



INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY

Chapter 17: Residential Licensing

Section 03: Verification of Qualified Residential Treatment Program (QRTP) Designation

Effective Date: October 1, 2023

Version: 2

- [Procedure](#)
- [Definitions](#)

- [Forms and Tools](#)
- [Related Policies](#)

- [Legal References](#)
- [Practice Guidance](#)

POLICY OVERVIEW

The Family First Prevention Services Act (FFPSA) outlines the requirements a residential treatment facility must meet to receive a Qualified Residential Treatment Program (QRTP) designation. The Indiana Department of Child Services (DCS) partners with residential treatment facilities, which offer QRTP designated programs, and ensures programs meet the FFPSA requirements to improve the quality and oversight of services provided for children with clinical needs.

[Back to Top](#)

PROCEDURE

DCS will verify the following residential treatment facility types, which hold or are pursuing a DCS contract, meet the requirements to have a QRTP designation for each program offered:

1. Child Caring Institution (CCI) (private or public);
2. Group Home (GH); and
3. Private Secure Facility (PSF).

Note: DCS will not designate the following programs as QRTP:

- a. Diagnostic programs,
- b. Emergency Shelter Care (ESC),
- c. Teen Mom and Baby Programs,
- d. Independent Living (IL) programs for youth 18 years of age and older, and
- e. Programs specifically for victims of Human Trafficking.

To be designated as a QRTP, a program must meet all the following requirements:

1. Have a defined 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;
2. Able to implement the appropriate treatment that addresses the needs of a child, as identified by the results of the assessment of the child;
3. Policies reflect the defined trauma-informed treatment model;
4. Demonstrates the defined treatment model and policies in the treatment of the children;
5. Registered or licensed nursing staff implement treatment based on the facility treatment model and:
 - a. Provide care within the scope of their practice as defined by State law,
 - b. Provide care on-site according to the treatment model referred to above, and

- c. Provide care 24 hours a day and seven (7) days a week.
6. Licensed clinical staff implement treatment based on the facility treatment model and provide care:
 - a. Within the scope of their practice as defined by State law,
 - b. On-site according to the treatment model referred to above, and
 - c. Twenty-four (24) hours a day and seven (7) days a week.
 7. Documentation, practices, and policies support the facilitation and participation of family members in the child's treatment program, as appropriate and in the child's best interests;
 8. 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;
 9. Documents how family members are integrated into the treatment process for the child, including post-discharge, and how sibling connections are maintained;
 10. Provides discharge planning and family-based aftercare support for at least six (6) months post-discharge in accordance with DCS expectations;
 11. Has an active CCI, PSF, or GH license by the state of Indiana (specifics listed above); and
 12. Is accredited by any of the following independent, not-for-profit organizations:
 - a. The Commission on Accreditation of Rehabilitation Facilities (CARF),
 - b. The Joint Commission on Accreditation of Healthcare Organizations (JCAHO),
 - c. The Council on Accreditation (COA),
 - d. Educational Assessment Guidelines Leading toward Excellence (EAGLE),
 - e. Teaching Family Association, or
 - f. Any other independent, not-for-profit accrediting organization approved by the Secretary of Health and Human Services (HHS).

The Licensing Specialist will:

1. Complete the QRTP Attestation Worksheet to verify a facility's compliance with program specific requirements. This tool will be completed:
 - a. During the initial licensing process for any facility pursuing a DCS contract. See policy 17.01 Initial Licensing Process,
 - b. Periodically, including at the time of re-licensure for a facility which holds a DCS contract and at other times as appropriate. See policies 17.11 Annual Licensing Review and 17.12 Re-Licensure, and
 - c. Each time a licensed residential facility makes a proposal to provide new programming.
2. Discuss information gathered during completion of the QRTP Attestation Worksheet with the Licensing Specialist Supervisor;
3. Complete and sign the Qualified Residential Treatment Program (QRTP) Designation Attestation form once the program has been designated as a QRTP; and
4. Ensure all communications, observations, and information gathered are documented appropriately in the case management system.

The Residential Clinical Services Specialist (CSS) will assist the Licensing Specialist with gathering and/or evaluating information gathered for completion of the QRTP Attestation Worksheet, as needed.

The Licensing Specialist Supervisor will:

1. Guide and assist the Licensing Specialist, as needed, with completion of the QRTP Attestation Worksheet;
2. Ensure the RLU Manager is aware of the findings from the QRTP Attestation Worksheet and discuss any concerns with the RLU Manager and/or Legal Team; and
3. Ensure all communications, observations, and information gathered are appropriately documented in the case management system.

The RLU Manager will:

1. Communicate with the licensed residential facility or facility pursuing a license regarding the outcome of the QRTP Designation verification process;
2. Notify the Contract Specialist Supervisor of any concerns regarding the QRTP Designation of a facility which holds a DCS contract;
3. Consult with the Licensing Specialist Supervisor and/or Legal Team, as needed; and
4. Sign the Qualified Residential Treatment Program (QRTP) Designation Attestation form once the program has been designated as a QRTP.

[Back to Top](#)

RELEVANT INFORMATION

Definitions

Fictive kin

Fictive kin means an individual who is not related by birth, adoption, or marriage to a child, but who has an emotionally significant relationship with the child

Forms and Tools

- QRTP Designation Attestation Worksheet – Provided by RLU
- [Qualified Residential Treatment Program \(QRTP\) Designation Attestation \(SF 53038\)](#)

Related Policies

- [17.01 Initial Licensing Process](#)
- [17.11 Annual Licensing Review](#)
- [17.12 Re-Licensure](#)

[Back to Top](#)

LEGAL REFERENCES

- [42 USC 672: Foster care maintenance payments program](#)

[Back to Top](#)

PRACTICE GUIDANCE- DCS POLICY 17.03

Practice Guidance is designed to assist DCS staff with thoughtful and practical direction on how to effectively integrate tools and social work practice into daily case management in an effort to achieve positive family and child outcomes. Practice Guidance is separate from Policy.

N/A

[Back to Top](#)