

Steps for Qualified Residential Treatment Program Determination and Placement

Steps For QRTP Determination and Placement

1. Set up Admission Clinical Review Form with a Qualified Individual

Admission Clinical Review Form is two part - administration of the CANS and the clinical write up. A template has been created for the assigned worker to share with the qualified individual who is completing the assessment. More information on the intent, the qualified individual requirements, and the write-up are below:

- Administration of the CANS (must use an age-appropriate, evidence-based, validated, and functional assessment tool to assess the child's strengths and needs).
- Clinical write-up that explains the following: The assessment shall determine if family members or another appropriate placement can meet the child's needs, consistent with the child's short and long-term goals, in the least restrictive setting consistent with the child's permanency plan. The assessment must also document why having the child/youth live with a foster family or one of the other acceptable non-family foster home settings cannot meet their needs and why a QRTP is the most effective and appropriate level of care for the child/youth. Note, a lack of sufficient foster families is not an allowable reason. The assessment shall document the family and permanency team's placement preference that acknowledges the importance of keeping siblings together and, if their preference is different from that of the qualified individual's, the reason why the preferences of the child and the team are not recommended. Finally, the assessment must develop a list of child-specific short- and long-term mental and behavioral health goals. This assessment is a Medicaid-billable service so the qualified individual can bill Medicaid directly for payment.

Admission Clinical Review Form can be completed by a qualified individual that has an existing relationship with the child (preferred). If this is not possible, shelter care providers in Iowa have identified staff that will be available to complete the Admission Clinical Review Form, regardless of if the child is placed in the shelter or not. Finally, it may be allowable for the QRTP provider themselves to complete the Admission Clinical Review Form after the child is placed.

2. Observe required timeframe

The Admission Clinical Review Form, including CANS, has to be completed within 30 days of the placement of the child in the QRTP (either before or after, but must be within 30 days). If it is being completed by QRTP provider after placement, it should occur within the first 14 days of placement to ensure timeliness.

3. Review results of Admission Clinical Review Form and secure placement, if applicable

If completing prior to placement in QRTP: Once the qualified individual is finished with the Admission Clinical Review Form, and QRTP is the recommended level of care, continue with normal process of securing a court order and referring child to local providers in your service area. Attach QRTP Admission Clinical Review Form to referral packet.

If completing Admission Clinical Review Form after placement in QRTP: Ensure provider is aware they will need to be completing, preferably within the first 14 days of placement.

Link to Referral Packet:

<https://hhs.iowa.gov/media/6171/>

4. Upload as exhibit to court for Judicial Review

Upon receipt of the completed Admission Clinical Review Form completed by the qualified individual, follow local protocols for uploading this information (include template, clinical write up and CANS results) as an exhibit to the court.

5. Participate in required Judicial Review

Per federal guidelines, the judge will need to review these documents and approve placement within 60 days of child's placement in a QRTP. In Iowa, at the time of the court order for QRTP being issued, a motion will be made by HHS/County Attorney asking the judge to administratively review the Admission Clinical Review Form within 60 days. This will likely occur via a paper review by the judge. The judge will issue an order after this paper review approving of the placement. Ensure this court order is maintained electronically in the IVE module of JARVIS, as well as a paper copy in the child's hard-copy file.