

State of Maryland
Department of Health and Mental Hygiene

State Board for the Certification of Residential Child Care Program Professionals
General Session Minutes - July 8, 2011
Metro Executive Building - 4201 Patterson Avenue - Baltimore, Maryland

In Attendance

Dr. Albert Zachik, Chair
Krystal McKinney, Vice Chair
Bruce Anderson, Secretary
Cheryl Brown
Darlene Ham
Shanda Crowder
Ada Pearl Thomas
Mary Rode
Steve Sorin

Vacancy

Consumer

Staff

Kimberly Mayer, Executive Director
Carol Johnson, Deputy Director
Richard Bloom, AAG

Guests

LaShawnda Lee
Sharon Bloom

Absent

William Childers
Sequaya Tasker

I. CALL TO ORDER

Dr. Albert Zachik, Chair of the State Board for the Certification of Residential Child Care Program Professionals ("State Board") called the meeting to order at approximately 9:30 AM.

II. REVIEW AND APPROVAL OF GENERAL SESSION MINUTES

The State Board reviewed the General Session minutes from the June 10, 2011, meeting. Motion made by Bruce Anderson: Approve the minutes of the June 10, 2011, meeting. Motion seconded by Shanda Crowder. Motion approved unanimously.

III. EXECUTIVE DIRECTOR'S REPORT

Kimberly Mayer, Executive Director of the State Board, reported:

- A. State Board Meeting Dates - Mark your calendar...The remaining 2011 meeting dates are September 9, October 14, and December 9. The State Board will not meet in August or November. CRCCPAs may earn continuing education credit for attending State Board meetings.
- B. State Standards Examination for RCCPAs - The next State Standards Examination for RCCPAs will be August 24. Any individual who is invited to take the State Standards Examination may contact the State Board's office to request an alternate exam date.
- C. Summer Study Report - The Summer Study Workgroup met on June 22, 2011, and focus team updates were provided. Focus team reports are due to the GOC by July 18. The next Summer Study Workgroup meeting is scheduled for July 25 from 12 Noon to 3 PM at the Governor's Office for Children.
- D. Staffing Analysis - As previously reported, as part of the Summer Study the State Board has been requested to provide a cost analysis for the implementation of the certification program. The State Board will utilize the same methodology developed for the Office of Health Care Quality for their annual staffing analysis. This methodology was developed by a federal expert, who was a senior management intern on rotation from CMS, with extensive experience in personnel management and human

resources. In order to capture current data regarding the number of child care workers who will need to be certified, the State Board has disseminated an online survey. The deadline for the survey is July 11, 2011. As of today, the survey has a 58% return rate. Staff will contact those Certified Residential Child Care Program Administrators who have yet to respond. A draft analysis will be circulated early next week and a final draft by Thursday to allow for review. An electronic vote will be conducted.

E. Certification Report - As of July 1, 2011, the State Board reports:

Board Code		
Board	Status Codes	Occurrences
Acting Capacity	Active	3
Acting Capacity	Inactive	7
Program Administrator	Active	149
Program Administrator	Deceased	1
Program Administrator	Non-renewed	59
Program Administrator	Revoked	1
Program Administrator	Surrendered	3
	Total:	223

F. Mileage Reimbursement Rate - The Department of Budget and Management has announced that the mileage reimbursement rate will increase, effective July 1, 2011, to 55.5 cents per mile.

IV. DISCIPLINARY SANCTIONS COMMITTEE REPORT

The Disciplinary Sanctions Committee met this morning to review draft regulations required by House Bill 114/Senate Bill 291 of the 2010 General Assembly Session. All health occupation boards are required to establish standards for the imposition of disciplinary sanctions, not exceeding the maximum provided pursuant to Health Occupations Article, § 20-405, Maryland Annotated Code of Maryland, against any residential child care program administrator or residential child and youth care practitioner in the State if, after a hearing, the Board finds that there are grounds under Health Occupations Article, §20-313, Annotate Code of Maryland, to reprimand a certificate holder, suspend, fine, or revoke a certificate. The committee requested minor changes to the draft. The draft will be circulated to Board members for their review. A vote will be scheduled for the September meeting on the regulations.

