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Governor

Richard Whitley, MS
Director



DEPARTMENT OF HEALTH AND HUMAN SERVICES

DIVISION OF CHILD AND FAMILY SERVICES
Helping people. It's who we are and what we do.



Cindy Pitlock, DNP
Administrator

MTL # 1608 – 01252023
01252023

TO: Timothy Burch, Administrator – Clark County Department of Family Services
Betsey Crumrine, Social Services Manager V – DCFS – District Offices
Laurie Jackson, Social Services Manager V – DCFS -District Offices
Amber Howell, Director – Washoe County Human Services Agency

FROM: John Bradtke, Deputy Administrator, Division of Child and Family Services

POLICY DISTRIBUTION

Enclosed find the following policy for distribution to all applicable staff within your organization:

1608 Qualified Residential Treatment Program Requirements and Oversight

This policy is/was effective:

- ☐ This policy is new. Please review the policy in its entirety
- ☐ This policy replaces the following policy(s): MTL # _____ - _____ Policy Name: _____
- ☒ This policy has been revised. Please see below for the type of revision:
- ☐ This is a significant policy revision. Please review this policy in its entirety.
 - ☒ This is a minor policy revision: (List page number & summary of change): The changes include:
New definition added for Licensed Residential Family Based Treatment Facility for Substance Abuse, pg. 2
Additional updates included wording to better match the Social Security Act. These changes were completed
on pg. 4 Section: Standards/Procedure #3.
 - ☐ A policy form has been revised: (List form, page number and summary of change):

NOTE:

- Please read the policy in its entirety and note any areas that are additionally required by your agency to be in compliance with the policy enclosed.
- This is an **ALL STAFF MEMO** and it is the responsibility of the person listed above to disseminate the policy enclosed to appropriate staff within his/her organization and to ensure compliance.
- The most current version of this policy is posted on the DCFS Website at the following address: <http://dcfs.nv.gov/Policies>
Please check the table of contents on this page for the link to the chapter you are interested in.

CC:

Judy Tudor (Judy.tudor@clarkcountynv.gov)

Jill Marano (Jill.marano@clarkcountynv.gov)

Abigail Frierson (Abigail.frierson@clarkcountynv.gov);

DFSPandP@Clarkcountynv.gov

Maria Hickey (mhickey@dcfs.nv.gov)

Kim Martin (ksmartin@washoecounty.us)

1608 Qualified Residential Treatment Program Requirements and Oversight

Policy Approval Clearance Record

<input checked="" type="checkbox"/> Statewide Policy <input type="checkbox"/> Administrative Policy <input type="checkbox"/> DCFS Rural Region Policy	<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Modified Policy <input type="checkbox"/> This policy supersedes:
Date Policy Effective	1/24/2023
Attorney General Representative Review	
DCFS Deputy Administrator Review	1/12/2023
DMG Original Approval	10/1/2021
DMG Reviewed Revisions	1/24/2023

STATEMENT OF PURPOSE

Policy statement: A Qualified Residential Treatment Program (QRTP) is a new classification and national model of congregate care facility designed to provide treatment level care to children with mental and behavioral health needs through providing high quality care to children.

Policy purpose: This Policy outlines the requirements in the Family First Prevention Services Act (FFPSA) for a Qualified Residential Treatment Program (QRTP) and other Title IV-E reimbursable non-family-based settings in Nevada.

AUTHORITY

Federal: [Family First Prevention Services Act](#)

NRS: [NRS 424](#); [NRS 432A](#)

NAC: [NAC 424](#)

DEFINITIONS

Administrator: The Administrator of the Division of Child and Family Services (DCFS).

Agency which Provides Child Welfare Services: A county whose population is less than 100,000, the agency is a local office of the Division of Child and Family Services; or in a county whose population is 100,000 or more, the agency of the county, which provides or arranges for necessary child welfare services. May also be referred to as "Agency" or Child Welfare Agency."

