



# 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

April 12, 2019

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 – March 8, 2019**
- V. Board Chair Report**
  - RCYCP Information Session
  - Executive Director Interviews
  - Office of Licensing & Monitoring Provider's Meeting
  - Continuing Education Credits
- VI. Acting Executive Director's Report**
  - Stats Report
  - Board Newsletter
  - SOP Updates
- VII. Deputy Director's Report**
  - Institute Reports
  - Rap Back Overview
- VIII. Licensing Coordinator's Report – RCYCP Certification**
  - RCYCP Licensing Report
- IX. Certification List**

**X. Legislative**

**XI. Open Discussion**

- Standing Committees Overview
- Board Retreat 2019

**XII. Opportunity for Public Comment**

**XIII. Adjournment**

**State of Maryland  
Department of Health**

***State Board for the Certification of Residential Child Care Program Professionals  
General Session Minutes – April 12, 2019  
Metro Executive Building – 4201 Patterson Avenue – Baltimore, Maryland 21215***

***Board Members Attendance***

Krystal Holland, Chair  
Janet Furman, Vice Chair  
Nicole Smith, Board Secretary  
Sonya White-Norman  
Robin Harvey  
Karen Powell  
Caroline Jones  
Dorenzer Thomas  
Brady Daniels  
Paula Regan

***Board Staff Attendance***

Maxine Galloway, Acting Executive Director  
Gwendolyn A. Joyner, Deputy Director  
Ena Mendez, Licensing Coordinator  
Carla Boyd, AAG  
David Bruce, Investigator  
Lillian Reese, Legislation & Regulation  
Coordinator

***Guest***

Kim Lang, MDH  
Ben Foster

***Absent***

Christian Miele, Deputy Secretary

**I. CALL TO ORDER**

Krystal Holland, Chair for the State Board for the Certification of Residential Child Care Program Professionals (“State Board”) called the meeting to order at approximately 10:02 a.m.

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

On a motion made by Ms. Thomas, and seconded by Ms. Jones, the agenda for the April 12, 2019 General Session meeting was unanimously approved as amended.

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

On a motion made by Ms. Thomas, and seconded by Ms. Smith, the minutes from the March 8, 2019 General Session meeting were unanimously approved.

**IV. BOARD CHAIR REPORT**

- Providers are contacting Ms. Holland to schedule information sessions. It has become a great opportunity to educate the community. Eventually, other Board Members will be rotating availability to host the information sessions.

- Ms. Holland updated the Board that four candidates were interviewed for the Executive Director position. Further deliberation on candidate recommendations will be held in Executive Session.
- On March 29<sup>th</sup>, Ms. Holland attended the Department of Human Services' Office of Licensing & Monitoring (OLM) quarterly provider meeting. Ms. Holland stated that several providers expressed concern about RCYCP applicants who complete their application and pass the exam but are then placed under investigation. At the moment there is no set time frame for investigations. Further deliberation on the process will be held in Executive Session.
- Another concern expressed has been the delayed processing of Child Protective Services (CPS) background clearances by Department of Human Services offices, particularly Montgomery County. DHS currently has a portal where providers are able to submit CPS background requests and receive the results in almost 24 hours. At the time, the portal is only available for residential & independent living programs' new hires in the private provider facilities. At a MARFY Executive Director's meeting, Ms. Holland discussed with the Deputy Secretary of DHS, Randy Walters about expanding the portal to licensing agencies & foster parents as well. Ms. Walters took down notes & stated that she would take the recommendations back to her office. In the meantime, the Board recommends that CPS background requests be completed as soon as possible once an RCYCP is hired in order to prevent delays with certification.
- Another issue expressed by the provider community is the Continuing Education Units (CEUs) needed to renew RCYCP licenses. Ms. Holland is recommending that the regulations concerning CEUs be reviewed as it currently reads that RCYCPs need an additional 20 CEUs from the annual 40 in-service hours mandated by COMAR 14.31.06(F) to renew their license. Ms. Holland commented that it is unrealistic to require those additional 20 CEUs and be able to decipher if they are actually additional CEUs and not a part of the 40 in-service hours. The Legislative Committee is tasked with reviewing the regulations.
- Providers have inquired about being able to re-take the 7 RCYCP Modules through the University Of Maryland School Of Social Work's Institute for Innovation and Implementation website. At the moment, the Institute's website system does not allow a new certificate to be generated when the training is retaken, meaning there is no credit received. Ms. Holland has reached out to the Institute's IT department about the possibility of changing the system to generate a new certificate for the modules. In the meantime a memo regarding this situation will be emailed to Program Administrators, HR staff, and RCYCPs to make them aware that the Board is working on changing the system. The memo also provides instructions on accessing other CEUs on the Institute's website. Board staff will put the memo on the Board's website and work on providing clear instructions to specific trainings available to receive credits for CEUs.

- Board Staff received clarification on a previous practice of allowing the 7 RCYCP Training Modules taken before certification to be used for a CRCYCP's first renewal. This practice will no longer take place. CEUs are to be earned after the initial date of certification and in between licensing periods. Furthermore, attendants of the information sessions will receive a certificate for CEU hours.