V. CERTIFICATION COMMITTEE REPORT

The Certification Committee presented the State Board with its final report entitled, *Residential Child and Youth Care Practitioner Certification: Recommendations for Modifications to Minimum Standards*. The report contains 16 recommendations as follows:

Recommendation 1 - Authority to Waive Fees. The State Board should have statutory authority to waive fees on a need basis.

Recommendation 2 - Waiver of Certification Requirement for Maryland School for the Blind. The Maryland School for the Blind should receive a waiver for the certification requirements given the para-professional certification requirements imposed by the Title 1 No Child Left Behind through Maryland State Department of Education for the child care staff of this residential child care program.

Recommendation 3 - Investment in Child Care Workers. Certification leads to the recognition of the status of individuals who are entrusted to care for children for residing in residential child care programs. It is important, therefore, that investments are made in child care workers to ensure that professional standards are

maintained in the services they provide for the State. The State Board supports incentivizing child care worker certification and developing a minimum salary structure based upon the increased requirements of certification.

Recommendation 4 - Initial and Annual Training Requirements for Child Care Workers in the Core Regulations. The core regulations for residential child care programs should be revised to reflect the following requirements for initial and annual training requirements for child care workers.

- A. Child care workers should receive the following initial trainings:
 - (1) Emergency preparedness and general safety;
 - (2) Cardiopulmonary resuscitation leading to certification;
 - (3) First-aid training;
 - (4) Child abuse and neglect identification and reporting;
 - (5) Suicide risk assessment and prevention (minimum 1 hour);
 - (6) Approved forms of discipline and behavior management techniques including crisis management and the use of isolation and restraint;
 - (7) Medication certification, if applicable to assigned duties; and,
 - (8) Infection control and Maryland Occupational Safety and Health Bloodborne Pathogen Standards.
- B. Child care workers should receive the following annual trainings:
 - (1) Emergency preparedness and general safety;
 - (2) Child abuse and neglect identification and reporting;
 - (3) Suicide risk assessment and prevention (minimum 1 hour); and
 - (4) Infection control and Maryland Occupational Safety and Health Bloodborne Pathogen Standards.
- C. Child care workers should maintain current certification in the following areas:
 - (1) Cardiopulmonary resuscitation leading to certification;
 - (2) First-aid training;
 - (3) Approved forms of discipline and behavior management techniques including crisis management and the use of isolation and restraint; and,
 - (4) Medication certification, if applicable to assigned duties.
- D. All other training items should be moved to the State Board's regulations for professional development (continuing education) option areas.
- E. Annual trainings in paragraph B could be included within the 20 hours of continuing education for RCYCPs every two-years.

Recommendation 5 - Purpose of the RCYCP Training Program. The purpose of the RCYCP training program is to provide a fundamental working knowledge of the varied aspects of performing the direct responsibilities related to the activities of daily living,

self-help, and socialization to children and youth in out-of-home placement. Child care workers will increase their awareness of their essential role to the vulnerable children and youth to who they are entrusted to care and supervise. Child care workers will also obtain insight into the overall environment and function of a residential child care program. Successful completion of a training program will prepare a child care worker for certification as a RCYCP.

Recommendation 6 - Uniform framework for RCYCP Training Programs. All training programs must consist of at least 30 contact hours, which may include hours spent in initial training with the exception of: cardiopulmonary resuscitation, first-aid, behavior management, and medication certification. The training program must: (1) cover the six modules - overview of the RCYCP training program; child and adolescent growth and development; standards for health and safety; life skills development; legal and ethical issues in child care; and communication techniques - and (2) address specific course objectives and topics outlined within the training program framework. At the end of each module the child care worker must pass the post-test (corresponding section of the Standards Examination) with a score of at least 70-percent.

