and female clients will be provided additional space, consistent with these guidelines, for separate men's and women's lounges. Additionally, such programs should, to the extent possible, be developed so that men's and women's programming be provided separately for each sex.

Residential programs that are planned and programmed to serve children of chemically dependent persons will be required to provide the same amount of bedroom, living and program space for each child as for each adult. Within such programs areas designed and furnished specifically for children and their parent(s) will be included.

Outpatient Service¹

Outpatient Service (without medication administration and dispensing) – the following spaces are based on a 100 client capacity.

<u>Description of space</u>	<u># rooms</u>	<u>Sq. Ft / Room</u>	<u>Total Square feet</u>
Administrative offices ² - (director, secretary, billing, etc.)	4	100	400
Administrative conference room	1	180	180
Staff break room	1	150	150
Counseling offices ³	4	100	400
Consultant/specialist office (shared)	1	120	120
Group counseling room	2	180	360
Large group room/multi purpose room	1	400	400
Waiting area/reception	1	120	120
Child resource room	1	180	180
Physicians office/exam room	1	150	150
Bathrooms	3	80	240
Record storage	1	100	100
General storage	1	100	100
Mechanical room	1	300	300
Circulation space - corridors, stairways, etc.			1,200
Miscellaneous			100
Total			4,500

Outpatient MMTP Service

1 If the building is shared with other users and the following spaces are in general space accessible to program patients they will not be duplicated inside program space.

2 Administrative staff offices are approximately 100 sq. ft. per FTE.

3 Counseling staff offices are approximately 100 sq. ft. per FTE.

Outpatient service with administration and dispensing of methadone and other medications (MMTP) - the following spaces are based on a 200 client capacity.

<u>Description of space</u>	<u># rooms</u>	<u>Sq. Ft / Room</u>	<u>Total Square feet</u>
Administrative offices ⁴ - (director, secretary, billing, etc.)	4	100	400
Administrative conference room	1	180	180
Staff break room	1	150	150
Counseling offices ⁵	4	100	400
Consultant/specialist office (shared)	1	120	120
Group counseling room	4	180	720
Large group room/multi purpose room	3	500	1,500
Waiting area/reception	1	200	120
Child resource room	1	180	180
Physicians office/exam room	1	150	150
Medication dispensing area	1	150	150
Nurses office	1	120	120
Bathrooms	5	80	400
Record storage	1	100	100
General storage	1	100	100
Mechanical room	1	300	300
Circulation space - corridors, stairways, etc.			2,010
Miscellaneous			200
Total			7,300

INPATIENT REHABILITATION (30 beds)

4 Administrative staff offices are approximately 100 sq. ft. per FTE.

5 Counseling staff offices are approximately 100 sq. ft. per FTE.

<u>Description of space</u>	<u># rooms</u>	<u>Sq. Ft / Room</u>	<u>Total Square feet</u>
Administrative offices ⁶	3	100	300
Administrative conf. rm.	1	180	180
Staff break room	1	150	150
Nurse's station	1	150	150
Medication dispensing area	1	80	80
Chart room	1	80	80
Nurse practitioner	1	100	100
Physician's office / exam room	1	120	120
Shared QHP office	1	120	120
Client lounge	3	150	450
Recreation room	1	500	500
Recreation office/storage	1	150	150
Dining room	1	600	600
Individual counseling space	4	100	400
Individual counseling space - shared	1	120	120
Group counseling space	2	150	300
Large group room	1	300	300
Bedrooms	15	150	2,250
Waiting area/reception	1	100	100
Kitchen	1	300	300
Food storage	1	200	200
Client bathrooms	3	150	450
Staff bathrooms	2	60	120
Janitor's closet	2	40	80
General storage	1	300	300
Records storage/work area	1	150	150
Laundry	1	150	150
Maintenance storage	1	300	300
Mechanical room	1	450	450
Circulation space - corridors, stairways, etc.			3,600
Miscellaneous			300
Total			12,850

⁶ Administrative staff offices are approximately 100 sq. ft. per FTE.

