

BRCPPA NEWS

STATE BOARD FOR THE CERTIFICATION OF RESIDENTIAL CHILD CARE PROGRAM

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

Major Changes are in Store for the Board...

The passage of Senate Bill 783 of this past Legislative Session means major changes for residential child care programs and the State Board for the Certification of Residential Child Care Program Administrators (BRCCPA).

Specifically, this bill:

- Expands the purview of the BRCCPA to include the certification of residential child and youth care practitioners (direct care workers) in programs licensed by DHMH's Mental Hygiene Administration, DHR and DJS;

- Renames BRCCPA to the *State Board for the Certification of Residential Child Care Professionals*; and,

- Increases BRCCPA's board membership to include a residential child and youth care practitioner.

Senate Bill 783 sets forth the following statutory requirements for residential child and youth care practitioners:

- **Age Requirement:** Applicants must be at least 21 years old or be at least 18 years old and have an associate's or bachelor's degree from an accredited college or university.

- **Educational and Experience Requirements:**

1) A high school diploma or equivalent and have successfully completed an approved training course;

2) A high school diploma or equivalent and at least 2 years experience in the

human service field and sponsorship from a certified program administrator; or

3) An associate's or bachelor's degree from an accredited college or university.

- **Criminal History Records Check Requirement:** All applicants will be required to submit to a state and national criminal background check through CJIS.

- **Testing Requirement:** All applicants will be required to pass a Standards Examination.

Certifying residential child and youth care practitioners by October 1, 2013, will add approximately 10,000 individuals to the Board's certification base. Thereby, having a significant impact on the Board's operations.

The Board will begin—over the next several months—to plan for the implementation of this new mandate. Program administrators are encouraged to begin discussing this new requirement with their direct care staff now.

Periodic updates regarding the implementation of the new certification program for residential child and youth care practitioners will be posted on the Board's web site in the "Child and Youth Care Practitioner" sub-page.

The Board is certain that there will be many questions as we begin to implement this new mandated. By working together, we can ensure that the certification process for residential child and youth care practitioners is efficient.



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



NEW BOARD MEMBERS

Please join the Board in welcoming two new members.

Diane Bolger, DHMH Developmental Disabilities Administration

Ms. Bolger is a Social Administrator with the Department of Health and Mental Hygiene's Developmental Disabilities Administration (DDA). She is responsible for developing new community and facility based programs to serve individuals with co-occurring developmental disabilities and mental illness. She performs joint consultations and trainings on the needs of individuals with complex issues. She is the DDA's representative to the Traumatic Brain Injury Advisory Board, the Mid-Atlantic Coalition for Supporting Parents with Cognitive Challenges and Their Families, and the Mental Hygiene Administration's Systems of Care Initiative.

Cheryl Brown, Department of Juvenile Services

Ms. Brown is the Director of Program Evaluation In the Office of Quality Assurance and Accountability with the Department of Juvenile Services (DJS). She has been with DJS since 1985 and has served in various roles. Her experience includes collaborating with various agencies to ensure that youth and families receive appropriate services, identifying and recommending needed resources for youth and families, coordinating service plans for youth, networking with the Baltimore City Police Department and other legal professionals regarding the handling of police reports, and working with the Board of Education to implement a process for truancy hearings and assisting detained and committed youth to re-enroll in school. In 2001, she received the Employee of the Year Award in Field Services for her efforts in developing Baltimore City's Teen Court and Community Conferencing process and the Departmental Employee of the Year Award.

INTERESTED IN SERVING ON THE BOARD

BRCCPA currently consists of 11 members, of which 6 are representatives appointed by the secretaries of the various state agencies involved in the licensing and monitoring of residential child care programs. The Governor appoints 5 members of which 3 are residential child care program administrators and 2 are consumer members.

On October 1, 2008, the Board's membership will expand to include a residential child and youth care practitioner appointed by the Governor.