#### V. EXECUTIVE DIRECTOR'S REPORT

- *State Board Meetings - Mark your calendar... The 2019 meeting dates are as follows: May 10<sup>th</sup>, June 14<sup>th</sup>, July 12<sup>th</sup>, September 13<sup>th</sup>, October 11<sup>th</sup>, December 13<sup>th</sup>. Please note that the State Board will not meet in August & November of 2019.*
- Ms. Galloway updated the Board that the "Standard Operational Procedures" (SOP) is still a working progress. The SOP is being amended with additions of detailed procedures that pertain to Board Staff & Board Members. .
- Ms. Galloway informed the Board that she has been working with Ms. Reagan to finalize the Board's Monthly Newsletter. A copy of the final format of the newsletter was shown to Board Members. Ms. Holland has made suggestions about the language and content that ensures the information is being conveyed as clear as possible to the provider community.

#### VI. DEPUTY DIRECTOR'S REPORT

- Ms. Joyner informed the Board that she has been in contact with Meredith Gunn, from the Institute's IT Department in regards to generating data reports from RCYCP Examinees. Ms. Gunn will meet with Board staff to give a tutorial on how to generate reports. The Board would like to know the percentage of examinees not passing the RCYCP Final Exam.
- Ms. Joyner & Ms. Galloway attended a FBI Rap Back training on April 10<sup>th</sup>. Ms. Joyner informed the Board that FBI Rap Back is an optional service offered by the Criminal Justice Information System - Central Repository. This service would allow the Board to receive alerts in real time when an applicant subscribed new criminal information outside of Maryland. At the moment, the Board is only notified in real time of arrests and charges within the state of Maryland. The Board is only made aware of new criminal information outside of Maryland when a licensee completes a state and federal criminal background check during the renewal process. This service will not be going into effect until the end of 2019. Additionally, the LiveScan form with the Board's authorization & ORI number for fingerprinting should to be taken down from the website. It will be emailed to the private provider agencies so their staff can be fingerprinted for the Board when applying for certification.

**VII. CERTIFICATION REPORT**

- As of April 12, 2019 the State Board reports:

Board Code		
Board	Status Codes	Occurrences
Acting Capacity	Active	1
Acting Capacity	Inactive	44
Acting Capacity	Non-renewed	6
Program Administrator	Active	94
Program Administrator	Deceased	4
Program Administrator	Non-renewed	177
Program Administrator	Revoked	3
Program Administrator	Surrendered	3
Youth Care Practitioner	Active	1285
Youth Care Practitioner	Non-renewed	510
Youth Care Practitioner	Surrendered	1
Youth Care Practitioner	Suspended	1
<b>Total:</b>		<b>2130</b>

**Facility Closings/Relocations**

- Nothing to report

**VIII. COMPREHENSIVE EXAMS**

- The State Board will administer the Comprehensive Examination for Residential Child and Youth Care Practitioners for the Calendar Year 2019 to any individual who meets the criteria for certification at mutually agreed upon dates and time.
- 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.

**IX. RESIDENTIAL CHILD AND YOUTH CARE PRACTITIONERS – LICENSING COORDINATOR**

- Board Staff has received fifty-five new RCYCP applications since the March 8, 2019 Board meeting. There are 158 applications currently pending. Twenty-one applicants have been certified since the last Board Meeting.

- Board Members discussed the breakdown of pending RCYCP applications. Currently seven applications have been pending past 180 days. Those seven applications are still pending as they are in the Board's criminal history review phase and the Licensing Committee has taken action on them. Twelve RCYCP applications were not reviewed prior to the meeting and were not included in the breakdown. Six RCYCP applications were administratively closed after receiving a notice letter to complete the application & pass the RCYCP Final Exam.
- Ms. Powell suggested that a distinction be made between applicants who have attempted to pass the RCYCP Final Exam from those who have not attempted to take it. Ms. Mendez will make that distinction for future Board meetings. It was also clarified to Board Members that applicants are allowed to take the RCYCP Final Exam multiple times until their deadline for passing the exam.

#### **X. CERTIFICATION LIST**

- On a motion made by Ms. Thomas, and seconded by Ms. Jones, licensees were approved.

#### **XI. LEGISLATIVE REPORT**

- Moving forward, Lillian Reese will be giving the Legislative report at the beginning of the Board Meetings after meeting minutes are approved. Board staff will coordinate with Ms. Reese on what information needs to be shared with Board Members in regards to Bills and legislative changes.
- The Legislative Committee has not been able to meet.

#### **XII. OPEN DISCUSSION**

- A chair for each Board committee was chosen. Ms. Holland will be the chair for the Hiring Committee. Ms. Smith will be the chair for the Licensing Committee, with Ms. Thomas as back up. Ms. Jones will be the chair for the Disciplinary Committee. Mr. Miele will be the chair for the Legislative Committee.
- Board Members further discussed planning a Board Retreat for 2019. The Board Retreat is being planned for half a day sometime in October. The topics discussed will be an overview of the legislative process, state agencies' role in residential child care, who the children in care are, and the issues licensees are dealing with in their capacity.
- Board staff will contact Kim Lang to see find out is the departmental New Board Member Orientation has been scheduled yet in order to provide that information to the new Board Members.

**XIII. OPPORTUNITY FOR PUBLIC COMMENT**

- Mr. Foster, public guest, made comments on topics discussed. He suggested that it would be ideal to review the exam questions applicants are failing and make necessary adjustments. He inquired if there is a national professional database where disciplinary actions for licensees are uploaded to. At the moment, disciplinary actions are only uploaded on the Board's website for the public to view. There is no national professional database for the Board's licensees, but licensees are required to disclose their disciplinary actions.

**XIV. ADJOURNMENT**

- The next meeting will be May 10, 2019 at 10:00 a.m. On a motion made by Ms. Jones, and seconded by Ms. Harvey, the General Session meeting adjourned at 11:18 a.m.

Submitted by:

  
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*Nicole Smith, Board Secretary*