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

Residential Child Care Professionals

State Board for the Certification of Residential Child Care Program Professionals

MESSAGE FROM THE CHAIRMAN—ALBERT ZACHIK, MD

On August 25, 2009, Governor Martin O'Malley outlined more than \$450 million in budget reductions as a second step in addressing the State's projected budget shortfall of more than \$700 million for Fiscal Year 2010. The budget action focused on reductions to state agencies, furloughs and salary reductions for state employees, cuts in local aid, and protecting investments in public schools. As a result of these reductions, state agencies are reviewing the programs they administer.

The Department of Health and Mental Hygiene has asked all units in the Department to look for ways to reduce the general fund budget. For units like the Board, which generate revenues to offset the cost of operation, this includes reviewing fee levels.

The Board will discuss its current and proposed fee structure with the Department and make adjustments as necessary to ensure the viability of the Board in the future. In addition, the Board will initiate additional cost savings

measures to make the services provided are efficient and effective. As always our focus will be on ensuring the health and safety of the children served by Maryland's residential child care programs.

These are challenging times. The Board recognizes that business across Maryland are struggling to find ways to provide services. Increasing fees is not an easy decision to make. The value added through certification of residential child care professionals is essential in increasing the quality of care in Maryland's residential child care programs.



Board's Vision...*The State of Maryland will provide qualified residential child care program professionals to further the well-being of the 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 professionals; receiving and resolving complaints; and setting standards for the practice of residential child care.*

FREE CEU
PANDEMIC: H1N1 INFLUENZA (SWINE FLU)

The Board is pleased to provide this opportunity to earn 1 free CEU. A passing score of 75-percent is required to earn the CEU. **Directions: Read the article, answer the questions and mail the page to the Board.**

H1N1 is a new virus making people sick. The World Health Organization has classified it as a global pandemic. It first appeared in the United States in April 2009. Much like seasonal flu viruses, this new strain causes both mild and severe illnesses, and deaths have occurred. While the headlines may have quieted down somewhat, H1N1 (swine) flu has not gone away.

H1N1 can be dangerous for a person with an underlying medical condition or if they are pregnant. So far, it's been most contagious in children and young adults aged 6 months to 24 years old. Health care workers, emergency responders and people caring for children should be on guard.

H1N1 spreads the same way that regular seasonal flu viruses spread - mainly through the coughing and sneezing of people with the flu. Sometimes, healthy people may be infected by touching something with flu viruses on it, and then touching their mouth, nose, or eyes.

People infected with seasonal and H1N1 flu may be able to infect others, from one day before getting sick to 5 to 7 days after. The infectious time can be longer in some people, especially children and people with weakened immune systems. Symptoms include: fever, cough, sore throat, runny or stuffy nose, diarrhea, vomiting, dry cough, tiredness and weakness, chills, and body or muscle aches.

Ways to protect yourself from the flu include:

Cover your mouth and nose with a tissue or your sleeve when you cough or sneeze.

Wash your hands often with soap and water, especially after you cough or sneeze. (With soap and warm water for 20 seconds). Alcohol-based hand cleaners work well.

Avoid touching your eyes, nose or mouth, as germs spread that way.

Try to avoid close contact with sick people.

If you are sick with a flu-like illness, **stay home** for at least 24 hours after your fever is gone.

Follow public health advice regarding school closures, avoiding crowds or other measures to reduce flu transmission.

Emergency warning signs that require urgent medical attention include:

In children: high or prolonged fever; fast or troubled breathing, bluish or grey skin color; unable to drink enough fluids (dehydration); severe or persistent vomiting; changes in mental status (difficulty waking up, not interacting, or seizures); improvement and then return of fever and worse cough; or, worsening of underlying chronic medical condition. **In adults:** high or prolonged fever; fast or troubled breathing; pain or pressure in the chest or abdomen, sudden dizziness; confusion; severe or persistent vomiting; or, improvement and then return of fever and worse cough.

