



Residential Providers and DCS Monthly Meeting

4/11/24

Date: 4/11/24; 2:00PM- 3:00PM EST (TEAMS)

Presenters	
David Reed	DCS Deputy Director
Ashlee Prewitt	Residential Licensing Manager
Crystal Byrne	DCS Assistant Deputy Director
Blake Hudson	Residential Licensing Supervisor

✚ Welcome new Residential Licensing Staff (Ashlee Prewitt)

- Michael Mclain (North)
- Alysha (AJ) Koppenhofer (North East)

✚ Incident Report Requirements (Blake Hudson)

- See attached form
- Contact the Residential Licensing Specialist with questions.

✚ ICPR Extensions (Crystal Byrne)

- D&E, ESC, and D&E Stabilization Programs to utilize ICPR Extension Form
- [ICPR Extension Request Form](#)
- Including these as part of regular communication and Annual Audits
- ICPR Extension Requests must be submitted—not a request for a new ICPR.
- Added D&E to extension requests same place as submitting ESC extensions.
- Will be getting some communications to ensure facilities are getting all ICPR's.
- Have identified some gaps, if run into any issues/questions please notify Residential Licensing.
- Put request in by day 20/30 day for D&E, for ESC submit requests by 15th day
- Integrated care team monitors dash boards on youth in these programs to ensure there is an accurate accounting of the children in the programs.
- Working hard to automate these systems.
- If want to send list of youth in your programs to Crystal you can but don't have too. But it is helpful.

Questions –

- Were told for ESC at day 15, if not keeping youth in residential, to put in an urgent discharge request. Does that count against the facility. – Response - This assists with clear communication.

Meeting

This is the centralized way to ensure there was clear communication with facility and placing agency on what day the child needs to be picked up from the facility. Facility can update the form, this will document the discharge notification to notify the plan is not to continue with the child in ESC after the 20 days. Will review to determine how to address this issue.

+ Contract Suggestions and Feedback (Ashlee Prewitt)

- Please send feedback to residential.licensing@dcs.in.gov when identifying any gaps, points not applicable.
- We will have meetings set up late Summer 2024 between DCS & Residentials for further discussion

+ Enhanced Rate Process (Crystal Byrne)

- Effective: March 4, 2024
- All requests go through the Services Hub Provider Portal
 - [Services Hub Provider Portal](#)
 - 1:1 Request
 - Negotiated Rate Request
- Appreciate those agencies and their staff that have been working with DCS through this process. Continue to communicate any needs. If the provider still have requests that are waiting on, send key pieces of information, i.e. name, person ID and case ID and that can be followed up. There are 3 different teams that need to touch this, so the process could take up to a week. But if it seems to be taking longer, please send email to Services Hub.

+ Residential Policy Review (Ashlee Prewitt)

- [Services Hub Provider Portal](#)
 - Residential Policy to be uploaded using the Service Hub Provider Portal
 - Update of progress/ Check-In
- If you did not receive email on instruction to up load, please notify RLS. RLU will be reviewing all policies in 2024.
- If having issues, barriers or other feedback in uploading policies please notify RLU.
- Please make sure correct contact information is current in the Services Hub

+ Title IV-E Audit (Crystal Byrne)

- October 7-11, 2024
- Period under review: 10/1/23- 3/31/24
- Documentation we need from Residentials
 - Staff Lists
 - Accreditation Notices
 - Due to Licensing Specialist by: 4/12/24
 - Need the effective date and the length of time effective or time frame it lasts through.

+ Emergency Shelter Care (ESC) Bed Availability (Crystal Byrne)

- Please update bed availability daily/ as needed per your flow of admissions/ discharges
- [Services Hub Provider Portal](#)

Meeting

- [If there are any issues or barriers please notify Crystal](#)

 **2024 Residential Audit Updates (Ashlee Prewitt)**

- QRTP Redesignation 2024
 - Will be a part of 2024 audit process
 - May be asked more questions to identify ways of meeting requirements
 - Will be working with facilities that are not meeting requirements.
 - Will be similar to the process of initial QRTP designation
 - Please contact Residential Licensing Specialists or others on the Resid
- Questions –
- Are there changes to the audit tool on QRTP – Response: Yes QRTP requirements are imbedded in various components in the audit tool and in the policy review portion of the audit tool.