The term of board members appointed by the Governor is 4 years. A board member appointed by the Governor may not serve more than 2 consecutive full terms. Board members must be residents of the State.

Consumer members may not:

- (1) Be a residential child care program administrator;
- (2) Have a household member who is a residential child care program administrator;

- (3) Have a household member who participates in commercial or professional field related to administering a residential child care program; and
- (4) Have had within 2 years before appointment substantial financial interest in a program regulated by DHMH's MHA or DDA, DHR, or DJS.

The Board meets monthly and requires a time commitment of at least 5 to 8 hours a month.

If you are interested in serving on the Board, you need to:

- Complete the DHMH Request for Appointment Consideration—Biographical Information Form that is enclosed with the newsletter; and
- Mail the completed form to:

Anna Liberman, Administrator
Appointments and Executive Nominations
Department of Health and Mental Hygiene
201 West Preston Street—5th Floor
Baltimore, MD 21201



Make it a point to visit the Board's web site often

www.dhmf.state.md.us/crccp

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

Once I receive my certification is it subject to renewal? Yes. All certifications are subject to renewal. Certificates are renewed every 2 years. To renew a certificate, you must complete the renewal application, pay the renewal fee and submit evidence of the completion of 40 continuing education units. Renewal notices will be sent to certificate holders at least 1 month before the certificate expires.

How can I file a complaint against a child care program administrator? How do I file a complaint about the quality of care rendered in a residential child care program? You can download a complaint form from the Board's web site, or contact the Board's office to obtain a copy of the complaint form. If you have a complaint regarding the quality of care rendered in a residential child care program, you must file a complaint with the program's licensing authority.

- For programs licensed by DHMH's Office of Health Care Quality, contact their office at 410-402-8048 or visit their web site at www.dhmd.state.md.us/ohcq/.
- For programs licensed by the DHR, contact their office at 1-800-332-6347 or visit their website at www.dhr.stat.emd.us/ssa/license.htm.
- For programs licensed by DJS, contact their office at 410-230-3148 or visit their web site at www.djs.state.md.us.

If you do not know the licensing authority, contact the Group Homes Hotline at 1-866-718-5496.

Can I purchase mailing labels of certified child care program administrators? Yes. A roster is available. The cost of a roster is \$65.00. A check or money order should be made payable to the State Board for the Certification of Residential Child Care Program Administrators.

Can I have my name removed from the mailing list that is available for purchase? Yes. You need to advise the Board if you wish to have your name removed from the public mailing list. Your name will remain on the private mailing list maintained by the Board for the purpose of mailing newsletters, regulations, and any other Board related materials that need your attention as a certified program administrator.

What if my name, mailing address or employer changes? Certified program administrators are required to notify the Board within 30 days of the change of: (1) name, (2) home address, (3) name or address of the program administrator's employer, or (4) the business connection of the program 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. When your contact or employment information changes, you should submit to the Board a completed "Change of Address Form." The form may be downloaded from the Board's web site.

How many certified program administrators should a residential child care program have? Any individual who is responsible for the day-to-day management and operation of a residential child care program should apply to the Board to become a certified program administrator. Residential child care programs are given the authority, based upon the program's operations, to determine who and how many of their staff should apply to the Board. However, the residential child care program's licensing authority may determine, based upon a review of the job descriptions and responsibilities of staff within the program, that additional or different staff of the program may need to become certified.

What happens if my application is administrative closed? Applications are administratively closed when candidates fail to provide required documentation. Candidates are sent three notices at 30-day intervals notifying them that they need to provide required information in order to process their application.

The third notice is sent via regular and certified mail (beginning July 2, 2008) and contains a specific date by which the candidate's application will be administratively closed if they fail to respond to the notice. If a candidate fails to respond to the third notice by the date specified, the application is administratively closed and the candidate is notified of the closure.

