



**DEPARTMENT of CHILDREN and FAMILIES**  
*Making a Difference for Children, Families and Communities*



Susan I. Hamilton, M.S.W., J.D.  
Commissioner

M. Jodi Rell  
Governor

**DCF Application and Credentialing Overview (updated 04/01/2009)**

The Department of Children and Families is in the process of formalizing the way in which it purchases individualized services through flexible funding. **Effective October 1, 2007**, only providers that have an executed provider agreement with the Department will be eligible to provide the following services:

- Assessment
- Assessment: Perpetrator of Domestic Violence (effective 4/1/09)
- Behavior Management
- Temporary Care Services
- Supervised Visitation
- Therapeutic Support Staff
- CHAP Case Management (open to current CHAP providers only)
- Support Staff

The Department has contracted with Advanced Behavioral Health (ABH) to assist in managing the application and credentialing process for these service types. The provider agreement for each of these service types contains a detailed description of the service as well as credentials required for service providers. Provider agreements, as well as Provider Applications for applying to be a DCF provider of these services are available on the ABH website at [www.abhct.com](http://www.abhct.com). You may also contact ABH for application assistance at 860-638-5309.

In addition the Department has established a fee schedule for reimbursement of these services. The fee schedule is effective **July 1, 2007** and can be viewed at [www.ct.gov/dcf/lib/dcf/fiscal/pdf/discretionary\\_fee\\_schedule\\_6\\_22\\_07.pdf](http://www.ct.gov/dcf/lib/dcf/fiscal/pdf/discretionary_fee_schedule_6_22_07.pdf). Should you have any question regarding the reimbursement under these service types, please contact Margaret Glinn at 860-550-6544.

**Provider Agreement Service Definitions**

**Assessment (Diagnostic/Functional)**

Individuals access a diagnostic/functional assessment when there is a concern that the individual has a mental health and/or a substance abuse issue that requires further evaluation. The assessment includes an initial face-to-face screening, additional face to face contacts with the individual and collateral contacts with family members, caretakers and other treatment providers to determine the individual's strengths and limitations, to determine functional capacity, to identify natural supports and to develop or review an individualized service plan.

**Assessment: Perpetrator of Domestic Violence** is an assessment of an adult member of a current active DCF case. The assessment will include a face-to-face interview(s) with the perpetrator and may include collateral contacts with family members, DCF, the police, court staff, victim advocates, and other involved providers as required.



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### **Behavior Management Services**

A Behavior Management Service includes the design and support of a therapeutic plan that will assist parents, caretakers, teachers and/or other service providers responsible for the care, teaching or supervision of a child or youth to decrease self-injurious, dangerous, or disruptive behaviors and to increase adaptive behaviors. This service includes the observation of the child at home, at a caretakers home and/or in natural community settings; the preparation of a written therapeutic plan designed to guide and improve a teacher or caretaker's ability to successfully manage the child's or youth's behavior and to teach and reinforce the development of social skills, adaptive skills, life skills and self management strategies.

### **Temporary Care Services**

Temporary Care Services provide a short term break or intervention, separating the child/youth from caregivers for a few hours, or other relatively short period of time in order to assist family members with the practicalities of living and their attending to the needs of all family members. This service is provided in the home of the parent or caretaker.

### **Supervised Visitation**

Supervised Visitation is primarily a site-based service provided in order to facilitate contact between children in out of home care and their biological parents, relatives or significant others, to monitor this contact and to report on the contact to DCF social workers. All sites must be approved by the local DCF Area Office. Supervised visitation can also be provided in alternative, more normalized community settings as part of a reunification plan and as approved by the DCF Area Office.

### **Therapeutic Support Staff**

Therapeutic Support Staff is a service designed to address the individualized needs of a child or youth with complex behavioral health needs. These children or youth have a current diagnosable behavioral health condition that results in moderate to acute functional impairment which substantially interferes with, or limits the child's or youth's role or functioning in family, school, or community activities. This service is intended for children or youth whose level of functioning puts them at risk of entering a residential level of care, disrupting from their home or foster placement, or for children or youth who are being discharged from residential treatment or a more acute level of care. These individualized supports are provided by paid, trained and supervised individuals. This service is provided for up to eight (8) hours per week per child or youth and includes a combination of structured and enrichment activities consistent with identified treatment plan objectives. For children or youth discharging from residential treatment/congregate care, the service is provided for up to two (2) visits for no more than one (1) hour per visit prior to discharge.

In order to emphasize consistency and relationship building, it is expected that the same staff person will continually provide this service during the course of care.

This service is intended as a component of a comprehensive treatment plan. As such, the individual providing this service is expected to collaborate with other service providers toward the implementation of the child's individual treatment plan.



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**CHAP (Community Housing Assistance Program) Case Management** is a community-based program that provides case management, supervision, educational/vocational support or career development support, and life skills development services, utilizing the DCF approved Life Skills Program - Ansell Casey Life Skills, to youth living in a community housing environment.

This case management service is intended as a component of a comprehensive treatment plan. As such, the individual providing this service is expected to collaborate with other service providers toward the implementation of the child's individual treatment plan.

### **Support Staff**

Support Staff is a service designed to address the individualized needs of a child or youth in the community who may be exhibiting mild to moderately challenging behaviors in the home, in school or in the community. This service provides a range of life supports focused on making positive decisions and behavioral choices; assisting with attaining social and emotional gains; connecting with positive peer and other community supports and reinforcing success in school. These individualized supports are provided by paid, trained and supervised individuals. This service is provided for up to five (5) hours per week per child or youth and includes a combination of structured and enrichment activities consistent with identified treatment plan objectives.

In order to emphasize consistency and relationship building, it is expected that the same staff person will continually provide this service during the course of care.

This service is intended as a component of a comprehensive treatment plan. As such, the individual providing this service is expected to collaborate with other service providers toward the implementation of the child's or youth's individual treatment plan.