

Behavioral Health Services (BHS) – Information Notice

To:	BHS Children, Youth and Families (CYF) Contracted Service Providers
From:	Behavioral Health Services
Date:	April 22, 2021
Title	Standard Budget Position Titles

For the past several years the Children, Youth & Families System of Care (CYF) has worked with contracted service providers to create a standard naming convention for all budgeted positions to communicate position functions and qualifications more accurately. This collaborative effort towards continuous improvement has demonstrated success, evidenced by increased alignment in position titles across CYF programs and improved conversations pertaining to workforce due to the use of a common language.

As we move into FY 2021-2022, please utilize the list below and align your working titles with the standard titles for all budget submissions. This request is not asking programs to rename working titles, but rather to follow the standard naming convention for budget submissions. Recognizing that programs may utilize different working titles, please utilize the example below in your budget submission by using a standard title followed by working title.

Example: LMHC/Therapist (Standard Title/Working Title)

CYF welcomes all input regarding the standard naming convention, including proposed titles, and recognizes that specialized programs may have unique titles that will be outside of the standard naming convention. Please discuss any barriers utilizing the naming convention with the program COR.

STANDARD BUDGET POSITION TITLES	
ADMINISTRATION	DIRECT SERVICE
Director	Licensed Mental Health Clinician (LMHC)
Vice President	Registered Associate Mental Health Clinician (RAMHC)
Medical Director	Peri-Child Clinician-Indicate LMHC or RAMHC
MANAGEMENT	Psychologist
Program Manager	Case Manager (CM)
Assistant Program Manager	SUD Counselor- Certified
Clinical Supervisor	SUD Counselor- Registered
ADMINISTRATIVE SUPPORT	Licensed Practitioner of the Healing Arts (LPHA)- Indicate License
Quality Assurance	AOD Specialist, MH Program- Indicate Certified or Registered
Accountant/Bookkeeper	Employment Specialist
Office Manager	CalWORKs Family Stabilization Specialist (FSS)
Office Assistant	Outreach Worker
Clerk- Indicate if Billing or Data-Entry	Support Partner- Indicate Family/Youth/Parent/Peer
DIRECT SERVICE-MEDICAL	Childcare Worker
Psychiatrist (MD)/ Medical Director (MD)	Student Trainee- Indicate MFT, PCC, CSW
Registered Nurse (RN)	Rehab Specialist/QMHP
Physician's Assistant (PA)	Aide/Assistant
Nurse Practitioner (NP)	
Licensed Vocational Nurse	
ANCILLARY POSITIONS	
	Cook
	Security Guard
	Driver
	Maintenance