When an application is administratively closed, the candidate has two options: (1) Petition the Board to reopen their application. To petition the Board, the candidate must submit the request in writing and it must contain the reason(s) that their application should be reopened; or (2) Reapply for certification. The candidate may reapply for certification. The candidate does not have to resubmit any required documentation provided with their original application. However, any required documentation that they did not provide must be submitted to the Board with their new application. The candidate must also pay the application fee of \$225.00.

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.

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:

Angelina Anthony	Colleen Dougherty	Cindy McGill
Thomas Badley	Kevin Drumheller	Kimberly Morrill
Donald Barrett	Leonard Edge	Diane Nelson
Barbara Ben	Charles Egbe	Michael Nott
Kevin Brisbon	Daniel Feh	Sandra Pyant
Yvonne Butler	Ramakrishnan Ganesan	Mary Rode
George Childs	Peggy Howard Gatewood	Michael Schemm
Stephen Chop	Shannon Gillespie	Derrick Southard
Everlene Cunningham	Cheryl Holder	Miriam Stearman
Kutia Curry	Dennis James	Hattie Washington
Marcus Davies	Carolyn Kennedy	Paul Wells
Anne Davis	Oya Oner Lee	Elaine Williams
Theo Devine	Tonya London	Ray Wright
Zachery Dingle	Aquan Manigault	Deneen Wysocki

**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 and the dates have been scheduled through the end of the year.

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 \$125.00 each time a candidate retakes the examination.

2008 Exam Dates :

- August 11, 2008 - 10 AM
- August 18, 2008 - 1 PM
- September 8, 2008 - 10 AM
- September 16, 2008 - 1 PM
- October 17, 2008 - 10 AM
- November 7, 2008 - 1 PM
- December 17, 2008 - 1 PM
- December 22, 2008 - 10 AM

To Schedule your Examination:

Once a candidate for certification has received an invitation to take the Standards Examination, the candidate should email the Board (folbj@dnhm.state.md.us) to schedule their examination. **Please note that you must register to take the exam at least 3 days prior to an examination date.**

Helpful Resources...

Department of Health and Mental Hygiene

Office of Health Care Quality
Toll Free: 877-402-8218
Web Site
www.dnhm.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.dnhm.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

ON-LINE VERIFICATION AVAILABLE . . .

The Board offers on-line, real time verification of certification status on its web site. Simply click on the "License Verification Page" and enter either the last name or certificate number of program administrator.

I ' M C E R T I F I E D , N O W W H A T . . .

Now that you have become certified, you need to be aware of some important information regarding your certification.

- Your certification is valid for a two year period unless it is renewed. You will be notified by the Board prior to the expiration of your certificate with regards to the renewal process. Keep in mind that State law requires all State boards to check with the Maryland Comptroller's Office for any taxes owed by a certificate holder prior to issuing a renewal certificate. If your tax payments are not current, the Board cannot issue your certificate. The Board will notify you prior to renewal if you have an outstanding account with the Comptroller's Office.
- You must complete 40 hours of continuing education that fosters improvement, advancement, and extension of the certified program administrator's professional skill and knowledge relating to residential child care administration. Continuing education requirements must be completed within the 2-year period before your renewal date. An *Affidavit of Attendance* form for recording of continuing education courses may be downloaded from the Board's web site.
- You are required to notify the Board within 30 days of the change of: (1) name, (2) home address, (3) name

or address of the certified administrator's employer; or (4) business connection of the certified administrator. The Board requires for name changes that appropriate documentation accompany this form, such as a copy of a marriage certificate, change of name certificate, etc. Failure to provide the Board with up-to-date and accurate information may constitute grounds for action under Health Occupations Article, §20-313, Annotated Code of Maryland. A *Change of Information* form may be downloaded from the Board's web site.

- Your certification may be verified on the Board's web site by clicking on the *License Verification* link and entering your last name. The Board can also provide written verification for a nominal fee.
- You may use the initials "CRCCPA" to signify your certification status.
- You should visit the Board's web site (www.dhmh.state.md.us/crccp) often for updates, information, and transmittals regarding the practice of residential child care administration.
- You should download the Board's regulations (COMAR 10.57) from the Board's web site for your reference.