Recommendation 7 - Venue for RCYCP Training Programs. The RCYCP training program should be made available to all child care workers through a free, online webinar style training format. Residential child care programs should have the flexibility to customize the training program to reflect their program and the needs of the children and youth served. Residential child care programs could develop their own training program, train their child care staff through the online training program, develop hybrid training programs by utilizing some modules from the online training program, partner with another residential child care program, or seek a vendor to provide the training to their child care staff.

Recommendation 8 - Protocol for Approving Training Programs. The State Board will review training program curriculum to determine the program's conformity to the uniform framework and core competencies identified for direct care workers. The approval process should consist of the following:

- (1) An application for the RCYCP Training Program will be posted on the State Board's web site.
- (2) Residential child care programs and interested parties, if interested in developing a program, will be instructed to submit applications to the State Board.
- (3) The State Board will designate a subcommittee to review applications and make recommendations to the State Board.
- (4) The review committee will meet a minimum of quarterly to review applications. Review dates will be posted on the State Board's web site.
- (5) All applications must be received 30 days prior to the schedule review date.
- (6) If the review committee determines that the application does not meet the standards required by the State Board's regulations, the State Board will notify the applicant in writing, within 10 business days, of the deficiencies and the process to provide any information or changes to the training program to address the deficiencies.
- (7) The applicant may request a meeting after the second notice of deficiencies. Requests for meetings must be made in writing and list the topics to be discussed. The State Board will not provide technical assistance in developing training curriculum. After the third notice of deficiencies, the applicant must submit another application.

- (8) If the review committee determines that the training program meets requirements, a recommendation for approval will be forwarded to the State Board.
- (9) The State Board will review the recommendation of the review committee.
- (10) All approved programs will be listed on the State Board's web site.

Recommendation 9 - Approval Fee. The fee for training program approval is \$15 per module or \$90 for an entire training program. The State Board may waive the fee charged for processing the application, if the applicant has demonstrated a capacity to offer the training for no or nominal cost. A request for waiver of fee must be made in writing to the Board.

Recommendation 10 - Qualification of Trainers. The curriculum vitae and biography of all instructors (and potential instructors) should reflect competence in subject matter and skill in the instruction methodologies. Meeting the criteria requires that the provider will not substitute instructors.

Recommendation 11 - Educational/Training Requirements for Certification. The minimum requirements for certification should be simplified to:

- (1) Associates or bachelor's degree in a human service or related field,
- (2) Associates or bachelor's degree in a unrelated field with one-year human service experience; and
- (3) High school diploma or GED and completion of a Board-approved training program.
- (4) Individuals who complete the training program at CCBC will be deemed to have met the standard of an associate's degree in human service or related field.

Recommendation 12 - Trainee Provision. A provision for trainee status for child care workers should be provided. Upon hire, a residential child care program should provide notification to the State Board. The newly hired child care worker has 180 days to complete all the modules of the training program and pass the corresponding post-tests. The child care worker has an additional 30 days to become certified. Child care workers who have a college degree have the opportunity to take the Standards Examination, which is comprised of the post-tests for all of the modules of the training program, up to two times within 30 days. If the child care worker with a college degree fails any of the post-tests, they are required to take that module(s) of the training program.

Recommendation 13 - Grandfathering Clause. All child care workers who are employed by October 1, 2013, and who have been continuously employed as a child care worker for at least one-year for individuals with an associates or bachelor's degree and two-years for individuals with a high school diploma or GED should be grandfathered into certification. In addition, they will need to provide: (1) three professional references, of which one must be the Certified Residential Child Care Program Administrator of the residential child care program and (2) submit to a national and criminal history record check. Child care workers who apply to be grandfathered into certification as RCYCPs will not be required to take the Standards Examination.

Recommendation 14 - Standards Examination. The Standards Examination should consist of standardized post-tests to be completed after each training module. For those individuals who have a college degree, they have the opportunity to take the Standard Examination (all of the post-tests) up to two times within 30 days. If they do not pass the Standards Examination, they will need complete the modules of the training program that they failed. Any individual with a disability may request, pursuant to COMAR 10.57.03.07 E, modifications in examination materials or procedures upon written request to the State Board.

