

# DCF CREDENTIALING CHRONICLE

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COMING SOON

**Standardized  
Invoicing  
For  
Credentialed Services**

## COMMUNITY BASED LIFE SKILLS PROGRAM



### What is it?

**Community Based Life Skills (CBLS)** are a set of skills learned by teaching or by direct experience. These skills are used to handle problems and questions commonly encountered in daily life from adolescence through adulthood. A community based services model focuses on the development and enhancement of the participant's knowledge of essential life skills to promote preparation for adulthood and self-sufficiency. Through program design and content, the model goal is to support and maintain a youth's connection with the community as the youth mature.

This service, through the use of the [DCF approved Learning Inventory of Skills Training \(L.I.S.T.\)](#) assessment tool and experiential learning approaches, provides youth with a set of skills necessary to assist in their transition from DCF care to self-sufficiency. This service includes an individual life skills assessment, followed by individualized and small group experiential learning opportunities.

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

In order to emphasize consistency and relationship building, it is expected that the same staff person will provide this service continually throughout the course of the service while both the staff person and the youth remain with the program.

Any changes in staff must be discussed with and approved by the Department Area Office.

**To be admitted to the CBLS Program the youth must be:**

- At least fourteen years of age and has not reached his or her 21<sup>st</sup> birthday.
- Committed to the Department as a neglected, abused or uncared for child (included dually committed youth) Youth committed delinquent are also eligible for services if placed in DCF Foster Care.
- **Any youth receiving a service that is responsible for providing L.I.S.T. assessments and teaching life skills are not eligible.** Services include Work to Learn; Fostering Responsibility, Education and Employment (FREE); Therapeutic Foster Care; Therapeutic Group Home; Supportive Work, Education and Transition Program; Short Term Assessment and Respite Home; Short Term Family Integrated Treatment and Preparing Adolescents for Self-Sufficiency Group Home.
- **Non-DCF youth are not eligible for this program.**

***The Provider must be prepared to provide services to:  
youth of different ages,  
learning styles  
and  
abilities.***

# COMMUNITY BASED LIFE SKILLS EDUCATOR REQUIREMENTS

*Community Based Life Skills is provided to each youth up to 90 Hours over a twenty-six (26) week period.*



*One-to-one (1:1) time with youth is a component of this service.*

All staff persons providing Community-Based Life Skills services must have training and experience utilizing the Department's approved Life Skills program Learning Inventory of Skills Training (L.I.S.T.), and must participate in any follow-up training.

### Basic Qualifications

- The applicant must be at least 21 years of age.
- Have a Bachelor's Degree in a Human Services field (e.g. social work, sociology, counseling, child welfare, psychology, marriage and family therapy, education, social services, criminal justice, child care management, child development, family studies or other human services degree).
- As indicated on current resume, the applicant must also have successfully completed the DCF Provider Learning Inventory of Skills Training (L.I.S.T.),
- Have at least six months of experience performing L.I.S.T. assessments or facilitating life skills plans with adolescents.

### Special Requirements

- A valid CT DMV License;
- Current motor vehicle insurance;

- First Aid and CPR certificates issued by a nationally recognized accredited organization;
- Background Check result from the Department's Child Abuse and Neglect Registry;
- Background Check result from the Department of Emergency Services and Public Protection and
- Must have a supervisor.

### Supervision

Individuals providing supervision must be at a minimum, a master's prepared clinician with experience in child and adolescent behavioral health. Written documentation of supervisory arrangements, supervisor's current resume, and a copy of supervisor's masters level degree is required.

Individuals who do not meet the above criteria, but who have at least seven (7) years of experience in the field of Human Services will be considered on a case-by-case basis. The Department will review the applicant's experience, education and training, other qualifications and the current resume.

The provider must maintain written documentation of current resume for assigned Supervisor.

All staff providing this service will receive, at a minimum, 0.25 hours per month of individual face-to-face supervision per youth on their caseload. If there is more than one Life Skills Educator, approximately 50% of the supervision time will be in group supervision.

