



# MARYLAND Department of Health

Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Robert R. Neall, Secretary

## *State Board for the Certification of Residential Child Care Program Professionals*

### GENERAL SESSION AGENDA

July 13, 2018

**METRO EXECUTIVE BUILDING – 4201 PATTERSON AVENUE – ROOM 106  
BALTIMORE, MARYLAND**

- I. Call to Order**
- II. Adjustments and Additions to Agenda**
- III. Approval of Agenda**
- IV. Review and Approval of General Session Minutes – June 8, 2018**
- V. Executive Director’s Report**
  - Stats Report
  - Facility Closings/relocations
- VI. Deputy Director’s Report**
  - Program Administrators
  - RCYCP Renewal
  - FAQs
- VII. Licensing Coordinator’s Report – RCYCP Certification**
  - RCYCP Licensing Report
- VIII. Certification List**
- IX. Legislative – James Mellow, Executive Director**
- X. Open Discussion**
  - Provisional Certification
- XI. Opportunity for Public Comment**

## **XII. Adjournment**

**State of Maryland  
Department of Health**

***State Board for the Certification of Residential Child Care Program Professionals  
General Session Minutes – July 13, 2018  
Metro Executive Building – 4201 Patterson Avenue – Baltimore, Maryland 21215***

***Board Members Attendance***

Janet Furman, Vice Chair  
Nicole Smith, Board Secretary  
Sheila Philip  
Darlene Ham  
Caroline Jones  
Dorenzer Thomas  
Brady Daniels  
Sonya White-Norman  
William J. Frank, Deputy Secretary

***Board Staff Attendance***

James Merrow, Executive Director  
Gwendolyn A. Joyner, Deputy Director  
Ena Mendez, Licensing Coordinator  
Carla Boyd, AAG  
Danielle Vallone, Investigator  
Lillian Reese, Legislation & Regulation  
Coordinator

***Guest***

Sharon Bloom, MDH  
Carmen Brown, MSDE

***Absent***

Krystal Holland, Chair

**I. CALL TO ORDER**

Janet Furman, Vice Chair for the State Board for the Certification of Residential Child Care Program Professionals (“State Board”) called the meeting to order at approximately 10:05 a.m.

**II. REVIEW AND APPROVAL OF GENERAL SESSION AGENDA**

On a motion made by William J. Frank, Deputy Secretary and seconded by Ms. White-Norman, the agenda for the July 13, 2018 General Session meeting were approved.

**III. REVIEW AND APPROVAL OF GENERAL SESSION MEETING MINUTES**

On a motion made by Ms. Smith and seconded by Ms. Jones, the minutes from the June 8, 2018 General Session meeting were unanimously approved.

**IV. EXECUTIVE DIRECTOR’S REPORT**

- Board staff received a Public Information Act (PIA) Request from Liberty Council asking for all public records of any & all complaints against licensed professionals filed with the Board and any & all reports in the possession of the Board related to sexual orientation change efforts, conversion therapy, reparative therapy, efforts to reduce or eliminate same sex attraction, any counseling practice or treatment performed with the goal of changing a person’s sexual orientation or gender identity, or any instance of aversive activity or technique including but not limited to electrical shocks, cold water, sleep deprivation, shouting, or any form of mental or physical abuse performed or conducted with the goal of changing a person’s sexual orientation or gender identity. Board staff responded to the PIA Request by forwarding the only record in the Board’s possession, the May 2018 Board Meeting Minutes. The Meeting Minutes mention the Conversion
- ***State Board Meetings - Mark your calendar... The 2018 meeting dates are as follows: September 14<sup>th</sup>, October 12<sup>th</sup>, & December 14<sup>th</sup>. Please note that the State Board will not meet in August and November of 2018.***

**V. CERTIFICATION REPORT**

As of July 13, 2018 the State Board reports:

Board Code		
Board	Status Codes	Occurrences
Acting Capacity	Active	2
Acting Capacity	Inactive	39
Acting Capacity	Non-renewed	8
Program Administrator	Active	86
Program Administrator	Deceased	4
Program Administrator	Non-renewed	175
Program Administrator	Revoked	3
Program Administrator	Surrendered	3
Youth Care Practitioner	Active	1195
Youth Care Practitioner	Non-renewed	326
Youth Care Practitioner	Suspended	3
	<b>Total:</b>	<b>1845</b>

**Facility Closings/Relocations**

- MENTOR Maryland, a Child Placement Agency licensed by the Department of Human Services (DHS), will relocate the ILP program from the previous address at 1540 Canton Center Dr., Baltimore, MD 21227 to 2525 Lord Baltimore Drive, Suite H, Baltimore, MD 21244 effective June 30, 2018.

