

# DCF Credentialing Chronicle

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## What's New?

The Department of Children and Families has contracted with Advanced Behavioral Health, Inc. (ABH) to assist in managing the credentialing process for **After School Services**.

After School Services are provided to school-age children and youth enrolled in kindergarten through grade 12, that are currently active with the Department, youth currently receiving care coordination services, or children and youth that have been identified as at risk for detention.

Three categories are as follows:

**After School Services: Clinical Support.** These services are designed to address the individualized needs of children and youth with a range of behavioral health needs. These children and youth have a current diagnosed behavioral health condition and require a structured program, clinical intervention and support.



**After School Services: Traditional** are site-based and provide a range of developmentally appropriate enrichment, socialization and experiential learning opportunities for children and youth in a safe, structured and supervised setting. This service has regularly scheduled hours both before and after the school day and during school vacations which may or may not include the summer vacation period.

**After School Services: Youth** are services designed to address the needs of youth by providing student-centered programming that promotes social and emotional development, life skills, and educational support; enhances peer and community connections; and provides opportunities for youth to participate in positive extracurricular activities.

Applications are available at the ABH website:

<http://www.abhct.com/downloads/ORG.pdf>

## Community Program Review Unit

The Community Program Review Unit (CPR) is responsible for the oversight and management of the credentialing process of selective community-based services. Ongoing activities of CPR staff include conducting quality reviews and site visits of the credentialed agencies, providing technical assistance and consultation to these

agencies, ongoing coordination of credentialing services, and serving as liaisons to other units within the Department.

Another task of this unit is to develop and manage the certification process. A major activity is to operationalize the mandate of Connecticut Regulation 17a-22a-1 through 17a-22a-32862-

806, by developing standards and practices required for the certification of providers of children's behavioral health rehabilitation services under the Connecticut Medicaid program.

Click on the following link for more information on this unit: <http://www.ct.gov/dcf/cwp/view.w.asp?a=2567&Q=434108&PM=1>



## Credentialed Provider Meeting

Are you a currently approved DCF Provider?

Attend the quarterly Community Program Review Meetings for program updates and valuable information. Meetings are held at the Riverview Hospital, Silvermine Training Center 915 River Road, Middletown CT 06457.

Next meeting will be on June 17, 2011.

## DCF Provider Academy

The Department of Children and Families is pleased to offer the Provider Academy as a means of supporting the work of its provider partners in our collaborative efforts to protect children, improve child and family well-being, and support and preserve families.

Trainings are free-of-charge and range from half-day, full-day as well as two or more day offerings, or they can be designed to meet your specific needs. Although all trainings will have a relationship to the children and/or families who are served within the department's protective service system, the types of trainings will vary markedly. Most will be of interest to families, paraprofessionals, and professionals but particular topics may draw from some groups more than others, and from some staff or caregiver roles more than others.

For more information visit: <http://www.ct.gov/dcf/cwp/view.asp?a=3984&q=459492>

To view their online course catalog: <http://www.ct.gov/dcf/cwp/view.asp?a=3984&Q=472956>

We're on the Web!

[www.ABHCT.com](http://www.ABHCT.com)

## Credentialing Quick Tips

Are you tired of Maria requesting more information? Here's some inside information to ease the process:

### Credentialing Specialists:

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### Program Manager

**Sarah Tkacs**  
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1. A **résumé** is a document used by individuals to present their background and skillsets. For faster processing, include the following: (a) 5 years work history with an explanation of gaps more than 6 months; (b) university name, state degree listing and year of graduation (if applicable) and (c) current employment information.
2. Submit a copy of the declaration page if the insurance card does not indicate the exact expiration date of the policy.
3. Scan the driver's license – just a suggestion!
4. Make sure you have sent the completed DCF CPS request form to Hotline.
5. Send the DPS request form to the State Police along with a \$50 check per request.
6. CPR and First Aid Trainings must be completed by either the American Heart Association or the American Red Cross.
7. Any change in status of any approved staff must be submitted to ABH in writing within 30 days.
8. Please note, the credentialing process takes at least 30 days from a completed application.
9. When in doubt contact Sarah!



## Supervision Guidelines for TSS and SS

- Supervision is billable in 15 minutes increments;
- Supervision requirements include a minimum of 15 minutes per staff person, per case, per month for both TSS and SS cases;
- Supervision is required to be face-to-face and individual. Group supervision is not acceptable for TSS and/or SS cases;
- Supervision is billable at the established rate for TSS or SS as determined by whichever service is being provided to the child or youth;
- Supervision time is part of the total time authorized per client. For example: If approved for 15 hrs. for a child/youth per month and 0.25 hr of supervision is conducted for that case for the month, then the invoice should be for 14.75 hrs of direct care service and 0.25 hour of supervision. Providers should plan accordingly for the supervision allocation; If the case requires a higher level of supervision than what is required (15 minutes/child/month) the agency/organization will need to negotiate with the DCF Area Office to add extra time allocated for supervision so that supervision time does not reduce the amount of time dedicated to direct service.
- DCF does not support billing for both the staff person and the supervisor to participate in the same meeting (i.e., a treatment planning meeting);
- Supervision billing should be clearly delineated in the invoice and should be captured on the invoice;
- The person providing the supervision should be named on the invoice;
- You may only bill for supervision when that supervision is provided by your agency's credentialed supervisor, a masters prepared mental health professional.