The Provider shall maintain and ensure that the assigned supervisor maintains a reasonable supervisor-to-staff ratio consistent with the needs and issues of the staff and the clients that they are serving and that does not exceed the number of staff and clients beyond the assigned supervisor's ability to supervise, oversee and manage effectively.

Written documentation of supervisory notes including performance feedback and recommendations will be reviewed during on-site quality reviews.

Supervision costs are billable when the Provider's Credentialed Supervisor, provides the supervision. Reimbursement is for supervisor time only - there is no reimbursement for the supervisor and staff member at the same time. The hourly rate may not exceed the Department Discretionary Services Fee Schedule.

## PAYMENT FOR CBLS SERVICES

The Department agrees to pay the Provider based on services requested by the Department and delivered by the Provider.

All requests for services must meet the following two conditions:

- a) be approved by Area Office management before services start,
- b) be submitted on the DCF Wrap Around Services Proposal form. No payment shall be made if the request for services does not meet these conditions. The payment mechanism shall be fee for service. Payment shall be made the month following the month of service and following receipt of the written assessment summary report and billing invoice by Child Welfare Accounting or

authorized payer. Requests for payment shall include the client name, Case LINK ID number, the name of the staff that provided the service, the actual date each service was provided and hours of service provided on each date, the hourly and/or per diem rate (which cannot exceed the Department Discretionary Services Fee Schedule).



Only time spent in face-to-face contact with the youth may be billed. The hourly rate has been determined based on the cost of providing both the direct services and the related administrative responsibilities.

*Got Questions?*

Send your *inquiry* to:



## DCF PROVIDER LEARNING INVENTORY OF SKILLS TRAINING DATE



Next available training date is on  
January 17, 2017

**Click the link below to register online!**

<http://dcflist2016.eventzilla.net/web/event?eventid=2138864010>

## CREDENTIALING FORMS ARE NOW IN PDF FILLABLE VERSIONS

*Tired of handwriting your applications?*

**No Printer?**

**NO PROBLEM**

Most of the DCF credentialing application supplements and application forms can now be completed electronically. This means that you can complete forms right on your computer by simply typing information into a form's displayed field.

Click [here](#) to learn how.



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## Credentialed Provider Meeting

If you are a currently approved DCF Provider, you will receive an email invite with an option to register online for the next meeting.

Visit

[http://www.abhct.com/Programs\\_Services/DCF-Credentialing/](http://www.abhct.com/Programs_Services/DCF-Credentialing/)  
for the latest information on DCF Credentialing.



## Required DCF Mandated Reporter Training

*Mandated reporters are required to report or cause a report to be made when, in the ordinary course of their employment or profession, they have reasonable cause to suspect or believe that a child under the age of 18 has been abused, neglected or is placed in imminent risk of serious harm. (Connecticut General Statutes §17a-101a)*

**ON-LINE TRAINING** Please [click here](#) to access the on-line Mandated Reporter Training for Community Providers.

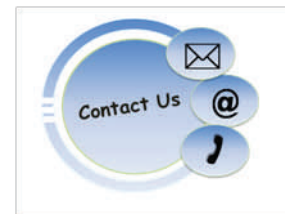
**IN-PERSON TRAINING** To request to have a trainer come to your organization or facility, please [click here](#) and complete the online inquiry form.

Learn What Mandated Reporters Need to Know

<http://www.ct.gov/dcf/cwp/view.asp?a=3483&q=314384>

## CONTACT US!

**Thinking of Moving?**  
**Changed Phone numbers?**  
**New Fax Line?**  
**Expanding Services?**  
**Updating Current Staff Listing?**



**As an approved DCF Provider you are required to notify ABH if there is a change in your Provider Status.**

Visit

[http://www.abhct.com/News\\_Resources/DCF\\_Credentialing/](http://www.abhct.com/News_Resources/DCF_Credentialing/)  
**and download the Provider Information Change Form.**