



CONTINUUM OF CARE REFORM

INFORMATIONAL WEBINAR

November 29, 2017

Short-Term Residential Therapeutic Program

PRESENTERS

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Overview of the Continuum of Care Reform



CONTINUUM OF CARE REFORM

HISTORY

- In September 2012, CDSS – in partnership with the County Welfare Directors Association of California – launched the Continuum of Care Reform (CCR) effort.
- Authorized through Senate Bill (SB) 1013 (Statutes of 2012), CCR was tasked with developing recommendations to reform the current rate setting system, and the services and programs serving children and families in the continuum of placement settings.
- In January of 2015, CDSS released a report to the legislature that outlined the comprehensive approach to improving the experience and outcomes of children in foster care and made recommendations to improve the Continuum of Care through legislative action.

http://www.cdss.ca.gov/cdssweb/entres/pdf/CCR_LegislativeReport.pdf



CONTINUUM OF CARE REFORM

VISION

- All children live with a committed, permanent and nurturing family with strong community connections
- Services and supports should be individualized and coordinated across systems and children shouldn't need to change placements to receive services
- When needed, congregate care is a short-term, high quality, intensive intervention that is just one part of a continuum of care available for children and nonminor dependents
- Effective accountability and transparency drives continuous quality improvement for state, counties, and providers



CONTINUUM OF CARE REFORM

KEY STRATEGIES

- Retention and recruitment of nurturing, committed families.
- Child and Family Teams (CFTs) drive case planning, placement decisions and care coordination.
- New licensing requirements: Ensure providers have an identified ability to meet the varied needs of children (i.e., “core services and supports”) including mental health services.
- Restructured rate system provides a single residential rate
- Collaboration between providers, child welfare, mental health, probation and education to provide integrated services



CONTINUUM OF CARE REFORM

IMPLEMENTING LEGISLATION

❖ **AB 403 Enacted The Major CCR Components**

(Chapter 77, Statutes of 2015)

❖ **AB 1997 Further Implements CCR Recommendations**

(Chapter 612, Statutes of 2016)

- Requires Group Homes that intend to continue serving children and nonminor dependents to transition to an STRTP
- Expands the role of FFAs and enhances FFA licensing standards
- Develops and defines the functions of the Child and Family Team
- Requires all new foster families to be approved as Resource Families
- Establishes a new (single) rate structure and level of care protocol



SHORT-TERM RESIDENTIAL THERAPEUTIC PROGRAM

CCR established a new community care facility category.

A “**Short-Term Residential Therapeutic Program**” is a residential facility that provides integrated program of specialized and intensive care and supervision, services and supports, treatment, and short-term 24-hour care and supervision to children.



Interim Licensing Standards for STRTPs



INTERIM LICENSING STANDARDS

- ❖ AB 403 authorized CDSS to implement the provisions of Continuum of Care Reform via written instructions until regulations are adopted.
- ❖ The “**Interim Licensing Standards**” (ILS) are the written policies, procedures, and rules being implemented by CDSS.



LAWS THAT GOVERN STRTPs

EXISTING

- **Community Care Facilities Act**
 - Commencing with 1500 of the Health and Safety Code, et seq.
- **Regulations**
 - General Licensing Requirements
(Title 22, Div. 6, Ch. 1)
 - Group Homes
(Title 22, Div.6, Ch. 5)

NEW

- **AB 403**
 - (Ch. 773, Stats. 2015)
- **AB 1997**
 - (Ch. 612, Stats. 2016)
- **STRTP Interim Licensing Standards**
 - General Licensing Requirements
(Title 22, Div. 6, Ch. 1)
 - Nonminor Dependents are incorporated in these ILS



CCR THEMES

Culturally Relevant Services

- Self-awareness and respect of others' cultures and cultural influences.

Trauma Informed Intervention and Treatment Practices

- Supports that recognize and respond to the varying impact of traumatic stress on children.

Child and Family Team

- A group of individuals that engage with the child or youth and family in assessing, planning, and delivering services for a child.



