

BRC CPA NEWS

STATE BOARD FOR THE CERTIFICATION OF RESIDENTIAL CHILD CARE PROGRAM

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**MESSAGE FROM THE CHAIRMAN
ALBERT ZACHIK, MD**

The State Board for the Certification of Residential Child Care Program Administrators (BRCCPA) has made great progress in achieving its goals. I want to thank Laurie Sheffield-James for her leadership during 2006-2007. Her outstanding efforts helped the Board make this progress.

The Board is pleased to report that we have not only finalized regulations, developed an examination and initiated our first certification cycle; we have secured permanent office space and hired an executive director.

I am pleased to announce the appointment of BRCCPA's executive director—Kimberly Mayer. Ms. Mayer brings with her

prior experience in administrating a board and familiarity with issues pertaining to residential child care programs. Ms. Mayer previously served as Director of Policy and Administration with the Office of Health Care Quality. Please join me in welcoming her.



Ensuring that children in Maryland's residential child care programs care are provided the best possible care.

If your program has not done so already, please ensure that all individuals who are responsible for the day-to-day management and operation of a residential child care

program submit their application to the Board. Applications may be downloaded from the Board's web site.

The Board is excited about this new process. I am certain that there will be questions that arise during this first certification cycle. I would encourage everyone to visit the Board's web site often for updates and announcements. Do not hesitate to contact our office (410-764-5996 or via email to mayerk@dnhm.state.md.us) with any questions.

Our joint efforts will ensure that children in Maryland's residential child care programs are provided quality care.

WHAT IS BRCCPA?

Chapter 438 of the Acts of the 2004 General Assembly, as a result of recommendations from the 2001 Governor's Task Force to Study Licensing and Monitoring of Community-Based Homes for Children, established the Board for the Certification of Residential Child Care Program Administrators (BRCCPA) to establish standards for certification and disciplining of residential child care program administrators.

The Board was appointed in October, 2005 and consists of 11 members. There are 6 representatives that are from various State agencies involved in the licensing and monitoring of residential child care programs and 5 are Governor appointees, 3 of which are program administrators and 2 are consumer members.

MEET THE MEMBERS OF THE BOARD

Dr. Albert Zachik, Board Chairman

Albert Zachik, M.D., is the Director of the Office of Child and Adolescent Services with the Mental Hygiene Administration in the Maryland State Department of Health and Mental Hygiene.

Dr. Zachik is a child and adolescent psychiatrist and a member of the American Academy of Child and Adolescent Psychiatry's

Workgroup on Community Systems of Care.

Dr. Zachik is a member of the clinical faculty in psychiatry at the Johns Hopkins University School of Medicine and the Georgetown University School of Medicine.

Dr. Zachik has a special interest in developing a full system of care in

Maryland for children and adolescents with mental health need which integrates mental health services into all existing programs for youth including schools, and early childhood, juvenile services, and social services programs.

Robin El Amin, Board Vice Chair

Robin El Amin has been a family advocate for over 15 years serving families who have children with learning disabilities or in the juvenile justice system.

She has gained valuable experience from her children; three of which have disabilities. She currently works as a family navigator for Baltimore's Families

First Program, which provides assistance to families who have children with dual diagnoses. She finds her work very rewarding and has grown to love it. She often says "Been there, done that, and gotten the tee-shirt".

Bruce Anderson, Provider

Bruce Anderson is the President and Chief Executive Officer of San Mar, Inc.

Mr. Anderson is responsible for staff of 65 that operate one large group home, a therapeutic group home, a transitional living home, a school, and a treatment foster care program.

Mr. Anderson is the immediate past president and current treasurer of the Maryland Association of Resources for Families and Youth.

Mr. Anderson is also the founder and organizer of *Outspokin for Maryland's Kids*, which is an annual program to raise funds and public awareness for residential programs for children throughout the State.



BRCCPA's Vision . . .

The State of Maryland provide qualified residential child care program administrators to further the well-being of children living in Maryland's residential child care programs.

BRCCPA's Mission. . .

