

State Board for the Certification of Residential Child Care Program Professionals

Residential Child Care Professionals

Volume 2, Issue 1 Winter 2009 Newsletter

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

Message from the Chairman—Albert Zachik, MD

While 2009 presents some budgetary challenges, the Board is excited about new certification program for Residential Child and Youth Care Practitioners.

The Board is working diligently on designing the new certification process for direct care workers. The draft proposed regulations were distributed for informal comment earlier this month and a Town Hall meeting will be held on March 25, 2009, to discuss the proposed draft.

The Board will begin to solicit the names and contact information this Summer for direct care workers who will be subject to this new certification requirement.

Residential child care programs are programs licensed by the Department of Human Resources, Department of Health and Mental Hygiene, and Department of Juvenile Services, and include the following programs for children:

- Alternative living units;
- Emergency shelter care;

- Group homes;
- Mother-infant programs;
- Nonpublic residential educational facilities;
- Programs for medically fragile children;
- Programs for pregnant adolescents;
- Psychiatric respite care;
- Residential crisis services;
- State-operated residential educational facilities;
- Secure care;
- Therapeutic group homes; and
- Wilderness programs.

All of all of the above programs must have a certified residential child care program administrator on staff. The certification requirement for direct care workers applies to all residential child care programs with the exception of those licensed by the DHMH's Developmental Disability Administration.

For more information regarding the certification of residential child and youth care practitioners, please visit the Board's website.



Inside this issue:

Congratulations to Newly Certified Individuals	2
Exam Dates	2
RCYCP Update	3
Electronic Dissemination of Newsletter and Transmittals	4
Continuing Education Requirements for Renewal	5
Bed Bugs	5

Special points of interest:

- 2 Free Continuing Education Units offered for March 25th Town Hall Meeting
- Reminder—40 CEUs needed for PA recertification
- PAs should maintain current email addresses with the Board

Board's Vision. . . . The State of Maryland will provide qualified residential child care program administrators to further the well-being of children living in Maryland's residential child care programs.

Board's Mission. . . . The mission of the Board is to protect children living in Maryland's 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.

Congratulations!

The Board welcomes the following individuals who recently became certified:

Franklin Ajanaku	Shannel Braxton	Anita Hinton	Jennifer Mcglothlin-Renault	Shauna Smith
Dirk Albrecht	Latrill Bryant	Angela Holland	Michal Neverdan-Merritt	Tammie Snyder
Elizabeth Alenda	Sophia Charles	Nathaniel Johnson	Richard Noah	James Stokes
Karen Allen	Patricia Clark	Ford Johnson	Peter Okojie	Barbara Super
Susan Atwood	Julie Croker	Derrick Lamar	Samson Omotosho	Kay-Megan Washington
Mary Bader	David Esh	Angela Lewis	Riddick Parker	Mundrae White
Richard Ballard	Steven Gorozdos	Kevin Lindsay	Ivan Parker	
Nikiesha Baxter	Carolyn Gregory	Keith Ludwig	Korey Puckett	
James Bednark	Towanda Hill	Derek Marryshow	Rhonda Seegobin	
Derrick Boone	Lisa Hill-Price	Sonya Mccollum	Ronald Smith	

Exam Dates

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.

2009 Exam Dates :

- January 14, 2009 - 1 PM
- February 19, 2009 - 10 AM
- March 18, 2009 - 1 PM
- April 16, 2009 - 10 AM
- May 20, 2009 - 1 PM
- June 19, 2009 - 10 AM
- July 15, 2009 - 1 PM
- August 20, 2009 - 10 AM
- September 16, 2009 - 1 PM
- October 15, 2009 - 10 AM
- November 18, 2009 - 1 PM
- December 17, 2009 - 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 special accommodations can be made for alternate exam dates by contacting the Board.**



Helpful Resources...

Department of Health & Mental Hygiene

Office of Health Care Quality
Phone—877-402-8218
www.dnhm.state.md.us/ohcq/

Developmental Disabilities
Administration
Phone: (410)767-5600
www.ddamaryland.org

Mental Hygiene Administration
Phone—410-402-8300
www.dnhm.state.md.us/mha/

Department of Human Resources
Phone—1-800-332-6347
www.dhr.state.md.us/index.html

Department of Juvenile Services
Phone—1-888-639-7499
www.djs.state.md.us

Governor's Office for Children
Phone—410-767-4160
www.goc.state.md.us

Maryland State Department
of Education
Phone—410-797-0600
[www.marylandpublicschools.org/
msde](http://www.marylandpublicschools.org/msde)

Interested in Serving on the Board

BRCCPA consists of 12 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 6 members of which 3 are residential child care program administrators, 1 is a residential child and youth care practitioner (“RCYCP”), and 2 are consumer members.