CCDFS: Clark County Department of Family Services

Child Care Institution (CCI): Federally defined as a private child-care institution, or a public childcare institution which accommodates no more than 25 children, which is licensed by the State in which it is situated or has been approved by the agency of the State responsible for licensing or approval of institutions of this type as meeting the standards established for the licensing.

DCFS: The Division of Child and Family Services of the Department of Health and Human Services of the State of Nevada.

Director: Child Welfare Agency Director in a county whose population is 100,000 or more.

Fiscal: The fiscal unit located within the Division of Child and Family Services.

Foster Family Home: The home of an individual or family

- a. That is licensed or approved by the agency in which it is situated as a foster family home that meets the standards established for the licensing or approval; and
- b. In which a child in foster care has been placed in the care of an individual, who resides with the child and who has been licensed or approved by the agency to be a foster parent;
 - i. That the agency deems the family foster home or individual is capable of adhering to the reasonable and prudent parent standard;
 - ii. That provides 24-hour substitute care for children placed away from their parents or other caretakers; and
 - iii. That provides the care for not more than six children in foster care.

Group Foster home: A natural person, partnership, firm, corporation, or association who/that provides full-time care for 7 to 15 children who are: 1) Under 18 years of age or who remain under the jurisdiction of a court pursuant to NRS 432B.594; 2) Not related within the first degree of consanguinity or affinity to any natural person maintaining or operating the home; and 3) Received, cared for and maintained for compensation or otherwise, including the provision of permanent free care. Group foster homes are licensed by Child Welfare Agencies and can be referred to as "Group Home."

Licensed Residential Family Based Treatment Facility for Substance Abuse: A treatment facility provides, as part of the treatment for substance abuse, parenting skills training, parent education, and individual and family counseling; and under an organizational structure and treatment framework that involves understanding, recognizing, and responding to the effects of all types of trauma and in accordance with recognized principles of a trauma-informed approach and trauma-specific interventions to address the consequences of trauma and facilitate healing.

NAC: Nevada Administrative Code.

NRS: Nevada Revised Statutes (as enacted by the Nevada Legislature).

PEU: The DCFS Children's Mental Health Planning and Evaluation Unit.

Qualified Residential Treatment Program (QRTP): A specific category of a non-foster (resource) family home setting that is intended for children and youth with behavioral health challenges and that meets the federal definition of a Child Care Institution (CCI).

State: An alternate word for the Division of Child and Family Services (DCFS) or Family Programs Office (FPO).

Trauma Informed Care (TIC): A practice approach that is sensitive to a child's trauma history.

WCHSA: Washoe County Human Services Agency.

STANDARDS/PROCEDURES

1. Qualified Residential Treatment Program (QRTP) is a program that:
 - a. Has a trauma-informed treatment model that is designed to address the needs, including clinical needs as appropriate, of children with serious emotional or behavioral disorders or disturbances and, with respect to a child, is able to implement the treatment identified for the child by the assessment of the child required under section [475A\(c\)](#);
 - b. Has a registered or licensed nursing staff and other licensed clinical staff who;
 - i. Provide care within the scope of their practice
 - ii. Are on-site according to the treatment model
 - iii. Are available 24/7
 - c. To the extent appropriate, and in accordance with the child's best interests, facilitates participation of family members in the child's treatment program;
 - d. Facilitates outreach to the family members of the child, including siblings, documents how the outreach is made (including contact information), and maintains contact information for any known biological family and fictive kin of the child;