Circle the Correct Answer:

- (1) The swine flu is most contagious in:
A. Adults
B. Infants
C. Children and young adults (age 6 mos to 24 yrs)
- (2) The swine flue spreads the same way that regular season flu viruses spread. True or False.
- (3) People infected with the swine flu may be able to infect others from ___ day before getting sick to ___ after.
A. 1 day before; 2 to 3 days after
B. 2 days before; 4 to 6 days after
C. 1 day before; 5 to 7 days after
- (4) The infectious time is no longer in children and people with weakened immune systems. True or False.
- (5) Symptoms of swine flu include: fever, cough, sore throat, runny or stuffy nose, diarrhea, vomiting, dry cough, tiredness and weakness, chills, and body or muscle aches. True or False.
- (6) You can protect yourself from the flu by covering your mouth and nose with a tissue or sleeve when you cough or sneeze and avoiding touching your eyes, nose or mouth. True or False.
- (7) You should wash your hands, especially after coughing or sneezing:
A. With soap and warm water for 20 seconds
B. With soap and warm water for 20 seconds or an alcohol-based cleaner
C. With an alcohol-based cleaner
- (8) Emergency warning signs in children that require urgent medical attention include: high or prolonged fever; fast or troubled breathing, bluish or grey skin color; unable to drink enough fluids (dehydration); severe or persistent vomiting; changes in mental status (difficulty waking up, not interacting, or seizures); improvement and then return of fever and worse cough; or, worsening of underlying chronic medical condition. True or False.

-CONTACT INFORMATION-

Name: _____

Cert. No: _____

Email Address: _____

REGULATORY REQUIREMENTS FOR CHANGE OF NAME, ADDRESS OR EMPLOYER

Are certified residential child care program administrators required to notify the Board within 30 days of a change in either their name, address, or employer? **YES!**

Pursuant to COMAR 10.57.06.01(G), a certified residential child care program administrator is required to notify the Board of such changes. **Moreover, failure to provide this notification will result in an administrative fine of \$50.**

It is important that you provide timely notification of such changes to the Board. Notification should be made in writing to the Board. The Board is beginning to fine those administrators who fail to provide this notification.

If you have any questions regarding change of information requirements, please contact the Board's office.



CHANGE OF INFORMATION

License No.:

Last Name and Generational Indicator (JR, III, etc.)

First Name and Middle Name/Initial

Street Address

City

State

Zip Code

Employer

SIGNATURE

DATE

NEW CEU PROVIDER APPROVED

The Maryland Association for Resources for Families and Youth has been approved a continuing education provider. MARFY's training web site is www.marfy.org/training.html.

KEEP YOUR PROGRAM'S PROFILE CURRENT

The Board encourages residential child care administrators to periodically review their residential child care program's profile in SCYFIS. The profiles should be kept up-to-date. The profiles are not only used by placement services, but licensing authorities and the Board for various purposes. Therefore, it is important the information contained in the profile is current.

CONGRATULATIONS

The Board welcomes the following individuals who recently became certified:

Michael Ashley
Sean Alvarado
David Evason
Sherryl Figs
Milton Graham
Marcus Handy
Edwina Jackson
Deborah Marini
Kevin Naiker
Rhonda Steward



INTERESTED IN SERVING ON THE BOARD

The State Board 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.

Currently, the State Board has one vacancy for a residential child and youth care practitioner (RCYCP) representative.

A RCYCP must be an individual who is assigned to perform direct responsibilities related to activities of daily living, self-help, and socialization skills in a residential child care program under the direction of a certified program administrator.

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.

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: (1) Complete the DHMH Request for Appointment Consideration—Biographical Information Form (located on the Board's website); and, (2) 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.

EXAM DATES

The Standards Examination 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. Please note that there is a fee of \$125.00 each time a candidate retakes the examination.

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: (1) Regulations are available at all public libraries; (2) Regulations may be downloaded from the Board's web site by clicking on the "Statutes and Regulation" link; or (3) 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.

Exam Dates: October 15, 2009 - 10 AM; November 18, 2009 - 1 PM; and, 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@dhhm.state.md.us) to schedule their examination.

ELECTRONIC DISSEMINATION OF MATERIALS

In January, the Board moved to electronic dissemination of materials, including newsletters, transmittals, correspondence regarding initial and renewal applications. This cost-saving initiative will succeed if residential child care program administrators maintain a current email address with the Board. If your email address has changed, please notify the Board immediately.

As a result of the move to electronic dissemination of materials, email addresses will also be added to the Board's Roster available for dissemination to requestors unless you request that your email address be restricted. If you choose not to list your email you will need to complete the restriction form found below and return it to the Board.

REQUEST FOR RESTRICTION OF EMAIL ADDRESS FROM DATABASE ROSTER

I, _____, License No. _____, request that my email address not be included on the Board releasable database roster. By this request, I acknowledge and agree that this restriction may result in me not having access to updated electronic information, advertisements and CEU programs that may be distributed, offered, advertised and disseminated by providers and contractors.

