



# 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**

**June 8, 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 – May 11, 2018**
- V. Executive Director’s Report**
  - Stats Report
  - Facility Closings/relocations
- VI. Deputy Director’s Report**
  - Program Administrators
  - RCYCP Renewal
- VII. Licensing Coordinator’s Report – RCYCP Certification**
  - RCYCP Licensing Report
- VIII. Certification List**
- IX. Legislative – James Merrow, Executive Director**
- X. Open Discussion**
  - Certification for ILP & DDA staff
  - Continuing Education Training
  - 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 – June 8, 2018  
Metro Executive Building – 4201 Patterson Avenue – Baltimore, Maryland 21215***

***Board Members Attendance***

Krystal Holland, Chair  
Janet Furman, Vice Chair (Call In)  
Nicole Smith, Board Secretary (Call In)  
Ada Pearl Thomas  
Caroline Jones  
Dorenzer Thomas  
Brady Daniels  
Sonya White-Norman  
William J. Frank, Deputy Secretary  
Darlene Ham

***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***

Kim Lang, MDH

***Absent***

Sheila Philip

**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 9:48 a.m.

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

On a motion made by William J. Frank, Deputy Secretary and seconded by Ms. Ada Pearl Thomas, the agenda for the June 8, 2018 General Session meeting was approved.

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

On a motion made by Mr. Daniels and seconded by Ms. Jones, the minutes from the May 11, 2018 General Session meeting were unanimously approved.

**IV. EXECUTIVE DIRECTOR’S REPORT**

- ***State Board Meetings - Mark your calendar... The 2018 meeting dates are as follows: July 13<sup>th</sup>, 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 June 8, 2018 the State Board reports:

<b>Board Code</b>		
<b>Board</b>	<b>Status Codes</b>	<b>Occurrences</b>
Acting Capacity	Active	4
Acting Capacity	Inactive	40
Acting Capacity	Non-renewed	5
Program Administrator	Active	85
Program Administrator	Deceased	4
Program Administrator	Non-renewed	175
Program Administrator	Revoked	3
Program Administrator	Surrendered	3
Youth Care Practitioner	Active	1144
Youth Care Practitioner	Non-renewed	326
Youth Care Practitioner	Suspended	3
	<b>Total:</b>	1793

### **Facility Closings/Relocations**

- Parker Therapeutic, Inc., a Child Placement Agency licensed by the Department of Human Services (DHS), relocated their Baltimore TFC program from the previous address, 26 W. 25<sup>th</sup> 1<sup>st</sup> floor, Baltimore, MD 21218 to 940 Madison Avenue, Suite 203, Baltimore, MD 21201 effective May 22, 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

- Two Program Administrators have been licensed since the May Board Meeting.
- The online renewal will begin on July 15, 2018. Renewal cards will all be mailed out by June 15, 2018 with information regarding the renewal process. Ms. Joyner had previously sent out an email in May to RCYCP licensees due to renew outlining the process and the importance of submitting documents in an orderly time.

- Ms. Joyner will be sending another email to reiterate that Child Protective Services Background check should be done within enough time for Board staff to receive the results by the renewal deadline of September 30<sup>th</sup> deadline.
- There is a vacant RCYCP representative position on the Board. There is also a Consumer member position that will be available on July 1, 2018. Anyone interested in applying for these vacancies should contact Kim Bennardi, Administrator of Appointments and Executive Nominations.

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

- Board staff has received thirty-two new RCYCP applications since the May 11<sup>th</sup>, 2018 Board meeting. There are 262 applications currently pending certification. Eleven applicants have been certified since the last Board meeting.
- Board members were given a breakdown on what the reoccurring themes are that makeup the pending applications. Ms. Mendez explained the themes and issues that have been encountered. Board members requested more information on applications that are past the 180 days from date of hire deadline.
- An applicant who has passed their 180 day deadline and is still in the RCYCP capacity falls under the category of unauthorized practice. Per COMAR 10.57.10.04, unauthorized practice has a minimum sanction of \$1,500. Board members discussed that this sanction was not practical and the Regulations Committee will need revise the disciplinary sanction for unauthorized practice to be more practical.
- There was further discussion on the trend of RCYCP applicants moving around agencies before becoming certified. The 180 day period starts over when applicants are hired at another residential home.