GENERAL REQUIREMENTS

(ILS, Article 1)

87000 GENERAL

- Overview of the general rules that apply to the Article

87001 DEFINITIONS

- Adds New Definitions
- Updates/Revises Definitions



DEFINITIONS

(ILS, Art. 1, Section 87001)

- ✓ **Child and Family Team**
- ✓ **Continuous Quality Improvement**
- ✓ **Core Services and Support**
- ✓ **Cultural Humility**
- ✓ **Culturally Relevant**
- ✓ **Gender Expression**
- ✓ **Sexual Orientation**
- ✓ **Short-Term Residential Therapeutic Program**
- ✓ **Transgender**
- ✓ **Trauma Informed**



APPLICATION PROCEDURES

(ILS, Art. 3, Section 87018)

In addition to the existing application requirements, an STRTP application must now also include:

- At least one **letter of recommendation** from a county placing agency and documentation received in response.
- Documentation or application of **accreditation.**



LETTER OF RECOMMENDATION

(ILS, Art. 3, Sections 87018)

- To obtain a letter of recommendation, an STRTP applicant must submit a copy of its program statement to all county agencies from which the STRTP is currently or anticipates receiving placements or providing services.
- If the letter of recommendation is not from the county in which the facility is located, the STRTP must include a statement that it provided the county in which it is located an opportunity to review the program statement and notified that county that the facility has received a letter of recommendation from another county.
- The letter of recommendation must include a statement that the county placing agency reviewed a copy of the applicant's program statement.

The Department will cease review of an application that does not contain a letter of recommendation.



ACCREDITATION

(ILS, Art. 8, Section 87089)

A licensed STRTP shall:

- **Have up to 24 months from the date of licensure to obtain accreditation.**
- **Provide documentation to the Department reporting accreditation status at 12 months and 18 months after date of licensure.**
- **Obtain national accreditation from one of the following entities:**
 - ❑ The Commission on Accreditation of Rehabilitation Facilities (CARF): <http://www.carf.org/>
 - ❑ The Council on Accreditation (COA): <http://coanet.org/>
 - ❑ The Joint Commission (JC): <http://www.jointcommission.org/>
- **Provide a copy of its final accreditation summary report to the licensing agency within 30 days of its release date.**



PLAN OF OPERATION

(ILS, Art. 3, Section 87022)

The Plan of Operation shall be culturally relevant, trauma informed, and age and developmentally appropriate and include:

- A detailed program statement
- An enhanced description of the administrative organization and staffing plan for the STRTP
- A detailed description regarding how the STRTP will engage, coordinate, and/or contract with community resources or counties
- A detailed description of the policies, procedures, and practices concerning the STRTP's continuous quality improvement



CONTINUOUS QUALITY IMPROVEMENT

(ILS, Art. 6, Section 87081)

An STRTP shall develop written policies, procedures, and practices concerning the STRTP's CQI that:

- Are based on the overall mission, vision, and values of the STRTP and active inclusion and participation of staff at all levels, children, and nonminor dependents, and community resources
- Adopt specific outcomes, indicators, and practice standards, including outcomes associated with trauma informed and culturally relevant services
- Address the collection, review, analysis and utilization of qualitative and quantitative data & information to inform and improve policies, practices, and programs



PROGRAM STATEMENT

(ILS, Art. 3, Section 87022.1)

- The **Program Statement** shall be **culturally relevant, trauma informed, and age and developmentally appropriate** and include a description of the following:
 - Core services and supports
 - Trauma informed interventions, treatment practices or both
 - How the STRTP will participate in, collaborate with, and support the goals of the child and family team
 - Procedures for the development, review, implementation and modification of the needs and services plan
 - Documentation of mental health approval



UPDATING PROGRAM STATEMENT

(ILS, Art. 3, Section 87022.1)

- An STRTP must submit an updated program statement to the licensing agency any time it makes changes to its program that affect services to children or nonminor dependents.
- An STRTP shall also submit a copy of its updated program statement to all county placing agencies with which placements are coordinated or for which services are provided, including the county in which the facility is located, for optional review.
- An STRTP shall submit to the licensing agency a list of the county placing agencies to whom its program statement was submitted.



CORE SERVICES AND SUPPORTS

(ILS, Art. 6, Section 87078.1)

STRTPs are required to have the **ability** to meet the differing needs of children and nonminor dependents and the **capacity** to provide core services and supports that are needed by children and nonminor dependents which are trauma informed and culturally relevant.