**Minority Health and
Health Disparities**
Maryland Department of
Health & Mental Hygiene

A N I N T R O D U C T I O N T O T H E M A R Y L A N D O F F I C E O F M I N O R I T Y H E A L T H

The Maryland Office of Minority Health and Health Disparities (MHHD) was established in 2004 with the enactment of House Bill 86 and Senate Bill 177 and House Bill 863 of the 2003 General Assembly Session paved the foundation for Maryland's Health Care Disparities Initiative.

In fulfillment of the Department of Health and Mental Hygiene's (Department) mission to promote the health of all Maryland citizens, the MHHD focuses the Department's resources on eliminating health disparities, partnering with statewide organizations on developing policies and implementing programs, and monitoring and reporting the process to elected officials and the public. The target ethnic/racial groups include African Americans, Hispanic/Latino Americans and Asians.

The office serves as a clearinghouse of information on health disparities. In addition to the collection of health disparities reports and materials, MHDD maintains a health disparities website. The website provides resources, disparities reports and materials, data, website links, funding opportunities, and events.

You can participate in the Maryland Health Disparities Initiative by volunteering to assist MHHD, utilizing the website as a resource for your ongoing activities, providing MHDD with suggestions and Best Practices' models, or by sharing your ideas on how to eliminate minority health disparities in Maryland.

You can contact MHHD at:

Maryland State Department of Health and
Mental Hygiene
Health Disparities Initiative
201 W. Preston Street, Room 500
Baltimore, MD 21201

Phone—410-767-7117
Fax—410-333-5100

Email: healthdisparities@dhmh.state.md.us

Web Site: www.mdhealthdisparities.org

CONTINUING EDUCATION REQUIREMENTS

A certified residential child care program administrator shall complete 40 hours of continuing education (CE) that fosters improvement, advancement, and extension of the certified program administrator’s professional skill and knowledge relating to residential child care administration.

Continuing education may include:

Academic course work that (1) qualifies for credit toward a graduate degree from an accredited institution; or (2) undergraduate course work if the applicant establishes that the course work applies to the field and is designed to update or enhance knowledge and skills required for competent performance. One semester hour of academic course work is equivalent to 15 CE units. One quarter hour is equivalent to .025 of a semester hour or 3.75 CE units.

Workshops, seminars, institutes, audiovisual self-study, and similar programs administered or approved by the Board or other health occupation boards. One hour of program attendance is equivalent to 1 CE unit.

Publications. The Board may approve up to the maximum number of CE as set forth below:

	Single Author	Senior author or authors	Contributing author or authors
Book	25	15	10
Original paper based on the certified program administrator’s research published in a professional peer-reviewed journal	10	8	5
Original technical article published in professional journal	5	4	3
Abstract or book review	2	2	1
Information-sharing article	1	1	1

Presentations. An instructor or speaker may receive up to twice the number of CE units available to a participant in a program for the preparation and presentation of a qualifying program. The Board shall grant credit for subsequent presentations if the presentation involve either a different subject matter or substantially additional research concerning the same subject matter. The Board shall approve 12 education units in this category during a single renewal period. One hour of preparation is equal to one continuing education unit.

OBTAINING APPROVAL FOR CONTINUING EDUCATION ACTIVITIES

If a CE program is approved by another Maryland State health occupation board, the program is automatically approved by the Board.

To obtain approval by the Board of programs and activities qualifying for CE units, the program’s sponsor or the certified program administrator shall complete and submit the appropriate form, along with any required supporting documentation, which includes:

- For programs attended, signed certification by a program leader or instructor of the certified program administrator’s credit hours of participation in the program by certificate, letter on letterhead stationery of the sponsoring agency, or official continuing education validation form of the sponsoring agency;
- For publications, as copy of the book, monograph or journal article;

- For completion of academic course work from an accredited university, an official transcript indicating that the source was taken and completed; and
- For a presentation, a copy of the text of the presentation.