INTENSIVE RESIDENTIAL FACILITIES (50 BEDS)

<u>Description of space</u>	<u># rooms</u>	<u>Sq. Ft / Room</u>	<u>Total Square feet</u>
Administrative offices ⁷ - (director, secretary, billing, etc.)	6	100	600
Administrative conference room	1	180	180
Staff break room	1	200	200
Counseling offices ⁸	4	100	400
Group counseling room	4	150	600
Large group room/multi purpose room	2	400	800
Lounge	4	150	600
Recreation	1	800	800
Dining room	1	800	800
Bedrooms	25	150	3,750
Physicians office/exam room	1	100	100
Medication dispensing area	1	80	80
Nurses office	1	120	120
Waiting area/reception	1	120	120
Staff bathrooms	2	80	160
Client bathrooms	7	130	910
Kitchen	1	500	500
Food storage	1	220	220
Record storage	1	100	100
General storage	1	300	300
Janitor's closet	2	40	80
Mechanical room	1	600	600
Laundry	1	180	180
Maintenance storage/work area	1	300	300
Circulation space - corridors, stairways, etc.			5,500
Miscellaneous			500
Total			18,500

7 Administrative staff offices are approximately 100 sq. ft. per FTE.

8 Counseling staff offices are approximately 100 sq. ft. per FTE.

COMMUNITY RESIDENTIAL FACILITIES (16 Beds)

<u>Description of space</u>	<u># rooms</u>	<u>Sq. Ft / Room</u>	<u>Total Square feet</u>
Administrative offices ⁹	3	100	300
Counseling offices ¹⁰	2	100	200
Group counseling room/multi purpose room	1	150	150
Lounge ¹¹	1	200	200
Recreation	1	300	300
Dining room	1	320	320
Bedrooms	8	150	1,200
Medication dispensing area	1	80	80
Staff bathrooms	1	80	80
Client bathrooms	1	130	130
Kitchen	1	220	220
Food storage	1	150	150
General Storage	1	250	250
Janitor's closet	1	40	40
Mechanical Room	1	300	300
Laundry	1	100	100
Maintenance storage/work area	1	150	150
Circulation space - corridors, stairways, etc.			1,630
Miscellaneous			160
Total			5,960

MEDICALLY SUPERVISED WITHDRAWAL - INPATIENT/RESIDENTIAL

9 Administrative staff offices are approximately 100 sq. ft. per FTE.

10 Counseling staff offices are approximately 100 sq. ft. per FTE.

11 Additional lounge may be added if a men's and women's program.

For the first 10 beds or part thereof in a separate discrete unit of an inpatient/residential service used for inpatient/residential medically supervised withdrawal.

<u>Description of space</u>	<u># rooms</u>	<u>Sq. Ft / Room</u>	<u>Total Square feet</u>
Administrative offices ¹²	1	100	100
Counseling offices ¹³	2	100	200
Group counseling room	1	150	150
Lounge	1	180	180
Bedrooms	5	150	750
Admissions room	1	120	120
Physicians office/exam room	1	100	100
Medication dispensing area	1	80	80
Nurses office	1	120	120
Staff bathrooms	1	80	80
Client bathrooms	1	120	120
Janitor's closet	1	40	40
Circulation space - corridors, stairways, etc.			800
Miscellaneous			100
Total			2,940

Note:

If the MSW program is a stand alone facility then appropriate space will need to be added for recreation, kitchen, dining, storage spaces (food, general, records) and a multi-purpose room.

12 Administrative staff offices are approximately 100 sq. ft. per FTE.

13 Counseling staff offices are approximately 100 sq. ft. per FTE.

MEDICALLY MONITORED WITHDRAWAL

For the first 10 beds or part thereof in a separate discrete unit of an inpatient/residential service used for inpatient/residential medically supervised withdrawal.

<u>Description of space</u>	<u># rooms</u>	<u>Sq. Ft / Room</u>	<u>Total Square feet</u>
Administrative offices ¹⁴	1	100	100
Counseling offices ¹⁵	2	100	200
Group counseling room	1	150	150
Lounge	1	180	180
Bedrooms	5	150	750
Admissions room	1	120	120
Medication dispensing area	1	80	80
Nurses office	1	100	100
Staff bathrooms	1	80	160
Client bathrooms	1	120	120
Janitor's closet	1	40	80
Circulation space - corridors, stairways, etc.			800
Miscellaneous			100
Total			2.820

Note:

If the MSM program is a stand alone facility then appropriate space will need to be added for recreation, kitchen, dining, storage spaces (food, general, records) and a multi-purpose room.

14 Administrative staff offices are approximately 100 sq. ft. per FTE.

15 Counseling staff offices are approximately 100 sq. ft. per FTE.