The mission of the Board is to protect Maryland's children living in residential child care programs and to promote quality in the field of residential child care through certifying and regulating residential child care program administrators; receiving and resolving complaints; and setting standards for the practice of residential child care administration.

MEET THE MEMBERS OF THE BOARD

Carmen Brown, Department of Human Resources

Carmen Amyot Brown, LCSW-C, is the Executive Director of the Office of Licensing and Monitoring (OLM) at the Department of Human Resources (DHR).

Ms. Brown is a clinical social worker with over 20 years of child welfare experience and has worked in Maryland licensed child placement agencies and/or

residential child care programs for over 12 years.

In her role as Executive Director of the OLM at DHR, she is responsible for the oversight of DHR's licensing and monitoring functions as they pertain to over 300 licensed private providers and over 100 non-DHR licensed providers. She has purview over regulatory review

in relation to residential child care and child placement agency regulations and is involved in all legislation effecting the same.



Ed Hastry, Consumer

Ed Hastry, a consumer member of the Board, is the project attend coordinator for the Baltimore County Board of Education.

In this role, Mr. Hastry coordinates a multi-agency intervention program for students and families from middle school to high school to reverse the truancy trends in cases which have exhausted school and

pupil personnel resources. The program helps about 500 families a year and has demonstrated a 85% improvement in attendance from students who participate.

Mr. Hastry also developed and manages a volunteer mediation program to settle neighborhood disputes.

Mary Rode, Provider

Mary Rode is the Social Work Administrator for Catholic Charities.

Ms. Rode is responsible for the overall operation of a St. Vincent's Center in Timonium, Maryland, which is a residential facility for abused and neglected children, ages 0-13 with

emotional, psychiatric, behavioral and physical challenges.

The program operates residential treatment facility, community based group home and a comprehensive community-based child abuse prevention program.

Arleen Rogan, Department of Juvenile Services

Arleen Rogan, Ph.D., LCSW-C, is the Director of Behavioral Health Services, Maryland Department of Juvenile Services.

Prior to that she served as the Acting Director and Operations Manager of the Montgomery County Mental Health Core Service Agency. While in that role and in collaboration with the Maryland Mental Hygiene Administration, she implemented the Hospital Diversion Initiative, a project designed to keep people in mental health crisis close to home—in local inpatient patient

hospitals or community-based services—rather than treating them in state psychiatric facilities.

She also served as the manager of Accountability and Customer Services, Montgomery County Department of Health and Human Services where she oversaw outcome measurement, program evaluation, HIPAA and ADA compliance, and departmental communication. Measuring Progress: A Strategy to Get Results was selected as a semifinalist for the Harvard Innovations Award in 2001.

Did you know?

Certified Residential Child Care Program Administrators are required to notify the Board within 30 days of a change of: (1) name, (2) home address, (3) name or address of the administrator's employer; or (4) business connection of the administrator.

Failure to provide the Board with up-to-date information may constitute grounds for action under Health Occupations Article, §20-313, Annotated Code of Maryland.

A change of address form should be completed and returned to the Board. The form may be downloaded from the Board's web site.

ARE YOU INTERESTED IN SERVING ON THE BOARD ...

If you are interested in serving on the Board, visit the Board's web site and download the *Request for Appointment Consideration* form and return it the Department's Office for Appointments & Executive Nominations.



MEET THE MEMBERS OF THE BOARD

Steve Sorin, Maryland State Department of Education

Steve Sorin is the Branch Chief for the Special Services Branch in the Division of Special Education and Early Intervention Services at the Maryland State Department of Education. Mr. Sorin is responsible for the management of the Interagency Rate Committee, which is charged with establishing rates for residential

services for children provided by programs licensed by the DHR, DJS and DHMH.

Mr. Sorin is also the manager for the Health Related Services Section, which has responsibility for the implementation of the waiver for the Medicaid Home and Community Based

Services for Children with Autism Spectrum Disorder. In addition, that Section is responsible for the provision of technical direction and monitoring of Medicaid school based services by local school systems, local lead agencies, special education nonpublic schools, Maryland School for the Blind, and Maryland School for the Deaf.