Core services and supports include:

- Medi-Cal specialty mental health services for children and nonminor dependents who meet medical necessity criteria
- Transition support services
- Education and physical, behavioral, and mental health supports, including extracurricular activities and social supports
- Activities designed to support achieving a successful adulthood
- Services to achieve permanency



CORE SERVICES

MEDI-CAL SPECIALTY MENTAL HEALTH SERVICES

- Assessment
- Plan Development
- Individual, family or group therapy
- Medication support services



CORE SERVICES

TRANSITION SUPPORT SERVICES (Placement Change)

- Case Planning
- Collaboration between transferring agencies
- Family finding
- Support of placement stability



CORE SERVICES

EDUCATION AND PHYSICAL, BEHAVIORAL, AND MENTAL HEALTH SUPPORTS, INCLUDING EXTRACURRICULAR ACTIVITIES AND SOCIAL SUPPORTS

- Assistance to ensure child or youth attends school
- Assistance to ensure child or youth is immediately enrolled in a school
- Assistance to ensure child or youth has access to the same academic resources as all students



CORE SERVICES

ACTIVITIES DESIGNED TO SUPPORT ACHIEVING A SUCCESSFUL ADULTHOOD

- Interactive life skills
- Lifelong connections support to search and connect with biological or nonrelated family members
- Educational support to access educational services
- Employment support and opportunities for increasing self-esteem
- Case management
- Housing assistance
- Access to public services and information about extended foster
- Permanency support services



CORE SERVICES

SERVICES TO ACHIEVE PERMANENCY

- Reunification services
- Ongoing support efforts
- Services to stabilize and achieve permanency
- Post Permanency support services



SEXUAL ORIENTATION, GENDER IDENTITY AND EXPRESSION

Things to remember:

- Everyone has a SOGIE (sexual orientation, gender identity and expression).
- It is important for agencies' leadership (CEO, Managers, Supervisors, HR) to have conversations with all employees about serving all children, including LGBTQ and gender non-conforming children.
 - ❑ The conversations are not about changing anyone's beliefs but working toward the well-being, safety and permanency of all children, including LGBTQ and gender non-conforming children.



SEXUAL ORIENTATION, GENDER IDENTITY AND EXPRESSION

Ways an agency can be culturally sensitive:

- ❑ A non-discrimination policy which includes sexual orientation, gender identity and gender expression **and** how it will be implemented through services, activities, HR, volunteers, contractors, staff and resource parent recruitment, as well as paperwork such as intake etc.
- ❑ An environment that visibly displays inclusivity and affirmation through observable signs throughout the agency.
- ❑ Values that reflect and affirm all children by using their preferred/chosen names, asserted gender pronouns and respect their gender expressions.
- ❑ Affirmation of LGBTQ and gender non-conforming youth through clothing, grooming and hygiene products, self-expression, dating, visitation, transportation and peer inclusion.



SEXUAL ORIENTATION, GENDER IDENTITY AND EXPRESSION

- SOGIE training for all employees and resource parents.
- LGBTQ & SOGIE trained Mental Health providers.
- Medical personnel who are specifically trained to refer transgender youth to services which address their medical needs.
- Access to peer support groups, community activities, alliances etc.
- Child and Family team meetings which affirm and respect all children's SOGIE.
- Support services for families who do not affirm their LGBTQ and gender non-conforming children and who need support moving from rejection to acceptance.



SEXUAL ORIENTATION, GENDER IDENTITY AND EXPRESSION

- ❑ Review of the well-being, permanency and safety of all children and families, including LGBTQ and gender non-conforming children and families.
- ❑ Ensure resource parents and agency staff do not discriminate against LGBTQ and gender non-conforming children and families **as well as** appropriate interventions in place for those who are struggling to affirm children and families.
- ❑ Collaborations with community agencies that affirm and support LGBTQ and gender non-conforming children.
- ❑ General advocacy for LGBTQ and gender non-conforming youth in the community, at school etc.



NEEDS AND SERVICES PLANS

(ILS, Art. 6, Sections 87068.2 & 87068.22)

A **needs and services plan** shall be trauma informed, culturally relevant, meet the individual needs of the child or nonminor dependent, and:

- **Be consistent with the case plan prepared by the county placing agency, if provided.** If a case plan is not received, the STRTP shall document attempts made to obtain the case plan in the child's or Nonminor Dependent's needs and services plan.
- **Identify the individual core services and supports the child or nonminor dependent requires.**
- **Consider recommendations from the child and family team.**
- **Include a family reunification/permanency plan.**
- **Be updated every 30 days.**



DOCUMENTING MENTAL HEALTH SERVICES

(ILS, Art. 6, Sections 87070 & 87070.1)

Documenting mental health services in a child's or nonminor dependent's case record must include:

- All mental health services received, the name of the mental health entity, and dates the services were provided.
- Any inability to ensure access to mental health services and the reasons why the services were not received.



