



Guidelines for Private Provider Expansion of Services For Out-of-Home Residential and Group Care

The following procedures guide the oversight and approval/denial of expansion of residential and group care services.

DCS' Office of Network Development is responsible for coordinating, analyzing and facilitating the expansion or reduction of services within the provider network. In accordance with the Office of Finance and Administration (F&A) rules, DCS procures all residential services through a Delegated Authority (DA). The DA clearly defines the process through which services can be procured. In order to maintain compliance with these rules, DCS has established the guidelines detailed below. Providers are expected to follow these guidelines when seeking to expand their Psychiatric Residential Treatment Facility (PRTF), Residential Treatment Facility (RTF) or Group Home (GH) service capacity:

1. Providers **do not** have the authority to expand their capacity in a PRTF, RTF or GH to serve **DCS custodial children or youth** without first consulting the appropriate DCS division (the Office of Network Development) and receiving prior written approval from the Department.
2. The issuance of a license for a PRTF, RTF or GH by any licensing agent (DCS, DMHSAS, DOH, etc.) **does not** constitute approval from DCS to accept or place custodial children with any newly-licensed PRTF, RTF or GH.
3. Service expansion includes not only the development of new PRTFs, RTFs or GHs but also extends to any expansion of existing PRTFs, RTFs or GHs that are not presently recorded in TFACTS. Non-payable placements which are present in TFACTS are not linked to a provider's current contract and **may not** be considered a part of a provider's contracted capacity.
4. Regional staff may request a provider's PRTF, RTF or GH service expansion through Network Development by completing a Request for Services (RFS) form. No expansion should be speculative in nature since these requests must first be routed through Network Development and approved by the Commissioner of the Department or the Commissioner's designee. This protocol is in adherence with guidelines set forth through the state's Department of General Services.
5. All providers interested in expansion of PRTF, RTF or GH services **must** contact the Director of Network Development in writing on official agency letterhead. This correspondence must be signed by a duly authorized agent and representative of the agency. This agency or representative **must** be authorized to negotiate contractually binding matters on behalf of the agency.
6. Network Development submits the request to the Contracts Management Unit (CMU) for review and consideration by the Central Office Placement Quality Team (PQT).

7. The PQT reviews the request and selects a team of regional and/or Central Office staff to evaluate the viability of the proposed resource. The appraisal will assess the location, structure, staff, credentials, programming, physical plant, etc. Those reviewing this information must include the Central Office Psychology Director and/or the affected Regional Psychologist. This group then provides feedback in the form of a recommendation to the PQT.
8. The PQT assesses the recommendation and approve or deny the request.
9. Network Development communicates the decision to the agency. If the request is approved, the primary contractor collects all required background checks on all direct-care staff associated with the new or expanded PRTF, RTF or GH. After reviewing the background checks for accuracy, the primary contractor forwards this documentation to the Central Office Resource Eligibility Team (RET) Program Manager.
10. Once RET's review of background checks is completed, they notify Network Development of the results. If the checks are found to be in compliance, the provider is notified by Network Development and the expansion may begin to accept children or youth for placement.