Shelley Tinney, Governors Office of Children

Shelley Tinney is the Director of Community Resource Development at the Governor's Office for Children.

She coordinates interagency work on development and licensing of children's community based residential programs. Ms. Tinney holds a Master's Degree in

Education from the John's Hopkins University.

Prior to entering state service, Ms. Tinney served as a group home Program Administrator for eight years and held administrative positions in several residential treatment centers in Maryland. She also served as the

Deputy Director of MARFY for two years.



FROM THE DESK OF THE EXECUTIVE DIRECTOR...

Thank you to everyone for making my transition so enjoyable. I would like to especially thank Laurie Sheffield-James, who took upon the additional responsibility of staffing the Board while managing the State Board of Morticians. Her leadership and efforts in organizing the Board were tremendous.

The Board has received over 150 applications and I have noticed in reviewing

applications that certain required information is sometimes not included with applications, such as:

- Original, official transcripts to document educational requirements;
- Results of a state and national criminal history records check ; and/or
- 3 professional references in sealed envelopes, signed by the writer

over the flap. One of which must be from a supervisor.

Failure to submit all required information results in the certification process taking longer than it needs to.

If you have not done so already, please submit your completed application to the Board as soon as possible.

EFFECTIVE APRIL 1ST...

Please be advised that effective April 1, 2008, the Board will begin to enforce the certification requirement. The Board will supply new applicants with fingerprint cards that will be preprinted with certain specified information to obtain criminal background checks.

Correspondence regarding the certification requirement was sent on multiple occasions to agencies identified by their licensing authorities throughout 2007. The Board extended a 180-day grace period to all individuals to receive their initial certification. Therefore, effective April 1, 2008, the Board will begin to enforce the certification requirement.

The Board has been advised by the Criminal Justice Information System that it can no longer accept copies and individually or agency submitted state and national criminal history record reports for certification purposes. Therefore, effective April 1, 2008, the Board will supply all future applicants with fingerprint cards that will be preprinted with certain specified information. The results of the checks will be sent to both you and the Board simultaneously. Candidates are responsible for paying any fees for the background check directly to CJIS. A fact sheet on this new process is posted on the Board's web site.

F R E Q U E N T L Y A S K E D Q U E S T I O N S . . .

How do I know if I need to be certified? Any individual who is responsible for the day-to-day management and operation of a residential child care program must be certified by the Board.

Are residential child care programs required to have certified program administrators? YES. Maryland Code Ann, Health Occupations Article, Title 20, requires that an individual receive certification from the Board before the individual may be a residential child care program administrator in the State.

How many certified residential child care program administrators should a residential child care program have? Residential child care programs have different needs and organizational structures. It is incumbent upon each residential child care program, based upon the needs of the organization and its structure, to determine who on their staff is responsible for the day-to-day management and operation of the program.

What do I need to do to become certified? An individual who wishes to become certified should submit the following to the Board:

- A completed, certified application with fee enclosed;
- Three professional references from individuals who can attest to your work experience and competence as a child care administrator. One reference must be from a supervisor;
- Evidence of supervisory or administrative experience in a human service field;
- A state and national criminal background check executed on forms provided by the Board through the Criminal Justice Information System;
- Original, official transcripts to document either a Master's or Doctoral degree or bachelor's degree; and,
- Pass a Standards Examination administered by the Board.

How do I submit professional references to the Board? Individuals who wish to become certified by the Board are required to submit 3 professional references from individuals who can attest to your work experience and competence as a child care administrator. At least 1 reference must be provided by present or former supervisor. Forms are included in the certification packet for use by your references. All references must be signed by the writer on the back of the envelope, over the envelope flap. References may be verified by the Board.

What type of supervisory or administrative experience is required for certification? Individuals with a Bachelor's degree from an accredited college or university must have at least 4 years experience in the human service field with at least 3 years in a supervisory or administrative capacity. Individuals with a Master's degree from an accredited college or university must have at least 2 years experience in the human service field with at least 1 year experience in a supervisory or administrative capacity.

