

2009 Annual Report



**MARYLAND STATE BOARD FOR THE CERTIFICATION OF
RESIDENTIAL CHILD CARE PROGRAM PROFESSIONALS**

2009

LEGISLATIVE AUTHORITY

The State Board for the Certification of Residential Child Care Professionals (“Board”) operates under the provisions of Title 20 of the Health Occupations Article of the Annotated Code of Maryland. The Board is the certification authority of residential child care program administrators (RCCPAs) and residential child and youth care practitioners (RCYCPs) or direct care workers in residential child care programs by 2013.



The Board is mandated to protect children living in Maryland’s residential child care programs by certifying qualified RCCPAs and RCYCPs, establishing fees, maintaining current roster of all certified individuals, administration of the certification examination, enforcing current statutes and regulations, adopting new regulations to carry out the provisions of the Title, suggesting new changes to the Title to keep abreast of trends and issues, adopting standards of practice for the certification of RCCPAs and RCYCPs, verification of credentials, issuance of certificates, establishing requirements for and verification of continuing education, investigation of complaints based on alleged violations of regulations and statutes, and formal and informal disciplining of certified individuals. In Fiscal Year 2007, the program became 100% general funded.

MISSION

The mission of the State Board for the Certification of Residential Child Care Professionals is to protect Maryland’s children living in residential child care programs and to promote quality health care in the field of residential child care through:

- 1) Certifying and regulating RCCPAs and RCYCPs;
- 2) Receiving and resolving complaints from the public, licensing authorities, courts, employers, insurance companies, other certificate holders regarding residential child care administrators or RCYCPs who may have violated the practice act law (Annotated Code of Maryland, Health Occupations Article, Title 20) and its regulations; and,
- 3) Setting standards for the practice of residential child care administration that reflect new and emergent developments in the practice of residential child care through regulations and legislation.

VISION

A state that provides qualified RCCPAs and RCYCPs to further the well-being of children living in Maryland's residential child care programs.

BOARD COMPOSITION

The Board consists of 12 members, of which six are representatives appointed by secretaries of the various state agencies involved in the licensing and monitoring of residential child care programs. These agencies include the Department of Health and Mental Hygiene's Mental Hygiene Administration and Developmental Disabilities Administration, the Department of Human Resources, the Department of Juvenile Services, the Maryland State Department of Education, and the Governor's Office for Children. The remaining six members are appointed by the Governor with the advice of the Secretary, of which three are RCCPAs, one is a RCYCP, and two are consumer members.

Consumer members may not:

- Be a residential child care program administrator;
- Have a household member who is a residential child care program administrator;
- Have a household member who participates in commercial or professional field related to administering a residential child care program; and
- Have had within the two-years before appointment substantial financial interest in a program regulated by the Department of Health and Mental Hygiene's Mental Hygiene Administration or Developmental Disabilities Administration, Department of Human Resources or Department of Juvenile Services.

Board Members

Albert Zachik, MD, Chair	MHA	Krystal McKinney	RCCPA
Robin El-Amin, Vice Chair	Consumer	Mary Rode	RCCPA
Bruce Anderson, Secretary	RCCPA	Steve Sorin	MSDE
Diane Bolger	DDA	Ada Pearl Thomas	Consumer
Carmen Brown	DHR	Shelly Tinney	GOC
Cheryl Brown	DJS	Vacant	RCYCP

The Board currently has one vacancy. The Board has posted the Department's Request for Appointment Consideration Forms on its web site, included an announcement in quarterly newsletters; and, mailed residential child care programs, stakeholders and interested parties of the vacancy. In addition, the Board has contacted provider organizations and reached out to consumer groups for assistance in filling this vacancy.

STAFF

The Board is staffed by two part-time personnel consisting of an Executive Director and Licensing Coordinator. The Board's staff is responsible for the daily activities of the Board and the coordination of administrative activities with other government agencies.

In addition, the Board shares its legal, fiscal, and information technology staff with other Health Occupation Boards under the Department of Health and Mental Hygiene.

Although the Board does not have investigative staff, the Board enters into Memorandum of Agreements (MOAs) with other health occupation boards under the Department of Health and Mental Hygiene to utilize their investigative staff.



BOARD MEETINGS

The Board conducts public meetings on the second Friday of every month throughout the year. The dates, times, and place of meetings are published in the Maryland Register and posted on the Board's website and in its quarterly newsletter.

Fiscal Year 2009 Meetings

July 11

August 8

September 12

October 10

December 12

January 9

February 13

March 13

April 10

May 8

June 12

BOARD ACTIVITIES

Residential Child Care Program Administrator Certification. The Board initiated the certification process for program administrators in Fiscal Year 2007 by sending certification applications to all residential child care programs licensed by the Department of Health and Mental Hygiene, Department of Human Resources, and the Department of Juvenile Services. Correspondence and transmittals regarding the certification requirement were sent on multiple occasions to agencies identified by their licensing authorities throughout 2007 and 2008. In addition, the licensing authorities (DHR, DJS and DHMH) also sent correspondence to the residential child care programs they license about the certification requirement.