Placement Criteria



PLACEMENT ELIGIBILITY

(WIC Sections 11462.01 & 4096)

An STRTP may accept for placement a child who:

Meets both of the following criteria:

- Does not require inpatient care in a licensed health facility
- Has been assessed as requiring the level of services provided in an STRTP in order to maintain the safety and well-being of the child or others due to behaviors **OR** prevent the effective delivery of needed services and supports provided in the child's own home or in other family settings, such as with a relative, guardian, foster family, resource family, or adoptive family

AND

Has been assessed by interagency placement committee as meeting one of the following:

- Has been assessed, as meeting the medical necessity criteria for Medi-Cal specialty mental health services
- Has been assessed, as seriously emotionally disturbed, as defined in WIC Section 5600.3(a)
- Has been assessed as requiring the level of services provided by the STRTP program in order to meet his/her behavioral or therapeutic needs



EMERGENCY PLACEMENT

(WIC Code Section 11462.01)

A child or youth may be placed into an STRTP on an “**emergency basis**” prior to a determination by the interagency placement committee (IPC).

- ❑ **Within 72 hours of the child or youth’s emergency placement**, a licensed mental health professional must make a determination that the child/youth requires the level of services and supervision provided by the STRTP in order to meet his or her behavioral or therapeutic needs.
 - ❑ **Within 30 days of emergency placement**, the IPC shall make a determination, with recommendations from the child and family team, as to whether or not the STRTP placement is appropriate.
 - ❑ **If it determines that an STRTP placement is not appropriate**, the IPC shall, with recommendations from the child and family team, make a recommendation as to the child’s appropriate level of care and placement to meet his or her service needs.
- The necessary IPC representative(s) shall **participate in any child and family team meetings** to refer the child or youth to an appropriate placement, as specified.
 - The child may remain in the placement for the amount of time necessary to identify and transition the child to an alternative, suitable placement.



ACCESS TO & DOCUMENTATION OF MENTAL HEALTH SERVICES

(ILS, Art. 8, Section 87089.1)

- An STRTP shall provide, or ensure that children and nonminor dependents have access to, mental health services consistent with the child or nonminor dependent's case plan, any other assessment, or documentation identifying a mental health need.
- Mental health services may be accessed through a Medi-Cal managed care plan, county mental health plans, or fee for service providers.



Personnel Requirements



ADMINISTRATOR QUALIFICATIONS

(ILS, Art. 6, Sections 87064)

In addition to being certified, an STRTP Administrator shall have **one of** the following qualifications:

- A masters degree in behavioral science, plus two years of employment as a social worker in an agency serving children or in a residential congregate care program.
- A bachelor's degree, plus at least three years administrative experience or supervisory experience over social work, direct care and/or support staff providing direct services to children in an agency or in a community care facility with a licensed capacity of seven or more.
- Completed at least two years at an accredited college/university, plus at least five years administrative experience or supervisory experience over social work, direct care and/or support staff providing direct services to children in an agency or in a community care facility with a licensed capacity of seven or more.
- Be a qualified and certified group home administrator prior to January 1, 2017.



ADMINISTRATOR DUTIES

(ILS, Art. 6, Sections 87064)

- The certified administrator shall be on the premises for a minimum of 20 hours per week.
- The certified administrator may administer more than one licensed children's residential facility upon approval of CDSS.
- A certified administrator may also be the STRTP's mental health Head of Services but must meet all requirements for both positions and may not serve as an administrator or Head of Services of more than one STRTP.



ADMINISTRATOR DUTIES

(ILS, Art. 6, Sections 87064)

The certified administrator will be responsible for the following:

- Budgeting and management of expenditures.
- Organization of the work of the facility and delegation to staff.
- Assessment of the facility operations and program; reporting to the licensee and making recommendations to address identified problems.
- Recruitment, appointment, evaluation, training and termination of staff.
- Review of and response to complaints made by children or their authorized representative(s).
- The facility's Continuous Quality Improvement (CQI).
- Observing and interacting with staff, children, and other individuals, as necessary, to ensure the quality of care for children and program services.