- e. Documents how family member are integrated into the treatment process for the child, including post-discharge, and how sibling connections are maintained;
 - f. Provides discharge planning and family-based aftercare support for at least 6 months post-discharge; and
 - g. Is licensed in accordance with [SSA 471\(a\)\(10\)](#) and is accredited by an independent, not-for-profit organization which has been approved.
2. Federal and Statewide Standards, a QRTP must:
- a. Provide a trauma-informed treatment model that is designed to address the needs, including clinical needs, of children with serious emotional or behavioral disorders or disturbances and, with respect to a child, is able to implement the treatment identified for the child by the required 30-day assessment of the appropriateness of the QRTP admission.
 - i. The QRTP must adopt a formal policy and mission statement that refers to the importance of trauma and the need to account for youth and family experiences of trauma in all aspects of program operation.
 - ii. All direct and non-direct service staff must receive training in trauma-informed care as part of their initial and ongoing training process.
 - iii. A trauma assessment must be administered by clinical service staff for the purpose of gathering specific information about events identified during the initial screening.
 - iv. Trauma specific assessment tools must be used to inform service planning.
 - v. Trauma informed safety plans must be written for all children, youth and families (e.g., plans that define triggers, behaviors when overstressed, strategies to lower stress).
 - vi. There must be policies and procedures in place to support staff to engage with children, youth, and families in a way that is sensitive to their unique cultures and identity.
 - vii. The QRTP must have the capacity to provide trauma-specific clinical treatment or have a formal process to access appropriate trauma-specific clinical services During the service planning process, discharge must be considered and planned for in order to reduce, possible, additional trauma resulting from time separated from the family.
 - b. Facilitate participation of family members and natural supports in the child's treatment program, to the extent appropriate and in accordance with the child's best interests.
 - i. Family must include all adults who are important in the child's life, including, but not limited to, biological, adoptive and foster parents; grandparents; and kinship guardians, as well as siblings.
 - 1) The QRTP must have policies and practices in place that support family engagement. At a minimum, policies must include: involvement of families in treatment planning, flexible visitation hours, consistent communication, and involvement of families in such areas as QRTP program that includes: development of policies, participation on advisory bodies, and quality review.
 - 2) Staff must be trained in evidence informed family engagement policies and practices.
 - 3) The QRTP must promote a culture that values the experience of families.
 - 4) The QRTP must document their rationale for non-involvement of family in the child's treatment program.
 - c. Facilitate outreach to the family members of the child, including siblings, documents how the outreach is made (including contact information), and maintains contact information for any known biological family, siblings, and fictive kin of the child.
 - i. The QRTP must have policies in place that clearly define when and how outreach to families and siblings is to be made and how it is documented.
 - ii. Staff must be trained in family outreach policies and practices.
 - d. Document how family members are integrated into the treatment process for the child, including post-discharge, and how sibling connections are maintained.
 - i. The QRTP must have policies in place that clarify how a family is involved in the treatment process at all stages (intake, treatment planning, treatment, discharge, and aftercare), how sibling connections are maintained while the child is in care and how these activities will be documented.

