

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY</b>	
	<b>Chapter 17:</b> Residential Licensing	<b>Effective Date:</b> August 1, 2021
	<b>Section 03:</b> Verification of QRTP Designation	<b>Version:</b> 1

**POLICY OVERVIEW**

The Family First Prevention Services Act (FFPSA) outlines the requirements a residential treatment facility must meet to receive a Qualified Residential Treatment Program (QRTP) designation. The Department of Child Services (DCS) partners with facilities which offer QRTP designated programs and ensures programs meet the FFPSA requirements to improve the quality and oversight of services provided for children with clinical needs.

**PROCEDURE**

DCS will verify the following residential treatment facility types, which hold or are pursuing a DCS contract, meet the requirements to have a QRTP designation for each program offered:

1. Child Caring Institution (CCI) (private or public);
2. Group Home (GH); and
3. Private Secure Facility (PSF).

**Note:** DCS will not designate the following programs as QRTP:

- a. Diagnostic programs,
- b. Emergency Shelter Care (ESC),
- c. Teen Mom and Baby Programs,
- d. Independent Living (IL) programs for youth 18 years of age and older, and
- e. Programs specifically for victims of Human Trafficking.

To be designated as a QRTP, a program must meet all of the following requirements:

1. Has a defined trauma-informed treatment model that is designed to address the needs, including clinical needs as appropriate, of children with serious emotional or behavioral disorders or disturbances;
2. Able to implement the appropriate treatment that addresses the needs of a child as identified by the results of the assessment of the child;
3. Policies reflect the defined trauma-informed treatment model;
4. Demonstrates the defined treatment model and policies in the treatment of the child;
5. Registered or licensed nursing staff implement treatment based on the facility treatment model and:
  - a. Provide care within the scope of their practice as defined by State law,
  - b. Provide care on-site according to the treatment model referred to above, and
  - c. Provide care 24 hours a day and seven (7) days a week.
6. Licensed clinical staff implement treatment based on the facility treatment model and:
  - a. Provide care within the scope of their practice as defined by State law,

- b. Provide care on-site according to the treatment model referred to above, and
  - c. Provide care 24 hours a day and seven (7) days a week.
7. Documentation, practices, and policies support the facilitation and participation of family members in the child's treatment program, as appropriate and in the child's best interests;
  8. Facilitates outreach to the family members of the child, including siblings, documents how the outreach is made (including contact information), and maintains contact information for any known biological family and fictive kin of the child;
  9. Documents how family members are integrated into the treatment process for the child, including post discharge, and how sibling connections are maintained;
  10. Provides discharge planning and family-based aftercare support for at least 6 months post-discharge in accordance with DCS expectations;
  11. Has an active CCI, PSF, or GH license by the state of Indiana (specifics listed above); and
  12. Is accredited by any of the following independent, not-for-profit organizations:
    - a. The Commission on Accreditation of Rehabilitation Facilities (CARF),
    - b. The Joint Commission on Accreditation of Healthcare Organizations (JCAHO),
    - c. The Council on Accreditation (COA),
    - d. Educational Assessment Guidelines Leading toward Excellence (EAGLE),
    - e. Teaching Family Association, or
    - f. Any other independent, not-for-profit accrediting organization approved by the Secretary of Health and Human Services (HHS).

The Residential Licensing Specialist (RLS) will:

1. Complete the QRTP Attestation Worksheet to verify a facility's compliance with program specific requirements. The tool will be completed:
  - a. During the initial licensing process for any facility pursuing a DCS contract. See policy 17.01 Initial Licensing Process for additional information;
  - b. Periodically, including at the time of re-licensure for a facility which holds a DCS contract and at other times as appropriate. See policies 17.11 Annual Licensing Review and 17.12 Re-Licensure for additional information; and
  - c. Each time a licensed residential facility makes a proposal to provide new programming.
2. Discuss information gathered during completion of the QRTP Attestation Worksheet with the RLS Supervisor;
3. Complete and sign the Qualified Residential Treatment Program (QRTP) Designation Attestation form once the program has been designated as a QRTP; and
4. Ensure all communications, observations, and information gathered is documented appropriately.

The Residential Licensing Unit (RLU) Clinical Specialist will assist the RLS with gathering and/or evaluating information gathered for completion of the QRTP Attestation Worksheet, as needed.

The RLS Supervisor will:

1. Guide and assist the RLS, as needed, with completion of the QRTP Attestation Worksheet;
2. Ensure the RLU Manager is aware of the findings from the QRTP Attestation Worksheet and discuss any concerns with the RLU Manager and/or Legal Team;

3. Ensure communications, observations, and information gathered is appropriately documented.

The RLU Manager will:

1. Communicate with the licensed residential facility or facility pursuing a license regarding the outcome of the QRTP Designation verification process;
2. Notify the Contract Specialist Supervisor of any concerns regarding the QRTP Designation of a facility which holds a DCS contract;
3. Consult with the RLS Supervisor and/or Legal Team, as needed; and
4. Sign the Qualified Residential Treatment Program (QRTP) Designation Attestation form once the program has been designated as a QRTP.

## LEGAL REFERENCES

- [42 USC 672: Foster care maintenance payments program](#)

## RELEVANT INFORMATION

### Definitions

#### Fictive kin

Fictive kin means an individual who is not related by birth, adoption, or marriage to a child, but who has an emotionally significant relationship with the child

### Forms and Tools

- QRTP Attestation Worksheet – provided by RLU
- Qualified Residential Treatment Program (QRTP) Designation Attestation

### Related Policies

- 17.01 Initial Licensing Process – Coming Soon
- 17.11 Annual Licensing Review – Coming Soon
- 17.12 Re-Licensure – Coming Soon