



STATE OF MARYLAND

DHMH

Board for Certification of Residential Child Care Program Administrators
Maryland Department of Health and Mental Hygiene

4201 Patterson Avenue • Baltimore, Maryland 21215-2299

Robert L. Ehrlich, Jr., Governor – Michael S. Steele, Lt. Governor – S. Anthony McCann, Secretary
Acting Administrator: Laurie Sheffield-James

The Honorable Robert L. Ehrlich, Jr.
Governor
State House
Annapolis, MD 21401

Dear Governor Ehrlich:

It is with great pleasure that we present to you the Board for Certification of Residential Child Care Program Administrators 2005-2006 Annual Report. This report provides information on the progress made to date to identify and certify all residential child care program administrators by October, 2007.

The Board for Certification of Residential Child Care Program Administrators was established by Senate Bill 99 passed during the 2004 legislative session. The Board was appointed in October, 2005 and operates under the Annotated Code of Maryland, Health Occupation Article, Title 20. The Board consists of 11 members. Six representatives are from various licensing agencies, and five are Governor Appointees. The members consist of: two consumers, three private providers, and representatives from the Governor's Office of Children (GOC), Maryland State Departments of Education, Juvenile Services, Human Resources, and Health and Mental Hygiene (Mental Hygiene and Developmental Disabilities Administrations). The Board is authorized to promulgate rules and regulations to establish standards for the certification and discipline of residential child care administrators. All individuals responsible for the day-to-day management and operation of a residential child care program must be certified by the Board. Staffing includes a director and an attorney. The Board's allocated budget for FY 2007 is \$43,892 for administrative costs and supplies, such as: staffing, per diems, printing, postage and advertising.

The Board has held public meetings over the course of the year since December 2005 through June 2006. Results of these meetings include the following:

- A. The Board has recruited the services of Towson State University to develop the Maryland State Law Exam. Timeframes identified are:
 1. September 2006 Draft Memorandum of Understanding
 2. January 2007 Test completed
 3. April 2007 Focus Groups (test evaluations)
 4. May 2007 Examination finalized
- B. The Board has identified 212 residential program providers
- C. Established Workgroup Committees:
 - Regulations
 - State Law Exam
 - Maryland Licensure Application (A review of the State of Texas' Application will be completed and considered for adaptation to meet Maryland State requirements.)
- D. Drafted regulations and submitted regulations to the Department of Health and Mental Hygiene to begin process for adoption. The regulations cover:

- *Certification: Designated and established procedures for the licensing of applicants as Certified Residential Childcare Program Administrators.*
- *Continuing Education: Established continued education requirements for certified program administrators.*
- *Ethical Practice: Governs any residential childcare program administrator in the state.*
- *Hearing Procedures: Apply to all formal hearings before the State Board for Certification of Residential Childcare Program Administrators.*
- *Compelling Purpose Disclosure: Permits the Board to disclose investigative information to other agencies, or other entities, or both, under certain circumstances.*
- *Tax Compliance: Requires, prior to license renewal, a licensee to pay all undisputed taxes and unemployment insurance contributions, as determined by the Office of the Comptroller or the Secretary of Labor, Licensing, and Regulation, that are payable to the Office of the Comptroller or the Secretary of Labor, Licensing, and Regulation in a manner satisfactory to the unit of the State responsible for collection of the payment.*

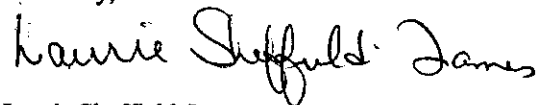
The Board remains on task. However, the Board is aware of a potential difficulty next fiscal year. In FY '06 and FY '07, the Board was funded using the General Fund. In FY 08, the Board is legislated to become special funded. Due to the limited number of licensees expected to be certified (250 – 300 licensees), the Board will have difficulty generating the revenue it needs to maintain the Board. Should the Board become special funded in FY '08, it will be forced to either charge excessive fees or severely limit services in order to sustain itself.

Aside from the fiscal issue, the Board is confident all issues will be resolved and tasks completed by October 1, 2007. The next steps are:

- 1) Develop a fee structure to include: the initial application, licensure, licensure renewal, examination, late renewal, reinstatement, and return check fees.
- 2) Identify the number of continuing education units required for licensure.
- 3) Develop and finalize the State Law Exam.
- 4) Develop a licensing application.
- 5) Develop a process for disciplinary action.
- 6) Continue to identify potential licensees and complete certifications.

Thank you for your consideration. If you should have any questions or comments, please do not hesitate to contact me at 410- 764-4793 or Albert Zachik, M.D., Chairman and Director, Child and Adolescent Services, Mental Hygiene Administration, Spring Grove Hospital Center, Dix Building, 55 Wade Avenue, Catonsville, MD 21228. He can be reached by phone at 410-402-8487.

Sincerely,



Laurie Sheffield-James
Acting Board Director

cc: Children's Cabinet Members
Ms. Barabra DiPietro
Dr. Albert Zachik
Ms. Stacey Diehl
Ms. Jean Smith