Supervisory or administrative experience must be completed within the last 10 years and meet the requirements of COMAR 14.31.06.03B(6). Supervisory or administrative experience is considered the shared responsibility for managing the operation of a program and supervising at least one member of staff. Supervision is defined as having the following responsibilities: hiring, assigning duties, disciplining and rewarding staff, approving leave requests, and formally evaluating staff.

NOTE: Experience in the following areas does not count towards the supervisory or administrative experience requirements: (1) child-placing agency; (2) child-placing institution; (3) foster parent; or (4) caregiver in a foster home.

Can I get a waiver for the experience requirements? No. The board does not have the authority to grant waivers for required experience.

Can criminal background checks be completed by private agencies? No. Individuals must submit to the Board the results of a state and national criminal history records check completed by the Criminal Justice Information System within the last 24 months.

When and where is the Standards Examination given? Once the Board has approved your application, you will be invited to take the Standards Examination. Exam dates may be found on the Board's web site. Special accommodations can be made for alternate exam dates by contacting the Board.

What is a passing score on the Standards Examination? There are 95-multiple choice questions on the exam. You must receive a passing score of 75% on the exam.

What happens if I fail the Standards Examination? If you fail the exam, you may retake the exam. There is a fee of \$125 charged each time a candidate takes the exam.

More frequently asked questions are available on the Board's website.

C O N G R A T U L A T I O N S !

The Board welcomes the following individuals who recently became certified:

Endrias Afework
Walter Alston
Debra Ambrose
Bruce Anderson
Jane Bonk
Brenda Boyd
Ezra Buchdahl
Lester Burney, Jr.
Patrick Callahan
David Capobianco
Jennifer Carberry
Jillyn Coleman
Timothy Dodson
Hudson Egbariri
Mackramat Egborebhe
Babajide John Fadeyi
Kathleen Fitzsimmons
John Ford, Jr.
Robert Geddes
Rochetta Gordon

Lauren Greenwald
Mark Grover
Lars Hansen
Ralph Hertges
Sharadeen Ibraheem
Roger Larson
Stephen Liggett-Creel
Tanya Livingston
Edward Matricardi
Cassandra McDonald
Krystal McKinney
Danyel McMillian
Walter McNeil
Todd Mechem
Mark Mittelman
Joan Morgan-Jones
William Moss
Mopelola Owoyemi
Paula Pavon
Wayne Reed, III

Louise Richards
Gwendolyn Ross
William Rouse
Janet Scruggs
Ann Shilling-Gwinnutt
Spencer Simmons
John Slocomb
Nicole Smith
Lori Ann Sokolowski
Troy Stiffler
Marvin Stone
Janet Uagbor
Gary Wolz
Diane Woodward-Brown
Ronnie Whooten
Barbara Wright

**E X A M D A T E S**

The Standards Examination is administered to candidates upon invitation by the Board. The exam is administered at the Board's office, unless otherwise indicated, and the dates have been scheduled through September.

There is no study guide for exam outside of the Code of Maryland Annotated Regulations (COMAR) 14.31.05 and 14.31.06. Candidates should acquaint themselves thoroughly with these regulations as the test will be based exclusively on these regulations. The regulations may be obtained several ways:

- Regulations are available at all public libraries;
- Regulations may be downloaded from the Board's web site by clicking on the "Statutes and Regulation" link; or
- Regulations may be downloaded from the Division of State Document's web site (<http://www.dsd.state.md.us>)

Please note that if you choose to download regulations from the Division of State Documents web site, you will need to download each subsection of each regulation.

Please note that there is a fee of \$125 each time a candidate retakes the examination.

2008 Exam Dates through March:

- April 21, 2008 - 1 PM - Frederick County Health Department - Auditorium
- May 6, 2008 - 10 AM
- May 12, 2008 - 1 PM
- June 9, 2008 - 10 AM
- July 14, 2008 - 10 AM
- July 21, 2008 - 1 PM
- August 11, 2008 - 10 AM
- August 18, 2008 - 1 PM
- September 8, 2008 - 10 AM

Helpful Resources...

