



INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY

Chapter 17: Residential Licensing

Section 12: Relicensure Application Process

Effective Date: July 1, 2022

Version: 1

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POLICY OVERVIEW

Licensing of residential facilities helps to protect the health, safety, and well-being of youth served and ensures the youth receive appropriate treatment by having standardized requirements regarding care, programming, and qualifications of providers. Relicensure is conducted to ensure the applicant continues to meet all regulations and requirements and continues to operate at or above minimum standards as mandated by Indiana Code (IC), Indiana Administrative Code (IAC), and Indiana Department of Child Services (DCS) Policies.

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PROCEDURE

DCS requires re licensure of all licensed residential facilities every four (4) years. The DCS Residential Licensing Unit (RLU) requires an applicant seeking re licensure as a Child Caring Institution (CCI), Private Secure Facility (PSF), or Group Home (GH) to submit a standardized list of documentation. In addition, qualified background checks must be completed prior to the date of license expiration for all employees, contractors, and volunteers who work at the facility under the license. The RLU will also consider results of an annual on-site review. However, this on-site review may not occur at the same time as re licensure. See policy 17.11 Annual Licensing Review for additional information regarding the annual on-site review as well as policies 13.01 Conducting Background Checks for Licensed Residential Agencies and Child Placing Agencies and 13.02 Evaluation Background Checks for Licensed Residential Facilities and Child Placing Agencies for additional information.

Note: If the need for a Plan of Correction (POC) arises during the re licensure process, see policy 17.13 Review for Licensing Action for further guidance.

The Licensing Specialist will:

1. Email the facility (with read receipt) notice of re licensure one (1) year prior to the date on which the facility's license expires. The following forms and information should be included with the notice:
 - a. Application for License to Operate a Children's Group Home (GH), Child Caring Institution (CCI), or a Private Secure Facility (PSF) Indiana Code (IC) 31-27-3 or 31-27-5 (hereafter referred to as "Application"),
 - b. Application for Private Secure Facility, Child Caring Institution, or Group Home Waiver/Variance. See policy 17.05 Waivers and Variances for additional information, and
 - c. Information regarding the need to upload the completed Application and any required documentation which has changed since the Initial Licensing Process or the most recent Relicensure to KidTraks. The facility may access a list of required

documentation via KidTraks. See policy 17.01 Initial Licensing Process for additional information regarding the initial licensing process.

Note: All required documents should be uploaded to KidTraks six (6) months prior to the date of the facility's license expiration.

2. Review the application in KidTraks and utilize the Relicensure Application Review Checklist to verify that all required documents are uploaded to KidTraks;
3. Notify the facility if the Application is deficient and/or any facility policies fail to meet requirements as outlined by Indiana Administrative Code (IAC), and ask the facility to make corrections and re-upload the corrections to KidTraks;
4. Complete the Qualified Residential Treatment Program (QRTP) verification process if the facility is contracted and has QRTP designation. See policy 17.03 Verification of QRTP Designation for further guidance;
5. Upload the completed Application to the case management system upon receipt;
6. Email the Licensing Specialist recommendation to the Licensing Supervisor and attach the Relicensure Application Review Checklist following verification the documentation is complete; and
7. Send a Portable Document Format (PDF) of the license to the facility with instructions for displaying the license in a common location following approval of the re licensure.

The Licensing Supervisor will:

1. Guide and assist the Licensing Specialist as needed throughout the re licensure process;
2. Review the Application, the Relicensure Application Review Checklist, and the Licensing Specialist recommendation and submit to the Residential Licensing Unit (RLU) Manager for approval or denial;
3. Complete approval of the re licensure in the case management system if the RLU Manager approves the re licensure;
4. Notify the Licensing Specialist of the decision regarding re licensure; and
5. Ensure a PDF of the license is sent to the facility.

The RLU Manager will:

1. Review the Application, the Relicensure Application Review Checklist, and the Licensing Specialist recommendation upon receipt from the Licensing Supervisor;
2. Decide regarding the facility's re licensure; and
3. Notify the Licensing Supervisor of the decision via email.

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RELEVANT INFORMATION

Definitions

N/A

Forms and Tools

- [Application for License to Operate a Children's Group Home \(GH\), Child Caring Institution \(CCI\), or a Private Secure Facility \(PSF\) Indiana Code \(IC\) 31-27-3 or 31-27-5 \(SF 45158\)](#)
- [Application for Private Secure Facility, Child Caring Institution, or Group Home Waiver/Variance \(SF 57073\)](#)
- Background Check Sheet – Available from RLU

- Relicensure Application Review Checklist – Available from RLU
- [Residential Licensing – Child Caring Institution \(CCI\) Staffing \(SF 57092\)](#)
- [Residential Licensing – Group Home \(GH\) Staffing \(SF 57091\)](#)
- [Residential Licensing – Private Secure Facility \(PSF\) Staffing \(SF 57090\)](#)

Related Policies

- [13.01 Conducting Background Checks for Licensed Residential Agencies and Child Placing Agencies](#)
- [13.02 Evaluation Background Checks for Licensed Residential Agencies and Child Placing Agencies](#)
- [17.01 Initial Licensing Process](#)
- [17.03 Verification of QRTP Designation](#)
- [17.05 Waivers and Variances](#)
- [17.13 Review for Licensing Action](#)

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LEGAL REFERENCES

- [IC 31-27-3 Regulation of Child Caring Institutions](#)
- [IC 31-27-5 Regulation of Group Homes](#)
- [IC 31-27-6 Regulation of Child Placing Agencies](#)
- [465 IAC 2-9 Children's Homes and Child Caring Institutions](#)
- [465 IAC 2-10 Emergency Shelter Care Children's Homes and Child Caring Institutions](#)
- [465 IAC 2-11 Private Secure Facilities](#)
- [465 IAC 2-12 Children's Homes and Child Caring Institutions Defined as Group Homes](#)
- [465 IAC 2-13 Children's Homes and Child Caring Institutions Defined as Emergency Shelter Care Group Homes](#)

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PRACTICE GUIDANCE – DCS POLICY 17.12

Practice Guidance is designed to assist DCS staff with thoughtful and practical direction on how to effectively integrate tools and social work practice into daily case management in an effort to achieve positive family and child outcomes. Practice Guidance is separate from Policy.

N/A

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