**IX. CERTIFICATION LIST**

- On a motion made by William J. Frank, Deputy Secretary and seconded by Ms. Dorenzer Thomas, Licensees were approved.

**X. LEGISLATIVE REPORT**

- Board members were given a copy of proposed change to COMAR 10.57.03. The proposed change would add a section on what shall be considered when reviewing criminal history record information. The section would be added to the initial and renewal sections of RCYCP and Program Administrators.
- On a motion made by Willia and seconded by Ms. Dorenzer Thomas, Board members unanimously voted to accept the proposed change to COMAR 10.57.03.

## **XI. OPEN DISCUSSION**

- Board members discussed extending certification to Independent Living (ILP) staff and Developmental Disabilities Administration (DDA) providers' staff as they perform similar duties to RCYCP but are not required to have any type of certification.
- Ms. Ham expressed a concern with extending certification to ILP is that it would require a regulation change from Department of Human Services. ILP staff do not follow COMAR 14.31 or make reference to certification. ILP staff follow Child Placement Agency (CPA) regulations from DHS there is no reference to them being called direct care workers. This would create a separate licensing category through a Board statute change.
- Ms. Furman shared that some DDA providers require their staff to become RCYCP certified. It is currently not in the regulations that they have to be RCYCP certified although they are held to COMAR 14.31. To extend certification to this population, the Board would need a statutory change. Currently, Board Statute §20-101.K2 excludes "an individual assigned to perform direct responsibilities related to activities of daily living, self-help, and socialization skills in a residential child care program licensed by the Developmental Disabilities Administration". Ms. Furman will be getting feedback from DDA providers on supporting a statutory change to require their staff to become certified.
- The Regulations Committee brought to the Board the discussion on the Board's requirements for Continuing Education Courses. Currently, COMAR 14.31.06 requires that RCYCP complete 40 hours of training a year. The Board's regulations (COMAR require RCYCPs to complete 20 hours of training every two years for license renewal, but cannot include the 40 hours of training from the agency. This exclusion is costly to the residential facilities. Ms. Joyner shared that currently there have not been issues with applicants getting the required CEUs for renewal. Ms. Holland proposed that Board members gather some thoughts on making changes to the current CEU requirements for a further discussion at the next Board Meeting.
- The issue with applicants not being certified by the 180 days from date of hire deadline and still practicing in an RCYCP capacity was discussed. The Regulations Committee has been brainstorming solutions to better track the RCYCP out in the residential homes. A provisional certification for a new RCYCP hire was proposed. This would require that, within the first 30 days of hire, the direct care worker apply for a provisional license. The process for a provisional license would only require the submission of an application. The provisional license would be valid through the 180 days from hire deadline. There would also be an opportunity for the provisional license to be extended. If an RCYCP does not qualify for certification, a letter would be sent informing them

they cannot practice as an RCYCP and the consequences of unauthorized practice. The residential home and the licensing agency for that residential home would also be notified. It was also proposed that there be a requirement for residential homes to notify the Board of direct care workers leaving or being terminated. Ms. Holland will draft the proposal for the next Board Meeting.

- Ms. Ham raised a concern with the residential facilities having “one-on-one” workers whom are contracted through the local social services departments from an outside agency. The “one-on-one” staff have no requirements for any type of certification. These workers are interacting with the assigned children 24/7. Residential homes do not keep files on these “one-on-one” workers as they are not considered staff. “One-on-one” workers are assigned to children based on the child’s Certificate of Need.

**XII. OPPORTUNITY FOR PUBLIC COMMENT**

- No comments

**XIII. ADJOURNMENT**

- The next meeting will be July 13, 2018 at 9:30 a.m. On a motion made by Ms. Dorenzer Thomas and seconded by Ms. Ada Pearl Thomas, the General Session Meeting adjourned at 11:17 a.m.

Submitted by:

  

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*Nicole Smith, Board Secretary*