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 or RCYCP;
- (2) Have a household member who is a residential child care program administrator or RCYCP;
- (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 Department of Health and Mental Hygiene’s Mental Hygiene Administration or Developmental Disabilities Administration, Department of Human Resources, or Department of Juvenile Services.

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 (located on the Board’s website); and
- Mail the completed form to:

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



Residential Child and Youth Care Practitioners

The Board, as previously reported, has approved a work plan for implementing Senate Bill 783 at its May 2008 meeting.

The work plan provides a road map to the Board for initiating the certification requirement for RCYCPs. A copy of the work plan is available on the Board’s web site on the RCYCP subpage.

Achievements thus far include:

- Publication of a web page dedicated to providing information on certification of RCYCPs;
- Revising Board regulations;

- Disseminating a transmittal to all residential child care programs, licensing authorities, and certified program administrators regarding the new certification requirement;
- Initiating discussions regarding the development of a study guide and the Standards Examination;
- Distributing the Summer Newsletter containing an article on RCYCP certification;
- Disseminating a press release;

- Submitting requests for additional staff and funds to implement the certification requirement; and,
- Soliciting comments on draft proposed regulations prior to publication.

For more information regarding RCYCP certification, please visit the Board’s web site—www.dhmh.state.md.us/crccp and click on “Certification of Residential Child and Youth Care Practitioners”.



Board Moves to Electronic Dissemination of Newsletters and Transmittals

Given the current budgetary situation, the State Board for the Certification of Residential Child Care Program Professionals will no longer disseminate hard copies of its quarterly newsletter or certain transmittals.

These documents will be sent electronically to all certified program administrators effective January 1, 2009.

Stakeholders, and interested parties that are interested in receiving the Board's quarterly newsletter or future transmittals are encouraged to contact the Board's office to have their email address added to our dissemination list.

Certified program administrators will receive email messages altering them

of the posting of the newsletter on the Board's website. **All certified program administrators should maintain a current email address with the Board.**



From the Desk of the Executive Director

What a year it has been! Thank you for your support during our first full year of certifying PAs.

It is important to remember:

- PAs must notify the Board of a change in either their name or home address, or change in name or address of the employer or business connection, within 30 days of the change or they will be subject to a \$50 fine pursuant to COMAR 10.57.06(G).
- The Board cannot answer any questions regarding your application unless you complete a Release Form.
- The Board's purview is with the individual, not with the residential child care program.

- The Board is a primary source licensing agency and, as such, much must receive originals of all documents for certification from their originator. This includes verifying the status of all licenses, certificates, or registrations held by an individual.
- Health-Occupations Article, Title 20 requires that individuals who are responsible for the day-to-day management and operation of a residential child care program be certified by the Board as a residential child care program administrator.
- Certification is a four-step process that includes (1) applying to the Board; (2) submitting to a national and state criminal his-

tory records check; (3) being approved by the Board to take the State Standards Examination; and (4) passing the State Standards Examination. A certification number will not be issued until such time as all requirements are met.

- Individuals who perform the duties of a program administrator without being certified by the Board are in violation of the Maryland Certification of Program Administrators for Residential Child Care Programs Act, which constitute violations of Health Occupations Article, Title 20, §§ 20-401(1), 20-402(a), and 20-404 and COMAR 10.57.04 D(11).

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.

REMINDER: 40 Hours of Continuing Education Required to Renew Certificates

A certified residential child care program administrator 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 within the 2-year period before your recertification date.

In order to renew your certification, program administrators will be required to submit – along with their renewal application – an

Affidavit of Attendance form. This form may be downloaded from the Board's web site and is to be used to record continuing education courses attended. The Board will audit program administrators' compliance with this requirement. Therefore, program administrators are encouraged to maintain all documents related to the continuing education courses that they have taken.

Continuing education may include (1) academic

course work; (2) workshops, seminars, institutes, audio-visual self-study, and similar programs; (3) presentations; and, (4) publications as outlined on the Board's web site.