Prior Approval of Programs. To obtain prior approval of a qualifying program, the program’s sponsor shall submit to the Board an *Application for Approval of Continuing Education Programs* at least 6 weeks before the date the program will be given.

Subsequent Approval of Programs and Activities. When there has been no prior approval by the Board for the program or activity undertaken by the certified program administrator, the administrator shall submit an *Application for Approval of Continuing Education Units for Individual Participation* and documentation that which shows that the program meets qualifications for CE credit and that the certified program administrator attended the program.

WHAT ARE THE BENEFITS OF OBTAINING BOARD APPROVAL FOR CE PROGRAMS?

The benefits of obtaining Board approval for CE programs, such as training programs, workshops, seminars, institutes and similar programs sponsored by a residential child care program, is that the program is approved for an entire year and listed on the Board's web site. In addition, programs are permitted to advertise that the course is Board approved. If your residential child care program is interested in having a continuing education program approved by the Board, you can download the *Approval for Continuing Education Programs* application from the Board's web site located in the "Forms and Applications" sub-page. Working together, we can ensure that program administrators have access to appropriate continuing education options.

WHAT SHOULD A RESIDENTIAL CHILD CARE PROGRAM DO IF A CERTIFIED PROGRAM ADMINISTRATOR LEAVES THE PROGRAM?

If a program administrator leaves or is removed from a position as a program administrator by death or for any other unexpected cause, the Board of Directors of a residential child care program shall immediately designate a certified program administrator to serve in that capacity.

In the event a certified program administrator is not available, the Board of Directors of a residential child care program may appoint a non-certified person to serve in the capacity of program administrator. The Board of Director's must immediately:

- (1) Notify the BRCCPA of the appointment; and
- (2) Forward to the BRCCPA a written request to appoint a non-certified person, including:

- The reason why acting capacity of a non-certified person is necessary,
- The qualifications and credentials of the person selected for the acting capacity, and
- A copy of the person's resume or CV.

The BRCCPA at its next scheduled meeting will evaluate the person's credentials to ensure that the person appointment is experienced, trained, and competent.

If the person is approved by the BRCCPA, the Board of Directors of the residential child care program will receive an approval letter that will specify the approved time period for acting capacity.

It should be noted that acting capacity for a non-certified person may not exceed 180 days.



BRCCPA'S FISCAL YEAR 2009 APPROPRIATION

BRCCPA has received its FY 2009 Appropriation of \$114,865. The appropriation, however, did not include any additional funding or positions required for the implementation of Senate Bill 783. The Department has advised the Board that surplus General Funds are not available to fund any additional positions for FY 2009.

This is of great concern. Senate Bill 783 expands the authority of the Board to include the certification of direct care or "residential child and youth care practitioners." While the Board supports professionalizing the role of direct care workers in residential child care programs, additional resources are required.

The implementation of Senate Bill 783 will have a significant impact on the operations of the Board. The mandate represents more than a 45% increase or the addition of about 10,000 individuals to be certified by the Board. With current staff, it will be impossible to meet the deadline for certifying these individuals. In response, the Board has submitted an Unfunded Item Request for FY 2010.

REVISIONS TO THE BRCCPA'S REGULATIONS...

The Board has begun the process of drafting revisions to its regulations for the implementation of Senate Bill 783. The changes will be discussed during the General Session of each Board meeting. Board meetings are held the second Friday of every month. The Board will circulate revisions for an informal comment period prior to publication. Please check the Board's web site often for updates on the implementation of Senate Bill 783.



REVISIONS TO COMAR 14.31.06

Residential child care program administrators have been made aware that regulatory changes to COMAR 14.31.06, became effective May 19, 2008. The revised regulations are available at all public libraries, may be downloaded from the Board's web site by clicking on the "Statutes and Regulation" link or may be downloaded from the Division of State Documents website.