## **VI. COMPREHENSIVE EXAMS**

- The State Board will administer the Comprehensive Examination for Residential Child and Youth Care Practitioners for the Calendar Year 2018 to any individual who meets the criteria for certification at mutually agreed upon dates.
- Individuals who have submitted all the required documents to become a Program Administrator should contact Board staff at 410-764-5996/5052 or via email at [dhmh.crccpa@maryland.gov](mailto:dhmh.crccpa@maryland.gov) to schedule their exam.

## **VII. DEPUTY DIRECTOR'S REPORT**

- One Program Administrator has been licensed since the June Board Meeting.
- The online renewal will begin on July 15, 2018 through September 30, 2018. Renewal notification cards were mailed. About 30 renewal cards were returned due to address changes that were not reported to Board staff. Ms. Joyner has tried to contact those applicants by phone or email to have them submit a Change of Information form.
- Renewal applications will not be processed until all documents are received. This includes the criminal background check and the child protective services background clearance.
- Ms. Joyner drafted changes to the FAQs for RCYCP. They will be emailed to Board Members for their review and any suggestions before being posted on the Board's website.
- There is a vacant RCYCP representative position on the Board. Anyone interested in applying for this vacancy should contact Kim Bennardi, Administrator of Appointments and Executive Nominations.

## **VIII. RESIDENTIAL CHILD AND YOUTH CARE PRACTITIONERS – LICENSING COORDINATOR**

- Board staff has received seventy new RCYCP applications since the June 8<sup>th</sup>, 2018 Board meeting. There are 279 applications currently pending certification. Fifty-one applicants have been certified since the last Board meeting.
- Board members were given a breakdown on pending applications with focus on the 180 days from the date of hire deadline. Board members discussed themes that lead to applications being past the 180 days deadline.

**IX. CERTIFICATION LIST**

- On a motion made by Ms. Jones and seconded by Ms. Smith, Licensees were approved.

**X. LEGISLATIVE REPORT**

- The proposed changes to COMAR 10.57.03 will include a section on what the Board will consider when reviewing applicant or licensees application. This will include both RCYCPs and Program Administrators and will be going to the Secretary's office.

**XI. OPEN DISCUSSION**

- Board members discussed starting Committee meetings at 9 a.m. and starting Board meetings at 10 a.m. It was agreed that this schedule would be more convenient.
- A draft proposal for a Provisional RCYCP Certification was introduced by the Legislative Committee. The proposal would require direct care workers to submit an application for Provisional RCYCP License and a Completion of On-Site Program Orientation form within 30 days of hire. The Provisional License would be valid from the applicants date of hire for 180 days. An extension on the provisional license would be allowed when unexpected circumstances arise such as a delay with Board staff receiving Consent for Release of Information (CPS) and State and Federal Background checks, and pending investigations.
- If an RCYCP does not qualify for certification, the Board would send a letter to the applicant, the licensing agency, and the employer. The letter would state the reason the application is denied along with the consequences of unauthorized practice.
- Board members discussed proposal for a Provisional RCYCP Certification. Ms. Holland, Ms. Furman and Ms. Smith have put together a draft proposal.

***Recommendation:***

The Board for Certification of Residential Child Care Program Professionals will require provisional RCYCP licenses to RCYCP's within 30 days of hire. The Provisional will be valid for 180 days from the RCYCP's date of hire.

***Benefits:***

Requiring a provisional RCYCP license to all direct care staff will:

- Enhance the Board's ability to track RCYCP's who are employed
- Keep the Board informed of direct care staff within 30 days of hire to better support staff in meeting the 180 day requirement.

- Decrease the number of direct care staff practicing without a license that submit a RCYCP application more than 180 days past their hire date.
- Ensure all direct care staff have a form of license at all times.
- Allow for an extension on the provisional license when unexpected circumstances arise such as delayed clearances and investigations

***Process:***

Within 30 days of hire, a direct care worker will submit to the Board:

- Application for Provisional RCYCP License
- Completion of Onsite Program Orientation form

If an RCYCP does not qualify for certification, the Board will send a letter to the applicant, the licensing agency, and the employer. The letter will state the reason that the application is denied along with the consequences of unauthorized practice.

There would be no fee for the provisional so there is no additional cost. The Provisional does not address any level of supervision at the moment. It was suggested that there be some sort of supervision. The draft will be reviewed further by the Legislative Committee and any recommendations/suggestions are welcome.

**XII. OPPORTUNITY FOR PUBLIC COMMENT**

- No comments

**XIII. ADJOURNMENT**

- The next meeting will be September 14, 2018 at 10:00 a.m. On a motion made by Ms. Jones and seconded by Ms. Philip, the General Session Meeting adjourned at 11:01 a.m.

Submitted by:




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**Nicole Smith, Board Secretary**