ADMINISTRATOR CERTIFICATION

(ILS, Art. 6, Sections 87064.2)

Current certified group home administrators may become certified as an STRTP certified administrator by completing 12 hours of specified training. This training is currently available by approved vendors in both Northern and Southern California.

Northern California	Southern California
Paradise Oaks Youth Services	Colleen Anderson
7806 Uplands Way, Suite A Citrus Heights, CA 95610	8929 S. Sepulveda Suite 202 Los Angeles, CA 90045
Contact: Robert Pye	Contact: Colleen Anderson
(916) 967-6253	(323) 547-5807
rpye@paradiseoaks.com	Anderson_associates@yahoo.com



PERSONNEL REQUIREMENTS

(ILS, Art. 6, Section 87065)

FACILITY MANAGER QUALIFICATIONS

The licensee shall designate at least one facility manager to be present at the facility at all times when one or more children are present, who shall meet one of the following requirements prior to employment:

- A Bachelor of Arts or Sciences degree
- Two years of full-time experience, or its equivalent, working with the population to be served, or equivalent education or experience, as determined by CDSS
- Two years experience as a member of the social work staff in a group home or short-term residential therapeutic program performing those duties specified in Section 87065.2(c)

Facility managers must be 21 years of age.

A group home facility manager who was hired prior to January 1, 2017 by a facility transitioning to an STRTP may be kept on without having to meet the new requirements of the ILS.



PERSONNEL DUTIES

(ILS, Art. 6, Section 87065.2)

The **FACILITY MANAGER** is responsible for the following:

- Managing the day-to-day operation of the STRTP.
- Supervising the direct care staff and ensuring proper care and supervision is provided to children and nonminor dependents.
- Supervising children as needed.
- Overseeing planned activities.
- Ensuring the general upkeep of the facility.
- Reporting problems to the Administrator and making recommendations to solve them.



PERSONNEL DUTIES

(ILS, Art. 6, Section 87065)

SOCIAL WORK STAFF QUALIFICATIONS

STRTPs must employ **at least one** social work staff who has a Master of Social Work degree.

Social work staff hired on or after January 1, 2017 shall meet the following education and experience requirements:

- A Master's Degree from an accredited or state approved graduate school, as defined by the Department of Education, in social work or social welfare, marriage, family and child counseling, child psychology, child development, counseling psychology or social psychology.
- Social work staff shall be at least 21 years of age.
- Completion of at least three semester units or 100 days of field practice or experience in a public or private social service agency at the Master's Degree level.
- At least nine semester units of coursework related to children and families, or 18 months experience in working with children and families.
- At least three semester units in working with minority populations; six months of experience in working with minority populations; or six months in-service training in working with minority populations within the first year of employment as a condition of employment.
- At least three semester units in child welfare, or two years experience in a public or private child welfare social services setting.

Group home social work staff who were hired prior to January 1, 2017 by a facility transitioning to an STRTP are not required to meet the new STRTP requirements in order to remain employed in an STRTP.



PERSONNEL DUTIES

(ILS, Art. 6, Section 87065.2)

SOCIAL WORK STAFF shall complete or assist in the completion of the following for each child:

- An intake study
- A needs and services plan (and updating as needed)
- A transfer plan
- Ensuring provision of or access to core services and supports



PERSONNEL REQUIREMENTS/DUTIES

(ILS, Art. 6, Sections 87065 and 87065.2)

DIRECT CARE STAFF shall meet one of the following requirements prior to employment:

- Have a Bachelor of Arts or Sciences Degree;
- Have a valid Child Development Teaching Permit;
- Have completed 12 semester units of Early Childhood Education, Adolescent Development, or Foster and Kinship Care Education and have at least 100 hours of experience working with youth;
- Have a valid certificate as an Alcohol Counselor, Drug Counselor or Alcohol and Drug Counselor, and have at least 100 hours of experience working with youth;
- Have a valid Vocational Training certificate, credential or documentation demonstrating that the individual is a trade journey person who instructs children in vocational skills and have at least 100 hours of experience working with youth; or
- Have previously been employed as a staff or volunteer at a group home or short-term residential therapeutic center for at least one year.
- Have relevant experience as determined by the Department to meet any of the above requirements.



PERSONNEL REQUIREMENTS

(ILS, Art. 6, Section 87065)

A short-term residential therapeutic program may utilize **PEER PARTNERS** who must be at least 18 years of age.