Department of Health and Mental Hygiene

Office of Health Care Quality
Toll Free: 877-402-8218
Web Site
www.dhmd.state.md.us/ohcq/

Developmental Disabilities Administration
Phone: (410)767-5600
Web Site—ddamaryland.org

Mental Hygiene Administration
Phone—410-402-8300
Web Site—www.dhmd.state.md.us/mha/

Department of Human Resources
Phone—1-800-332-6347
Web site—www.dhr.state.md.us/index.html

Department of Juvenile Justice
Phone—1-888-639-7499
Web Site—www.djs.state.md.us

Governor's Office for Children
Phone: 410-767-4160
Web Site—www.goc.state.md.us

Maryland State Department of Education
Phone—410-797-0600
Web Site—www.marylandpublicschools.org/msde

M A N Y C H I L D R E N L E F T B E H I N D : H E A L T H D I S P A R I T I E S I N U . S . C H I L D R E N

By: Ilana S. Mittman, PhD
Workforce Diversity Director
Office of Minority Health and Health Disparities

In its landmark report of 2002, *Unequal Treatment: Confronting Racial and Ethnic Disparities in Health Care*, the Institute of Medicine (IOM) illustrated unequivocally that America's ethnic and racial minority groups suffer persistent health and health care disparities. Moreover, the cadre of experts reviewing national data on health disparities for the IOM pointed out that health disparities persist regardless of insurance status, socio-economic background severity of disease and site of care, and concluded that biases and prejudice on the part of health care providers not competent to care for linguistically and culturally diverse patient populations are among the major culprits to health disparities.

Despite a growing awareness to health disparities and major initiatives nation-wide, little advancement has been made in reversing disparities in children's health. It has been well documented that major disparities in health and access to care exist in children with or without insurance. Immunization rates are lower, there are more pediatric emergency visits and less care by a regular source, higher exposure to environmental pollutants such as lead, higher incidence of untreated dental carries, higher rates of childhood obesity and poor nutrition, and the list goes on. Researchers have shown that pervasive racial disparities in the health of American children contribute to gaps in school readiness, and an overall poorer performance in school starting from kindergarten and even in the pre-K period. (Currie, 2005). Moreover, the rate of uninsured children in the United States has increased for the first time in seven years from 10.8% in 2004 to 11.2% in 2005. (Economic Policy Institute, 2008). There are at this time nearly ten million uninsured children ages 18 and under in the United States. Uninsured children are more likely to suffer dire consequences from preventable disease. One recent tragic example in Maryland is the death of a twelve year old child from the consequences of an infected tooth.

In addition to chronic diseases disproportionately afflicting minority children, these children are more likely to live in poverty and suffer from an unfavorable socio-cultural environment. Residential instability, living in overcrowded dwellings, displacement from parents and other caregivers all have a very significant and long lasting impact on children contributing to both physical and mental health.

Maryland is the fifth most diverse state in the nation, with more than 41% of residents that are members of ethnic and racial minority groups. In addition, Maryland is also the resettlement site for many immigrants and refugees who are



Minority Health and Health Disparities

Maryland Department of
Health & Mental Hygiene



For more information on health disparities visit the Office of Minority Health and Health Disparities web site at <http://www.dhmd.state.md.us/hd/>.



2007 ACCOMPLISHMENTS

The Board has made significant progress during 2007 in fulfilling its mission and met key milestones.

HIGHLIGHTS OF ACHIEVEMENTS:



- Finalized draft regulations establishing quality standards for child care program administrators;
- Developed, in collaboration with Towson State University, the standards examination;
- Initiated the certification process by sending certification applications to over 200 residential child care program providers licensed by DHR, DJS and DHMH;
- Administered standards examination;
- Hired an executive director; and,
- Secured permanent office space.

GOALS FOR 2008:

- Complete initial certification cycle;
- Review and evaluate standards examination;
- Develop a continuing education approval and auditing process in anticipation of renewal cycle;
- Develop a complaint form;
- Investigate on-line renewals;
- Issue a Spring and Fall Newsletter; and,
- Identify, in collaboration with licensing agencies, topics for educational alerts for certified residential child care program administrators.





