Residential Meeting Minutes

Date: 9/2/21

**Invoicing for Standard Aftercare Services (Joe Fistrovich):**

* Joe presented the powerpoint, attached below, describing the the process for Aftercare invoicing.



* It was clarified that the CFTM is the meeting that the residential agency staff member coordinating Aftercare services arranges. It does not have to be an official DCS CFTM which is coordinated by the FCM. It can be a treatment meeting and not a true CFTM and it is not required that the FCM be present, but they can be and should be encouraged to attend. Additionally, family members should be present as well as any aftercare service providers that are in place.

Q & A:

1. Does the date of service on the invoice only need the CTM date or should there be a date range?

Use a single date of initiation of services. This will allow DCS to see the outcomes of families and if kids are not returning to residential care. This date should be the date of the first Child and Family Team meeting held during that month. If there are subsequent meetings in the same month, that’s fine, but the date should just reflect the first one held.

1. It was clarified again that the $850 is a payment per the calendar month triggered by a treatment meeting at any point in the month.
2. Monthly reports do not have a specific template. Flexibility is given to agencies to briefly include what Aftercare efforts occurred during the month and that they have 6 monthly units of Aftercare to use.
3. Agencies will receive a Service Referral which has the attached 6 monthly units for Aftercare services. The Service Referral will be sent separately from the ICPR and should be requested of the FCM/Probation Officer.
4. What is the due date for Aftercare monthly referral reports?

Monthly reports should be uploaded into the system no later than the 10th day of the month following the month of service.

**Reminder: Please contact the Residential Licensing Inbox or Whitney Vowels for questions or concerns related to Standard Aftercare referrals:** [**residential.licensing@dcs.in.gov**](mailto:residential.licensing@dcs.in.gov) **or** [**Whitney.Vowels@dcs.in.gov**](mailto:Whitney.Vowels@dcs.in.gov)

**For Aftercare Invoicing: Joe Fistrovich, Dan Gelb, and Donna Sobecki all contributed to the presentation. Please reach out to :** [**DCSPaymentResearchUnit@DCS.IN.gov**](mailto:DCSPaymentResearchUnit@DCS.IN.gov) **for help with invoicing questions.**

**Institutional Child Protective Services (ICPS) RIE Update (Jeremey Wells):**

A recent Rapid Improvement Event (RIE) was held to address some things within the ICPS team.

On-call for ICPS is one worker covering the whole state. One barrier ICPS faces on the weekend and evenings it that we need to find a way to ensure the child’s safety, when the worker isn’t in a position where they can come out and see the child.  In these situations, ICPS is going to be relying on your help in ensuring the child’s safety.

ICPS is desiring to create a list of identified point persons or positions at facilities that the ICPS unit can reach out to when there is an incident at your facility.  ICPS has had some issues after hours and on the weekends, being able to get ahold of someone to address the safety situation of the children related to specific incidents.

ICPS is seeking to identify an administrative staff or position who has the authority to make decisions related to staffing.  It would need to be a staff member who was in no way involved in the incident.  Would prefer it not be a front line supervisor, due to their potential familiarity with the staff involved.

ICPS preference in a situation where the child is injured or has a medical issue, is going to be to also speak to nursing staff at your facility or on-call, in case injuries or medical issues need addressed due to concerns in the report.  If there are significant injuries or complaint of a significant medical issue, ICPS may request that you take the child to be seen at the ER.

Another barrier ICPS has experienced is difficulty getting ahold of someone at facilities on the weekend and evening.  We are also looking for contact information on how to reach someone more directly and efficiently.

ICPS will work with Residential Licensing to finalize this list of contacts for residential agencies. This list will reside with the on-call staff and will not be shared across the agency.

For any ICPS-related questions or questions related to what was discussed on the call, please reach out to Jeremy Wells. ([Jeremy.wells@dcs.IN.gov](mailto:Jeremy.wells@dcs.IN.gov))

**Monthly Meeting Schedule (Whitney Vowels):**

* Residential meetings will be held the first Thursday of each month at 2:00pm.
* Calendar invites will be adjusted by Whitney Vowels.

**Monthly Meeting Minutes (Whitney Vowels):**

* Residential meeting minutes will placed on the DCS website.
* Link to the monthly meeting minutes:

<https://www.in.gov/dcs/placement/residential-monthly-meeting-minutes/>

**QRTP Update (Whitney Vowels):**

* In August 2021 the amount of QRTPs designated has doubled
* Currently 17 agencies are without QRTP designation and will receive formal communication regarding what happens next and contract implications if designation does not occur by the FFPSA implementation date, 9/29/21
* Contact the following with any questions regarding QRTP Designation:

[Whitney.Vowels@dcs.in.gov](mailto:Whitney.Vowels@dcs.in.gov)

[Blake.Hudson@dcs.in.gov](mailto:Blake.Hudson@dcs.in.gov)

[Rick.Steigerwalt@dcs.in.gov](mailto:Rick.Steigerwalt@dcs.in.gov)

**Audit Updates (Blake Hudson):**

* Residential Licensing is continuing to work on review tools
* Still planning to pilot sometime in the 4th quarter of 2021
* We are attempting to reduce the number of letters that surround the review process and implement more planning meetings with agencies to prepare for reviews.
* The review process will continue to be conducted virtually and utilize access to electronic record as much as possible. Which will be coordinated by your Residential Licensing Specialist.

**Standard Aftercare Questions:**

* We wanted to address two of the most common questions Residential Licensing is receiving regarding Aftercare:
* What happens if the Probation officer or FCM closes a case before Aftercare starts?
  + Standard Aftercare services cannot be provided if the case itself is closed. The referral for Standard Aftercare services is tied to the open case in the system and therefore cannot occur on a closed case. It is the intention with Standard Aftercare that plans for eventual Aftercare implementation be discussed with referral sources as early as admission of the youth into the QRTP. These early and frequent discussions should prepare the whole Child and Family Team for discharge and aftercare planning and what these will look like upon the youth’s actual discharge from the QRTP. This open communication should increase everyone’s knowledge and comfort with Standard Aftercare services and hopefully encourage referral sources to keep cases open so that Standard Aftercare can be provided. Additionally, DCS (through staff training as well as consultation with Residential Licensing and the Probation Service Consultant team) is working to ensure that Standard Aftercare services are understood by referrals sources and the benefits of them being provided is clear.
* What if a PO or FCM declines Standard Aftercare Services for their case?
  + Notify your Residential Licensing Specialist. If it is a probation case, we will contact the Probation Liaison Manager who will be able to work with county probation departments on Aftercare services. For DCS cases we will reach out to the field to try to get a better understanding of the decision and provide education regarding Standard Aftercare Services.

**Next meeting is 10/7/21 at 2:00pm.**