- Peer partners shall not be primarily responsible for the direct supervision of children.
- Peer partners shall not be counted in staff to child ratios.
- Peer partners shall complete a criminal record review and a CACI check.



PERSONNEL REQUIREMENTS

(ILS, Art. 6, Section 87065)

A short-term residential therapeutic program may utilize **VOLUNTEERS** who must be at least 18 years of age.

- Volunteers shall not be counted in staff to child ratios.
- Volunteers shall complete training as specified in 87065.1(f)
- Volunteers shall complete a criminal record review and a CACI check.



TRAINING REQUIREMENTS

(ILS, Art. 6, Section 87065.1)

STAFF TRAINING

The ILS break out the required training for each category of staff.

- Several new required training topics were added by statute.
- 20 of the 40 hours of annual training required for Direct Care Staff must be provided by an entity other than the STRTP.



STAFF/CHILD RATIOS

(ILS, Art. 6, Section 87065.5)

- At all times when children are present, there shall be no less than 2 direct care staff on the premises
- From 7 a.m. to 10 p.m. there shall be one direct care staff person to each 4 children or fraction thereof, present.
- From 10 p.m. to 7 a.m. there shall be one awake direct care staff person to each 6 children or fraction thereof, present.
- A facility may count their certified administrator or a facility manager towards the staff to children ratio provided:
 - Doing so does not prevent the individual from conducting the activity for which he or she is employed.
 - Appropriate care and supervision is maintained



PLANNED ACTIVITIES

(ILS, ART 6, Section 87079)

The licensee shall develop, maintain, and implement a written plan to ensure that indoor and outdoor activities are provided which include but are not limited to the following:

- Group Interaction Activities
- Physical Activities
- Leisure Time
- Educational Activities
- Training, Money Management and Grooming Activities



EMERGENCY INTERVENTION PLAN

(ILS, Art. 10.3, Section 87095.22)

The plan must be appropriate for the client population as well as for the staff qualifications and staff emergency intervention training.

Some of the areas to be addressed in your plan, but not limited to:

- Techniques of group and individual behavior management
- Methods for de-escalating volatile situations
- Alternative methods of handling aggressive and assaultive behavior
- Description of physical techniques of applying manual restraints
- Techniques on retuning the child or nonminor dependent to planned activity following an emergency intervention.
- Provide name and qualifications of the individual(s) who designed the plan.
- Name(s) and qualification(s) of the instructor(s) who will provide the training.



RUNAWAY PLAN

(ILS, Art 10.3, Section 87095.24)

The runaway plan must be appropriate for the age, size, emotional, behavioral and developmental level of the child(ren).

The plan must include:

- Time frames when the child is absent without permission.
- Continuum of interventions.
- Actions for staff to take locate child.
- Staff training plan.
- Procedures for involving law enforcement.
- Procedures Notifying authorized representatives.
- Procedures Notifying staff during shift change.



WHAT MUST GROUP HOMES DO TO TRANSITION TO STRTP

- ✓ Attend an STRTP Orientation.
- ✓ Complete STRTP application and supporting documents.
- ✓ Prepare a detailed plan of operation and program statement.
- ✓ Obtain one letter of recommendation in support of your program from a county placing agency.
- ✓ Ensure your GH administrator completes the mandatory training required to be certified as an STRTP administrator.
- ✓ Submit application package to your local CCLD Regional Office.

Upon Licensure:

- Commence Accreditation Process
- Begin Mental Health Program Certification



Application Process



HOW TO OBTAIN A LICENSE

- ❑ Attend a STRTP orientation.
- ❑ Submit completed application and supporting documentation

NOTE: For a licensed group home transitioning to an STRTP:

- ✓ There is no application fee.
- ✓ The license number will remain the same.



Application And Supporting Documentations



LICENSING FORMS AND ADDITIONAL SUPPORTING DOCUMENTATION

(LIC 281E)

1. Application **LIC 200**
2. Orientation Certificate **LIC 281C**
3. *County Letter of Recommendation*
4. Applicant Information **LIC 215**
5. Designation of Administrative Responsibility **LIC 308**
6. Administrative Organization **LIC 309**
7. Affidavit Regarding Client Cash Resources **LIC 400**
8. Surety Bond **LIC 402**
9. Monthly Operating Statement **LIC 401**
10. Supplemental Financial **LIC 401a**
11. Balance Sheet **LIC 403**
12. Balance Sheet supplemental Schedule **LIC403a**
13. Financial information Release and Verification **LIC 404**
14. Personnel Report **LIC 500**
15. Personnel Record **LIC 501**
16. Health Screening Report Facility Personnel **LIC 503**
17. Criminal Record Statement **LIC 508**
18. Emergency Disaster Plan **LIC 610C**
19. Fire Inspection **LIC 9054**
20. Board of Director Statement **LIC 9165**
21. Control of Real Property
22. *Application or documentation of Accreditation*
23. **Plan of Operation/Program Statement LIC 9106A**