LEGISLATIVE AND REGULATORY ROUND-UP

House Bill 392 – “Juvenile Services—Mental Health and Substance Abuse Screenings for Detained Youth.” This bill would have allowed a child detained by the Department of Juvenile Services to consent to mental health and substance abuse screenings without parental consent. House Bill 392 received an **unfavorable** report from the House Judiciary Committee.

House Bill 248 and Senate Bill 240 – “Residential Child Care Programs—Behavior Management Interventions.” This bill was withdrawn by the sponsors as the restraint and seclusion regulations have already been drafted. The regulations (revisions to COMAR 14.31.06) were published in the Maryland Register on February 1, 2008.

Senate Bill 742 – “Human Services - Residential Child Care Program - Bill of Rights”. Effective October 1, 2008, a residential child care provider, including those licensed by the Developmental Disabilities Administration, are required to conspicuously post a Residents’ Bill of Rights in the facility. The bill of rights establishes a resident’s right to be treated fairly and receive appropriate educational and guidance services in an environment that is free of discrimination or abuse. The resident and his or her family have a right to communicate with each other, as appropriate, and express their opinions about services provided. Residential child care providers are also required to develop and distribute a handbook that includes specified information about the provider’s policies and procedures. The provider must document receipt of the handbook by each child receiving care and his or her parents or guardians.

Senate Bill 782 – “Residential Child Care Programs - Statement of Need.” Effective October 1, 2008, the Departments of Human Resources and Juvenile Services are required to issue a county-specific statement of need before a residential child care program is issued a license, an existing program is relocated, an existing site is expanded, or the number of placements in an existing program is increased. A licensing agency must consider the special needs of the affected children and consult with relevant stakeholders when developing a statement of need. DHR and DJS must publish notice of the statement of need in the Maryland Register. DHR, DJS, and the Governor’s Office for Children must report by October 1, 2008 on development and coordination of processes for issuing statements of need and means to expand capacity in underserved areas.

Senate Bill 783 - “Residential Child Care Programs—Certification of Residential Child Care Program Professionals.” Effective October 1, 2008, the Board’s name will change to the State Board for the Certification of Residential Child Care Professionals. All child and youth care practitioners in residential child care programs, with the exception of those in programs licensed by the Developmental Disabilities Administration, must become certified by October 1, 2013.

COMAR 10.57 (the Board’s regulations) - The emergency regulations became effective on January 7, 2008, and the notice of final action became effective on April 7, 2008. You may download the regulations from the Board’s web site. The Board will provide periodic updates as we begin to implement this new requirement.

WE'RE ON THE WEB
HTTP://DHMH.STATE.MD.US/CRCCP/



STATE BOARD FOR THE CERTIFICATION
OF RESIDENTIAL CHILD CARE PROGRAM
ADMINISTRATORS

4201 Patterson Avenue
Baltimore, Maryland 21215-2299
<http://dhmh.state.md.us/crccp/>

Phone: 410-764-5996
Fax: 410-358-5674
E-mail: mayerk@dhmh.state.md.us

Place Mailing Label

Ensuring that children in Maryland's Residential child care programs are provided the best possible care.



BOARD MEETINGS – MARK YOUR
CALENDARS!

The Board meets on the second Friday of every month at 9:00 AM.
The meetings are held at the Spring Grove Hospital Center in the
Dix Building. The public is welcome to the Open Session meetings.

Directions to Spring Grove Hospital Center may be downloaded
from www.springgrove.com. The Dix Building is building number 7
on the map.

2008 Meeting Dates

- April 11
- May 9, 2008
- June 13
- July 11
- August 8
- September 12
- October 10
- December 12

Did you know?

You may check the status of your application by either calling or emailing the Board's office.

SPECIAL NOTICE

The BRCCPA News is considered an official method of notification to residential child care program administrators. **These Newsletters may be used in administrative hearings as proof of notification.** Please read them carefully and keep them for future reference.

If you have an upcoming event or story idea send an email to mayerk@dhmh.state.md.us