In summary, the following changes have been made to COMAR 14.31.06. ***Please note: It is incumbent upon all program administrators to review the revised COMAR 14.31.06 in its entirety.***

Board of Directors

The board of directors shall be comprised of 5 individuals with interest in or knowledge of the needs of children and their families. Of the members of the board of directors:

- At least 1 shall have demonstrated experience in or knowledge of the human service field;
- At least 1 shall have demonstrated knowledge in the field of accounting, business, or financial management; and
- At least 1 shall be a resident of the State.

An employee of the corporation or program, or an immediate family member of an employee of the corporation or program, may not be a member of the corporation or program's board of directors.

A member of the board may not be an immediate family member of the program administrator.

An individual who is compensated for providing goods or services to the corporation may not be a member of the board of directors.

Each member of the board of directors shall complete a training course on the duties and responsibilities of board members that is offered by the State, or alternative training approved by the Governor's Office for Children prior to service on the board of directors and every 2 years thereafter.

The board of directors shall adopt written bylaws that require the board of directors to be legally responsible for:

- Overseeing the management and operation of the program operated by the corporation;
- Ensuring that the program operates in compliance with all applicable laws and regulations;
- Approving the program's mission statement, long-term goals, policies, procedures, and annual budget;
- Defining and prohibiting circumstances that would create a financial or personal conflict of interest for members of the board of directors, corporate officers, employees, agents, assigns, and volunteers;

- Ensuring that the program responds to all requests from the licensing agency in a timely manner;
- Approving the program's service plan and ensuring that services are provided in accordance with the plan;
- Approving the program's or corporation's business plan;
- If the organization is a nonprofit corporation under 26 U.S.C. §501(c)(3), reviewing annually whether the corporation is satisfying its charitable mission;
- Ensuring that the corporation has liability insurance;
- Requiring that all members of the board of directors have training in their responsibilities regarding the governance of the program; and
- Establishing committees or member assignments to periodically review as warranted but not less than annually:
 - ⇒ Compensation of officers and staff of the corporation and the program;
 - ⇒ Quality of services provided to clients, including all incidents harming or potentially harming clients;
 - ⇒ Financial problems and concerns relating to the program;
 - ⇒ Performance of key staff and the nominations of new members of the board of directors; and
 - ⇒ Potential conflicts of interest.

Chief Financial Officer

The board of directors shall hire a chief financial officer for the corporation. The chief financial officer shall provide a report at least quarterly to the board of directors on the financial condition of the corporation.

Program Administrator

The program administrator shall have at least the following qualifications:

- A bachelor's degree from an accredited college or university, and at least 4 years experience in the human services field with at least 3 of the years in a supervisory or administrative capacity; or
- A master's degree from an accredited college or university, and at least 2 years experience in a human services field with at least 1 year of experience in a supervisory or administrative capacity.

The program administrator shall be certified as required by Health Occupations Article, Title 20, Annotated Code of Maryland, through BRCCPA.

If a program administrator leaves or is removed from a

REVISIONS TO COMAR 14.31.06 CONT'D

position as program administrator by death or for any other unexpected cause, the board of directors shall immediately designate a certified program administrator to serve in that capacity.

Appointment of a Noncertified Individual

In the event a certified program administrator is not available, the board of directors may appoint a noncertified individual to serve in the capacity of acting program administrator for a period not to exceed 180 days.

The board of directors must notify BRCCPA of the appointment and forward the credentials of the individual appointed to assure that the person appointed is experienced, trained, and competent.

The 180-day period begins on the date that the program administrator leaves or is removed from the position as a program administrator.

BRCCPA may extend the 180-day period for a further period of not more than 30 days.

Community Complaints

Residential child care programs must develop and implement a mechanism for the resolution of complaints from the community.

Reports and Records

Residential child care programs must report in writing to the licensing agency within 10 days any complaint from the community received by the provider and the process and actions taken toward resolution.