Signature

Date

Mail to: Executive Director, State Board for the Certification of Residential Child Care Program Professionals,
4201 Patterson Avenue, Baltimore, MD 21215-2299

HELPFUL RESOURCES

Department of Health & Mental Hygiene

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

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

Mental Hygiene Administration
Phone—410-402-8300
www.dhmh.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

RENEWAL PROCEDURES

Certified program administrators whose certificates expire this October have been notified of their need to renew their certification. Below are frequently asked questions regarding the renewal process:

When can I renew my certificate? You may renew your certification beginning September 1, 2009. Please note that renewals processed anytime after October 2, 2009—December 31, 2009, will be assessed a \$50 late fee.

What happens if I do not renew by certificate? If your license expires on October 1, 2009, and you do not renew by December 31, 2009, you are considered to be practicing without a license and are subject to a Cease and Desist order and disciplinary action. In addition, certified program administrators who have not completed the entire renewal process by December 31, 2009, are required to apply for reinstatement and pay a reinstatement fee of \$200 in order to practice child care administration in Maryland.

When can I expect to receive my renewed certificate? The Board will process the renewal applications within 1 to 2 business days of receipt of a completed renewal application package.

What is a complete renewal application package? A complete renewal application package includes the following: (1) the renewal application; (2) evidence that you have initiated a state and national criminal history records check; (3) Release to Process Application form; (4) Affidavit of Attendance at Board-Approved Continuing Education programs; (5) a passport size photograph; and (6) payment of renewal fee.

What are the continuing education requirements? In order to qualify for certificate renewal, all certified residential child care program administrators must certify a minimum of 40 hours of continuing education completed between October 2, 2007, and October 1, 2009.

Will there be an audit of continuing education requirements? Yes. The Board will conduct an audit after the renewal period. Certificate holders will be notified in October and will be required to submit copies of supporting documentation that may include: certificates of completion or letters of attendance for programs attended; transcripts for academic courses; reprints of publications and papers; or copies of presentations.

Why do I have to complete a criminal history records check? Health-General Article, § 20-301(c) requires that all residential child care program administrators submit to a state and national criminal history records check. The State Board for the Certification of Residential Child Care Program Professionals is a primary source licensing agency and, as such, must receive originals of all documents for certification from their originator. Therefore, those individuals who were certified prior to April 2008 and who submitted copies of their background checks must submit to a state and national criminal history records check through the Criminal Justice Information System (CJIS) executed on fingerprint cards provided by the Board. Fingerprint Please note that background checks conducted by private agencies are not acceptable.

What documentation do I need to submit to verify that I have initiated a state and national criminal history check? CJIS will provide you with a receipt indicating that you had your fingerprints taken and accepted by CJIS. The receipt must have your name and the date and signature of the person taking the fingerprints. You need to forward this receipt to the Board with your renewal application.

Why do I need to provide my email address? Effective January 1, 2009, the Board requires all certified program administrators to maintain a current email address with the Board. The Board disseminates all materials electronically, including: newsletters, correspondence, and transmittals.

If you have any questions regarding the renewal process, please contact the Board's office.

NOTICE FOR MAILING LIST

The information collected on the license application form and the license renewal forms is collected for the purposes of the Board's functions under the Maryland Health Occupations Code Annotated Title 20. Failure to provide the information may result in the denial of your application for an initial or renewed license. You have a right to inspect, amend, and correct this information. The Board may permit inspection of this information, or make it available to others, only as permitted by federal and State law. The Board may sell or provide a list of licensees' names and addresses to professional associations and other entities. Under the Maryland Public Information Act, Maryland State Government Code Annotated 10-617, you may request in writing that your name be omitted from such lists.

FREQUENTLY ASKED QUESTIONS—PROVIDED BY DHR RESIDENTIAL CHILD CARE REQUEST FOR PROPOSALS RFP



DHR provided the Board with following information regarding the upcoming RFP process that will impact all RCC providers who intend on contract with DHR as of July 1, 2010.



Any questions regarding the RFP should be directed to DHR.

The Maryland Department of Human Resources (DHR) Place Matters initiative, which focuses on finding permanent families for foster children, has significantly reduced DHR's reliance on residential child care (group home) providers. However, DHR will always need some providers to care for children and youth who have complicated and very specialized needs.