It is important that Board approval is obtained for continuing education activities. Approval may be obtained by the following mechanisms :

- Approval of Continuing Education Programs for Individual Participation;

- Approval of Continuing Education Programs for a Program Sponsor ; or,

- Approval by another Maryland State Health Occupation Board.

Please visit the Board's web site for more information concerning continuing education requirements for recertification.

Yikes, Bed Bugs!

The Office of Health Care Quality (OHCQ) recently issued a transmittal to community residential programs noting that there has been increase in reported bed bug infestations.

Nationally, bed bug infestations have been reported in hotels and other residential settings.

Bed bugs are often straw-colored to reddish-brown, oval shaped and wing-

less. Their eggs are white and somewhat pear-shaped. They can breed all year inside of buildings.

Bed bugs typically hide in places such as seams, creases, tufts and folds of mattresses; in cracks in bed frames and headboards; underneath chairs, beds, and furniture; in drawers; behind baseboards; under loose wallpaper, etc.

Remediating bedbugs can be difficult . For more information on bed bugs and how to eliminate bed bug infestation, visit the OHCQ web site: www.dhmh.state.md.us/ohcq



FAQs

Can I have my name removed from the mailing list that is available by the Board for purchase? Yes. You need to notify the Board in writing that you wish to have your name removed from the mailing list. Your name will remain on the private mailing list maintained by the Board for purposes of mailing regulations and Board-related materials that require your attention as a certified program administrator.

What happens if the residential child care program's 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 must 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 Directors must immediately: (1) Notify the State Board of the appointment; and (2) Forward to the State Board a written request to appoint a non-certified person, including: (a) The reason why acting capacity of a non-certified person is necessary, (b) The qualifications and credentials of the person selected for the acting capacity and (c) A copy of the person's resume or CV. The State Board at its next scheduled meeting will evaluate the person's credentials to ensure that the person appointed meets the requirements for certification. If approved, the State Board will issue an approval letter that will specify the approved time period for acting capacity.

TOWN HALL MEETING

Residential Child and Youth Care Practitioner Certification Update

Town Hall Information

This free continuing education program is sponsored by the State Board for the Certification of Residential Child Care Program Professionals.

Date: March 25, 2009

Time: 10:00 AM to 12:00 Noon

Registration is required as seating is limited. The registration deadline is Friday, March 24, 2009. Registration is limited to the first 100 individuals.

*Registration begins at 9:30 AM.
No one will be admitted after 10:00 AM.*

A separate registration form is required for each attendee. Confirmation notices will be emailed.

Location:

Baltimore War Memorial
Paul C. Wholman Assembly Hall
101 North Gay Street – Baltimore, Maryland

TOWN HALL REGISTRATION FORM

A Separate Registration Form is Required for Each Attendee

Name: _____
Last Name First Name MI

Mailing Address: _____
Street Address

City _____ State _____ Zip _____

Email Address: _____

Agency Name: _____

Licensing Authority of Agency: DHR DJS DHMH–DDA DHMH-MHA

I am a: (Select Only One) Certified Program Administrator Executive Director Board of Director Direct Care Worker
 Licensing Authority Child Care Supervisor Owner/Operator of a Residential Child Care Program Advocate Stakeholder

I would like to be added to the Board's Electronic Distribution List Yes No

Return Registration Form by Fax (410-358-5674) or Email (mayerk@dhhm.state.md.us)

State Board for the Certification of Residential Child Care Program Professionals

4201 Patterson Avenue
Baltimore, Maryland 21215-2299

Phone: 410-764-5996
Fax: 410-358-5674
E-mail: mayerk@dhmh.state.md.us or
folbj@dhmh.state.md.us



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



The State Board for the Certification of Residential Child Care Program Professionals was established in 2004 for the purpose of certifying individuals who are responsible for the day-to-day management and operation of residential child care programs.

Passage of Chapter 218 of the Acts of the 2008 General Assembly expands the Board's purview to include the certification of residential child and youth care practitioners ("RCYCPs") or direct care workers by October 2013.

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.

2009 Meeting Dates

- January 9
- February 13
- March 13
- April 10
- May 8
- June 12
- July 10
- August 14
- September 11
- October 9
- November 13
- December 11

Did you know?

You may check the status of your application by either calling or emailing the Board's office.

Special Notice

The Residential Child Care Professionals Newsletters is considered an official method of notification to residential child care program administrators and residential child and youth care practitioners. **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