In 2008, there was a total of 81 CRCCPA and in 2009 there were a total of 181 CRCCPA. This was an increase of 123% in the number of individuals who became certified as residential child care program administrators.

The number of number of in process applications (e.g., incomplete applications, awaiting results of state and/or national criminal background checks, or pending passing of State Standards Examination) decreased by 64.29%.

These improvements can be attributed to the new procedures implemented at the beginning of FY 2009 to aggressively monitor those applicants who have not achieved certification.

Residential Child and Youth Care Practitioner Certification. The Board's purview was expanded in 2008 (Senate Bill 783 of the 2008 General Assembly Session) to include the certification of residential child and youth care practitioners, otherwise known as direct care workers in residential child care programs. The certification requirement is only for programs licensed by the Department of Health and Mental Hygiene's Mental Hygiene Administration, the Department of Juvenile Services and the Department of Human Resources must become certified by October 1, 2013. Residential child care programs licensed by the Department of Health and Mental Hygiene's Developmental Disabilities Administration are excluded from the certification requirement.

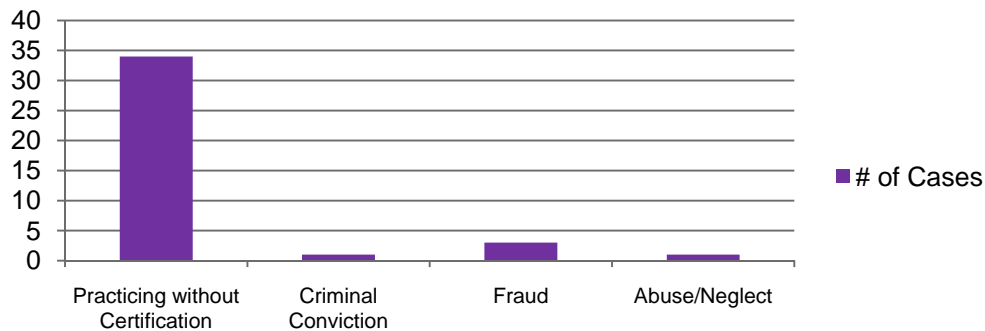
To obtain certification as a RCYCP, an applicant must:

- Be at least 21 years old or at least 18 years old and have at least an associate's or bachelor's degree from an accredited college or university.
- Have (1) a high school diploma or equivalent and have successfully completed an approved training program; (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 associates or bachelors degree from an accredited college or university.
- Pass a State Standards Examination.
- Submit to a state and national criminal history records check through the Criminal Justice Information System.

The Board throughout 2009 finalized draft regulations to implement the certification requirement during General Session meetings. The drafts were presented at a conference, a Town Hall meeting, and circulated to stakeholders in order to solicit input. The Board also executed a Memorandum of Agreement with a vendor for the development of a Standards Examination for RCYCPs in 2009.

Complaints & Disciplinary Action. In 2009, the Board processed 39 complaints. The majority of the cases (34) concerned individuals who were practicing as a CRCCPA without being certified. In most cases, the Board was able to resolve the cases by either bringing the individual into compliance with certification requirements; or, working with licensing authorities for residential child care programs to ensure that the term “program administrator” was being correctly used.

Distribution of Allegations in Complaints Received



The Board referred two cases to sister agencies, as they were not in the Board’s jurisdiction (allegation of abuse/neglect at a day care center and billing fraud).

ACCOMPLISHMENTS FOR 2009

The Board continues to make significant progress in fulfilling its mission and meeting key milestones. Highlights of the Board’s achievements are outlined below.

- Finalized draft regulations for RCYCPs;
- Executed a Memorandum of Agreement to develop the State Standards Examination and study guide for RCYCPs;
- Developed an application form and develop a certification process for RCYCPs;
- Initiated discussions concerning revisions needed to the Board’s licensing database to accommodate RCYCPs;
- Fostered the development of continuing education opportunities for program administrators;
- Issued Winter, Spring, Summer and Fall newsletters;
- Advocated for additional resources to implement RCYCP certification.

CHALLENGES FOR 2010

The Board supports professionalizing the role of direct care workers in residential child care programs; however, certification of this population cannot be properly implemented without some additional resources. The Board's Fiscal Year 2009 and FY 2010 Appropriation did not include any additional funding or positions required for the implementation of this new mandate.

This is a challenge for the Board, as the new program is anticipated to result in more than a 45-percent increase in the Board's workload. Therefore, the certification program will need to be efficient and allow adequate time for direct care workers to come into compliance with the certification requirement.

GOALS FOR 2010

The Board has established the following goals for Fiscal Year 2010:

- Promulgate regulations for RCYCPs;
- Validate State Standards Examination for RCYCPs;
- Modify Board's licensing database to accommodate RCYCPs;
- Investigate on-line renewals for program administrators;
- Identify, in collaboration with licensing agencies, topics for educational alerts for program administrators;
- Foster the development of continuing education opportunities for program administrators;
- Issue Winter, Spring, Summer and Fall newsletters; and,
- Advocate for additional resources to implement RCYCP certification.

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