Why is DHR issuing an RFP? DHR is committed to ensuring that each child or youth who is placed in a residential child care program is getting the very best care possible in the least restrictive environment. In the past, DHR relied heavily on residential child care providers, and because the need exceeded the actual supply, the State permitted DHR to contract with providers through a "non-competitive" procurement process. However, now that DHR has more providers than it currently needs, and in order to secure the best services to children that meet the needs of DHR, the agency must procure the services of group home providers through a competitive bid process.

What is an RFP? A Request for Proposals is a document DHR will use to solicit specific residential child care providers. The RFP will describe the services DHR plans to procure, the requirements of providers, and what providers will be expected to do under the resulting contracts. Providers will have the opportunity to submit a proposal detailing how they will meet the requirements of the RFP. By submitting a proposal, a provider is competing against other providers for a contract with DHR.

What is the expected outcome of the RFP process? The purpose of this RFP is to identify and contract with the providers that are best equipped to meet the needs of children and youth who are placed in these programs. Multiple contracts will be awarded to residential child care providers located in all parts of the State. The RFP will establish consistent service delivery guidelines such that youth and children receive the highest quality care from providers that are committed to employing best practices and working in partnership with DHR and the Local Departments of Social Services (LDSS).

Do all residential child care providers have to respond to the RFP? All residential child care providers that wish to continue to contract with DHR must respond to the RFP in order to be considered for a contract.

I am a current contractor. Must I respond to the RFP? All residential child care providers that wish to continue to contract with DHR must respond to the RFP in order to be considered for a contract.

Must child placement agencies respond to the RFP? No. Child placement agency contracts will not be subject to a competitive procurement process until the year following the commencement of the residential child care contracts.

If DHR accepts my proposal, how long will the contract last? The contracts shall be for an initial period of two (2) years, beginning on July 1, 2010 and ending on June 30, 2012.

Will the RFP change the way a provider submits their budget to the IRC? There will be no changes to the dates that providers are required to meet for budget submissions. Nonetheless, for providers who are responding to the RFP, budgets will be submitted directly to DHR by February 15 at noon. Specific instructions for submission will be included in the RFP.

Will someone help me respond to the RFP? DHR understands that responding to an RFP may be a new experience for some providers, and DHR is committed to alerting providers of any training that may be available.

When will contracting decisions be made? DHR expects to notify offerors of contracting decisions after all proposals in response to this solicitation have been evaluated. Contracts will be awarded effective July 1, 2010.

Will there be a pre-proposal conference? DHR will hold a pre-proposal conference at DHR Headquarters located at 311 W. Saratoga Street, Baltimore, MD 21201 in order to further explain the RFP process and answer general questions from prospective offerors. More information about the pre-proposal conference will be forthcoming.

What if I have questions? Many questions that you have might not be able to be answered until after the RFP is released. Nonetheless, if you have any questions that you would like to ask at this time, please contact **Kevin Keegan, the Director of Resource Development for the Social Services Administration. He can be reached at kkeegan@dhr.state.md.us or by calling his assistant, Karen Brown at 410/767-7130.** We will do our best to answer as many questions as possible within the guidelines of procurement regulations.

Anticipated Timetable

Late-October- RFP Issued
Early-November- Pre-Proposal Conference
Mid-December - Closing Date
Mid-May - Offerors Notified of Decisions
July 1, 2010 - Anticipated Contract Award Date

Once the RFP is issued, DHR will assign a Procurement Officer who will be responsible for answering all questions regarding the RFP. The Procurement Officer's name and contact information will be published as part of the RFP.

RFP Issuing Office: Maryland Department of Human Resources

State Board for the Certification of Residential
Child Care Program Professionals

4201 Patterson Avenue
Baltimore, MD 21215-2299

Phone:

410-764-5996

410-764-5911

Fax:

410-358-5674

Email:

mayerk@dhmh.state.md.us

folbj@dhmh.state.md.us

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.

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



BOARD MEETINGS—MARK YOUR CALENDAR

The Board meets on the second Friday of every month at 9:00 AM. The meetings are held in the Board's office located 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 website.

- 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 quarterly newsletters published by the Maryland State Board for the Certification of Residential Child Care Professionals are 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

Maryland Department of Health and Mental Hygiene
Martin O'Malley, Governor – Anthony Brown, Lt. Governor – John Colmers, Secretary