Plan Of Operation & Program Statement



PLAN OF OPERATION

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(LIC 9106A)

- **Vision, Mission, Purpose, Goals and Philosophies**
- **Administrative Organization**
- **Facility Sketches (LIC 999)**
- **Staff Plan**
- **Policies Regarding Child Abuse/Neglect Reporting**
- **Admission Policies and Procedures**
- **Admission Agreement**
- **Removal and Transfer Procedures**
- **Rate Setting and Refund Policies**
- **Handling Money, Personal Property, and Valuables Policies**
- **A list of consultants and Community Resource to be utilized**
- **Use of Delayed Egress Devices in an STRTP**
- **Conflict of Interest Mitigation Plans**
- **Continuous Quality Improvement**



PROGRAM STATEMENT

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- 3. Transportation Services**
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- 6. Development and Modification of Needs and service plans**
- 7. Planned Activities**
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- 9. Participation in the Child and Family Team**
- 10. Identification of Home Base Care**
- 11. Complaints and Grievances**
- 12. Participation and Assistance in Initiatives to Improve the Child Welfare System**
- 13. Family Visitation**
- 14. Personal Rights**
- 15. House Rules**
- 16. Storage of Medication**
- 17. Positive Discipline Policies**
- 18. Medical/Dental Services**
- 19. Documentation of Accreditation**
- 20. Mental Health Program Approval**
- 21. Food and Nutritional Plan/Sample Menus/Clothing and Incidentals**
- 22. Emergency Intervention Plan (Runaway Plan)**
- 23. Neighborhood Compliant Procedures**



APPLICATION PACKET

- The application packet shall be submitted to CCLD as a single package.
- Forms must be completely filled out with original signatures.

Note: If any of the documentation is incomplete, the application packet may be returned.



PROVISIONAL LICENSURE

- If applicant meets all required standards for licensure and there are no outstanding issues, a provisional license will be issued for the first twelve months.



SHORT-TERM RESIDENTIAL THERAPEUTIC PROGRAM

**A single rate for Short-Term Residential
Therapeutic Programs**

Interim Rate of \$12,036



GROUP HOME - Extension

- Unless a rate extension is granted, the existing GH RCL system sunsets on January 1, 2017.
- A rate extension may be granted for up to two years, through December 31, 2018.



GROUP HOMES

The Group Home licensing category will continue to be a licensed facility type.

Group Homes will continue to serve specific populations such as:

- ✓ Developmental Disabled Clients
- ✓ Private Placements
- ✓ Unaccompanied Minors



TEMPORARY SHELTER CARE FACILITY

- A TSCF license may be issued only to a county, or to an agency on behalf of a county, that is operating a licensed GH as of January 1, 2016.
- A TSCF is a 24-hour facility that provides no more than 10 calendar days of residential care and supervision for children under 18 years of age who have been removed from their homes as a result of abuse or neglect, as defined in section 300 of the Welfare and Institutions Code, or both.
- CDSS is in the process of consulting with these counties to develop transition plans to convert these shelters licensed as group homes to TSCFs to address the unique circumstances and needs of the populations they serve, while remaining consistent with the principles of CCR (H&S section 1530.8 and WIC section 11462.022).



OUT-OF-STATE GROUP HOMES TRANSITIONING TO STRTP

On and after January 1, 2017, the licensing standards for out-of-state groups homes certified by CDSS shall be the same as those of a STRTP, unless otherwise specified.

For example:

- An STRTP shall obtain national accreditation from an entity identified by the department.
- Mental Health program approval may be satisfied by an equivalent mental health program approval in the state in which the program is operating.



MEETING ADJOURN

WHERE TO GET MORE INFORMATION:

CCR Website: www.childsworld.ca.gov/pg2976.htm

CCL Website: www.cclid.ca.gov

If you have any questions, please send to:
ccr@dss.ca.gov