Critical incident means the death of a child or staff while on duty; an emergency room visit that is the result of a level 3 injury; an unplanned hospital admission; an unauthorized absence of any duration that constitutes an immediate danger to self or others; or any programmatic, public health, or physical plant issue that could endanger or require the removal of children for reasons of health and safety.

Residential child care programs must immediately notify:

- The licensing agency, the contracting agency and the placing agency of any critical incident; and
- Within 24 hours after any critical incident, submit a critical incident report to the licensing agency, the contracting agency, and the placing agency;
- Within 48 hours after an incident requiring the involvement of law enforcement, fire department, or other emergency services, submit an incident report to the licensing agency and, if a particular child is involved, to the placing agency.

Behavioral Interventions

The residential child care program shall establish and follow written policies and procedures that:

- Are communicated to the child, the child's parent, program personnel, and the placing agency;
- Identify all approved forms of positive behavioral interventions, strategies, and supports;
- Specify the approved procedures for the administration of each form of positive behavioral interventions, strategies, and supports;
- Identify the program personnel authorized to administer each form of positive behavioral interventions, strategies and supports;
- Include the procedures for training program personnel in the use and administration of each form of positive behavioral interventions, strategies, and supports; and
- Periodically review the forms of positive behavioral interventions, strategies, and supports used for effectiveness and safety.

Changes in this section also address:

- Safe environment plan
- Resident behavior interventions
- Use of time out
- Requirements for the use of restraint
- Documentation requirements for the use of restraint
- Debriefing
- Quality assurance
- Training
- Monitoring and compliance

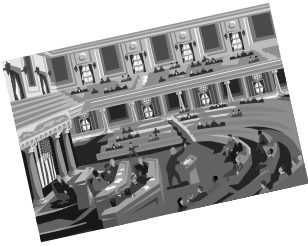
All direct care staff in residential child care facilities must be trained in the following:

- Identifying triggers of aggressive behavior
- Methods for calming clients in crisis
- Positive behavioral intervention strategies
- Verbal de-escalation
- Use of time out
- Staff and client debriefing
- Documentation requirements
- Blocks and releases
- Take downs
- Holds—**prone restraint is prohibited**

The training must be state approved. The Governor's Office for Children has sent letters to all providers regarding the training approval process. Program administrators should note that:

- 50% of staff must be trained by 1/1/09;
- 75% of staff must be trained by 4/1/09; and
- 100% of staff must be trained by 7/1/09.





NEW LEGISLATION REMINDERS

Senate Bill 782 “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

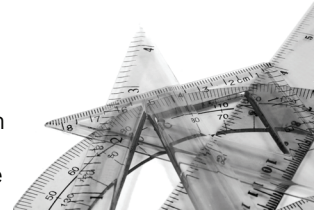
issued a license, an existing program is relocated, an existing site is expanded, or the number of placements in an existing program is increased. A licensing agency must consider the special needs of the affected children and consult with relevant stakeholders when developing a statement of need. DHR 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 742 “Bill of Rights” - Requires residential child care programs to conspicuously post a “Residents’ Bill of Rights” in the facility of the provider that includes specified rights; requiring a provider of a residential child care program to develop and, on placement, provide to residents and their parents or legal guardians a handbook of the policies of the provider and the contracting agency as they relate to specified issues; etc.

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.

REMINDER: OUTCOMES MEASUREMENT IMPLEMENTATION

Residential child care programs are required to participate in outcomes measurement beginning July 1, 2008. The outcomes measurement system is being built in SCYFIS and pilot testing began in mid-June. The system requires the use of the Child and Adolescent needs and Strengths (CANS) tool. Training and certification in CANS is **free** and can be completed online. The web site address is <http://www.cans.umaryland.edu>.