- ii. Staff must be trained in how to integrate families into treatment and how to maintain sibling connections.
 - e. Develop a written discharge plan and provide discharge planning that includes family-based aftercare support which aligns with the child's permanency goal for at least 6 months post-discharge.
 - i. The QRTP must ensure that the child and family are connected to community-based aftercare services and supports. The services may be provided by the QRTP itself if the QRTP is a Medicaid provider or they may be provided by referral to other community providers or Wraparound In Nevada (WIN).
 - ii. The QRTP must have initial contact either by, in person, telehealth or telephone, with the child and caregiver within 72 hours of discharge to support the child's transition from the QRTP.
 - iii. The QRTP must have weekly contact with the child and caregiver, either by in person, telehealth or telephone, during the first 30 days after discharge and monthly thereafter for 5 months.
The QRTP must participate in ongoing Child and Family Team meetings for 6 months either in person, telephone, or other virtual means.
 - iv. The QRTP must provide to the Agency a monthly written progress update that includes the aftercare activities completed by the QRTP.
 - f. Be licensed in accordance with Federal Title IV-E foster care requirements and is accredited by a federally approved independent, not-for-profit organization.
 - i. The QRTP must maintain foster care licensure in accordance with [NRS 424](#) and [NAC 424](#) and if there are more than 15 children, in accordance with [NRS 432A](#).
 - ii. The QRTP must maintain appropriate accreditation through a federally approved independent, not-for-profit, accrediting body in accordance with [SSA 472\(k\)\(4\)\(G\)](#).
 - iii. The QRTP must submit documentation of current accreditation status to contracting/licensing agency.
 - g. Have registered or licensed nursing staff and other licensed clinical staff who provide care within the scope of their practice as defined by state/tribal law, are on-site according to the treatment model, and are available 24 hours a day and 7 days a week. Nursing and behavioral health staff do not have to be direct employees of the QRTP, they may be contracted, arranged through a Memorandum of Understanding or another way as approved by the Agency.
 - i. The QRTP must ensure nursing and other clinical staff are onsite in accordance with a QRTP's trauma-informed treatment model and available 24/7.
 - ii. The QRTP must ensure all staff are trained in how to access nursing and other clinical staff when they are not on site, on a 24 hour per day, 7 day per week basis.
 - iii. The QRTP must obtain approval from the Child Welfare Agency to use telemedicine or telehealth.
 - iv. The QRTP must inform the Child Welfare Agency of how they provide nursing and behavioral health staff for approval.
3. Other IV-E Reimbursable Non-Family Based Settings
- a. The child welfare agency may claim for Title IV-E foster care maintenance payments, in a CCI, for up to 14 days, as long as the child is otherwise IV-E eligible. If the CCI or group home is one of the following settings, Title IV-E foster care maintenance payments may continue after 14 calendar days if the setting is a QRTP as defined in section [472\(k\)\(4\)](#) of the Social Security Act OR the child is placed in one of the following settings:
 - i. A placement setting specializing in providing prenatal, post-partum, or parenting supports for youth must meet the definition of a CCI at sections [472\(c\)\(2\)\(A\) and \(C\)](#) of the Act.
 - ii. A placement setting providing high-quality residential care and supportive services to children and youth who have been found to be, or are at risk of becoming, sex trafficking victims, as identified in the Nevada Rapid Indicator Tool (NRIT), must meet the definition of a CCI at sections [472\(c\)\(2\)\(A\) and \(C\)](#) of the Act ([section 472\(k\)\(2\)\(D\)](#)) of the

Act). Residential child care providers serving youth who have been found to be, or are at-risk to be sex trafficking victims, must demonstrate in their policies and procedures an understanding of the trauma and the possible behavioral symptoms, should the trauma go untreated (e.g. anti-social behaviors that limit their ability to live, work, and engage in pro-social activities).

For further information, reference [0214 Commercial Sexual Exploitation of Children \(CSEC\)](#)

- iii. A supervised setting in which the youth is living independently, in the case of a youth who has attained 18 years of age, this placement setting must be consistent with the statute at sections [472\(c\)\(2\)\(B\) and \(C\)](#) of the Act.
- iv. A placement with a parent residing in a licensed residential family-based substance abuse treatment facility for not more than 12 months, consistent with section [472\(j\)\[303\]](#) of the Act, but only if:
 - 1) The recommendation for the placement is specified in the child's case plan prior to the placement;
 - 2) The treatment facility provides, as part of the substance abuse treatment, parenting skills training, parent educations, and individual and family counseling; and The treatment plan (substance abuse treatment, parenting skills training, parent education, and individual and family counseling) is provided under an organizational structure and treatment framework that involves understanding, recognizing, and responding to the effects of all types of trauma and in accordance with recognized principles of a trauma-informed approach and trauma specific interventions to address the consequences of trauma and facilitate healing.

JURISDICTIONAL ACTION

Development of Internal Policies: Agencies which provide child welfare services will follow this statewide collaborative policy as written. Agencies which provide child welfare services may develop internal policies and procedures as necessary to implement this policy.

Internal policies and/or operating procedures must be submitted to the Family Programs Office (FPO) for review and approval.

Supervisory Responsibility: Supervisors have the responsibility to consult and provide assistance to staff to ensure policy compliance.

STATE RESPONSIBILITIES

The state will provide technical assistance regarding program development and implementation to the Child Welfare Agencies.

POLICY CROSS REFERENCE

Policies: [0214 Commercial Sexual Exploitation of Children \(CSEC\)](#)

History and Updates: This policy was updated 1/24/2023.

ATTACHMENTS

N/A