Recommendation 15 - Fee for Standards Examination. There should be no fee charged for the Standards Examination since it will be made available on-line to all child care workers as part of the RCYCP training program.

Recommendation 16 - State Board Regulations Should Reflect Criminal History Requirements from the Core Regulations. The State Board's should reflect the criminal, history requirements from the core regulations for residential child care programs (14.31.06.05 A(4) (i) (c)-(e)).

The State Board reviewed and discussed all of the recommendations. A modification was requested with regarding to the RCYCP Training Program Framework to specify the modules in which family partnerships and community development competencies would be addressed. Further, it was requested that the core competencies be linked within the report to the modules. It was also requested that "and seek creative and alternative ways" be stricken from the conclusion paragraph. Cross-references to the core regulations needed to be verified as well.

Motion made by Cheryl Brown: Adopt the Certification Committee's report with the changes made above. Motion seconded by Krystal McKinney. Motion approved unanimously.

VI. CONTINUING EDUCATION COMMITTEE REPORT

The Continuing Education Committee reported that it had reviewed the post-tests provided by Help for the Helpers, Inc., for Modules 13 - 27 of the Organizational Development Training Series, which include: Module 13 - How to Develop SMART Program Improvement & Corrective Action Plans; Module 14 - Understanding the Role of the Program Administrator; Module 15 - How to Administer & Monitor Your Agency's Operating Budget; Module 16 - Giving Positive Feedback to Staff; Module 17 - Maintaining a Positive Work/Life Balance; Module 18 - Management Operations: How to Develop and Maintain a Winning Organization; Module 19 - Organizational Change; Module 20 - Creative Ways to Build Capacity within Your Organization; Module 21 - Building Your Team Success; Module 22 - Human Trafficking Awareness and Prevention; Module 23 - Creating SMART Goals that will Enhance Staff and Agency Performance; Module 24 - How to Develop an Efficient Risk Management Plan; Module 25 - Continuous Quality Improvement; Module 26 - Managing Ethics in the Workplace; and Module 27 - How to Ensure Fiscal Compliance and Program Effectiveness. The Continuing Education Committee recommends approval of the additional modules for continuing education for residential child care program administrators. Motion made by Ada Pearl Thomas: Adopt the Continuing Education Committee's report. Motion approved unanimously.

VII. REVIEW AND APPROVAL

A. Failure to Notify of Change of Information Transmittal. The State Board reviewed the draft transmittal to all Certified Residential Child Care Program Professionals. Motion made by Steve Sorin: Approve the Failure to Notify of Change of Information Transmittal. Motion seconded by Cheryl Brown. Motion approved unanimously.

B. CRCCPA-D Transmittal, Application and Instructions, State Licensure Affidavit. The State Board requested that the documents to be distributed electronically to all members for review in August. A vote will be scheduled for the September Board Meeting.

C. Delivery of Documents Transmittal. Staff conveyed a concern about applicants hand-delivering documents to the State Board's office. While the office is staffed Monday - Thursday, there are instances when staff are not available to receive hand-delivered documents. Some applicants have left materials with the building's receptionist. The State Board cannot be responsible for documents left with building staff. These individuals are not employees of the State Board and there is no

guarantee that the State Board will receive the documents. Upon discussion, the State Board requested that the transmittal be revised to note that effective August 1, 2011, the State Board will no longer accept hand-delivered documents. Staff will revise the transmittal and circulate it for an electronic vote.

D. Spring/Summer Newsletter. The State Board requested that the document be distributed electronically to all members for review in August. An electronic vote will taken.

VII. OPPORTUNITY FOR PUBLIC COMMENT

The Chair opened the meeting for public comment. No comments were made.

VIII. ADJOURN

Pursuant to the Maryland State Government Article, Annotated Code of Maryland, §10-501 et seq. on a motion made by Krystal McKinney and seconded by Ada Pearl Thomas, those State Board members present unanimously voted to close the General Session meeting at 10:20 AM for the purpose of complying with the Maryland Certification of Residential Child Care Program Professionals Act that prevents disclosures about particular matters. The State Board will review applications and address complaints and disciplinary issues.