HOW AND WHEN TO PETITION THE BOARD

If you have a practice question, want to petition the Board on any practice issue, or want to have an item added to the Board’s agenda, you may do so by writing to the Board. Your correspondence should be typed and contain some detail of the problem or issue you wish the Board to review. The Board meets monthly and your petition must be received by the Board at least 2 weeks prior to the meeting in order to be placed on the Agenda. Send your petition to the Board via the Executive Director: BRCCPA, 4201 Patterson Avenue, Baltimore, MD 21215-2299.

BOARD INVESTIGATIONS AND YOUR ROLE

Under the law and regulations, all residential child care program administrators are required to fully cooperate in any investigation conducted by the Board. This means that if a Board investigator visits your program and asks to speak to you or other staff members, you are required to comply with the request. Your failure to do so or to hide resident records, etc. may result in disciplinary action against your certification.



FROM THE DESK OF THE EXECUTIVE DIRECTOR...

The Board has received over 190 applications to date. As a primary source licensing board, the Board must receive originals of all documents.

Unfortunately, some applicants are failing to submit required documentation or are submitting copies of the documents. This results in the certification process taking longer that it should. In some cases, applicants are failing to respond to the Board's multiple requests for the required documents and their application being administratively closed for failure to provide required documents.

Don't let this happen to you or your staff. Respond to all notices that you receive from the Board regarding your application and keep in mind that certification is a four step process:

1. Any individual who wishes to become certified must submit the following to the Board:

- Completed, certified application with fee;
- Original, official transcripts to document either a bachelor's or master's degree from an accredited college or university. Note: Educational credentials from foreign countries must be evaluated by an approved education review service. The Board has approved the following services: International Consultants of Delaware, Inc. at 212-222-8454, extension 510 (icd@icdel.com) or World Education Services, Inc. at 202.331.2925 (<http://www.wes.org/>);

- 3 professional references from individuals who can attest to the applicant's work experience and competence as a child care professional, of which one must be from a current or former supervisor, submitted in sealed envelopes signed by the writer over the seal; and
 - Evidence of required human service and supervisory or administrative experience. For individuals with a bachelor's degree - 4 years human service and 3 years supervisory or administrative experience and for individuals with a master's degree - 2 years human service and 1 year supervisory or administrative experience;
2. Applicants must submit to a state and national criminal history records check executed on fingerprint cards provided by the Board through CJIS. (Please email the Board to obtain fingerprint cards.) Private agency checks are not acceptable;
3. The Board reviews the application and the results of the state and national criminal records check to determine if the applicant meets the requirements for certification. If the applicant meets requirements, the Board invites the applicant to take the Standards Examination. **Note: Individuals can not take the Standards Examination with out receiving an invitation from the Board;** and,
4. The applicant must pass the Standards Examination.



Licensing Coordinator for the Board Hired...

Please join me in welcoming Jacquelynn Folb to the Board's staff. Ms. Folb will serve as the Board's licensing coordinator for residential child care program administrators. Ms. Folb has, among other things, coordinated licensing and certification activities for two large long term care companies and maintained a customer concern line for residences of the company. She has exceptional experience that includes both executive level and board of directors support. I am excited to have her join the staff of the Board.

Board's Office Hours are Expanding....

The Board's office hours are expanding in September. Effective September 3rd, the Board's office will be open on Monday Wednesday—8:30 AM to 6:00 PM and Thursday and Friday from 9:00 AM to 3:00 PM.

When Requesting Fingerprint Cards...

Please remember to email the Board to request fingerprint cards. This provides for more efficient processing and tracking of the requests.

When Scheduling your Standards Examination....

Please remember to email the Board to schedule your Standards Examination once you receive your invitation from the Board. Note: You should register to take the examination at least 3 days prior to the exam date.



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 or
folbj@dhmhs.tate.md.us

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 in the Board's office at 4201 Patterson
Avenue. The public is welcome to the Open Session meetings.
Directions to the Board's office may be downloaded from the
Board's web site.

2008 Meeting Dates

- August 8
- September 12
- October 10
- November 14
- 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