

**VIRGINIA DEPARTMENT OF SOCIAL SERVICES (VDSS)
DIVISION OF FAMILY SERVICES (DFS)**

**INITIAL PROVIDER APPLICATION FOR
QUALIFIED RESIDENTIAL TREATMENT PROGRAM IN VIRGINIA**

Instructions:

- Complete this application in its entirety, as appropriate.
- Type or print legibly using permanent, blue or black ink and retain a copy for your records.
- Review the application carefully to ensure it is complete before submitting.
- Return the completed application and all required attachments to the:
Division of Family Services, Family First Team
Virginia Department of Social Services
801 Main Street, 11th Floor
Richmond, Virginia 23219
- Contact the Family First Team if there are any questions regarding the completion of this application at familyfirst@dss.virginia.gov.

For VDSS Use Only				
DATE RECEIVED:	RECEIVED BY:	REVIEWER(S):	APPLICATION#:	FILE#:

APPLICATION AGREEMENT

In making this application, I agree that:

1. I am in receipt of and have read the laws applicable to the type of program for which I am making application.

THIS DOCUMENT IS AN
EXAMPLE OF HOW TO
STRUCTURE YOUR
APPLICATION, IT IS NOT AN
EXAMPLE OF WHAT TO
INCLUDE.

John Doe

9-1-2020

PROGRAM INFORMATION

(Information provided here will NOT update your license record. Contact your licensing agency regarding updating any licensing information.)

Name of Program as it appears on the license The Place to Be		Program Phone Number (804) 726-7000		
		Fax Number () None		
Street Address of Program (physical address) 1234 East Main Street	City/County Richmond	Locality	State VA	Zip Code 23236
Mailing Address of the Program (if different from physical address)	City/County	Locality	State	Zip Code
Program's E-mail Address (used for VDSS correspondence) janedoe@theplacetobe.com		Program Website www.theplacetobeinrichmondvaforhelp.com		
Name of Chief Administrative Officer Janet Doe		Chief Administrative Officer Phone Number and Email Address Same as above		
Name of Program Director Jack Doe		Program Director Phone Number Same as above		

License Information

Licensed issued by: VDBHDS	License number and Expiration Date: 123456789 December 31, 2020		
Program Mailing Address: Same as above	City/County	State	Zip Code
Phone Number Same as above	Email Address janedoe@theplacetobe.com		

Required Attachments

(Refer to the information on the referenced pages in the "Documentation Instructions" section for more information about the required documentation.)

Trauma Informed Model Documentation (Referenced on pages 1-5 of Part 2)	A brief description of you attached documentation: Several policies, our Strategic Plan, and a board roster.
Registered or Licensed Nursing Staff and other Licensed Clinical Staff Documentation (Referenced on page 5 of Part 2)	A brief description of you attached documentation: Staffing plan, job descriptions, resumes.
Facilitate Participation of Family Members Documentation (Referenced on page 5 of Part 2)	A brief description of you attached documentation: Several policies and a package of information covered with and given to families.
Discharge Planning and Family-Based Aftercare Support Documentation (Referenced on page 5-6 of Part 2)	A brief description of you attached documentation: Several policies and a package of information covered with and given to families.
Accreditation and Licensing Documentation (Referenced on pages 6-7 of Part 2)	A brief description of you attached documentation: Copy of our accreditation certificate and our license.

PART 2: DOCUMENTATION INSTRUCTIONS

GENERAL INSTRUCTION FOR SUBMITTING DOCUMENTATION

Whenever possible, submit procedures marked with the section abbreviation and bullet number versus a description of how the program meets a requirement (e.g., Page 4 of a Trauma Training manual would be flagged with a GL1 if that page explained how agency leadership communicates its support of a trauma-informed approach to services).

Some forms of documentation may need to be a narrative or pictures (e.g., pictures flagged with a PE1 might sufficiently show how a program's environment promotes a sense of safety and calming).

Documentation must be submitted for each section, but not necessarily for each bullet within the section. However, the likelihood of substantially meeting the QRTP requirements for that section increases if documentation is submitted for each bullet.

TRAUMA INFORMED MODEL

Family First Requirement: The program has a 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.

Virginia's Children's Cabinet adopted the Substance Abuse and Mental Health Services Administration (SAMHSA) trauma framework in 2018. SAMSHA's framework states that, in a trauma informed approach, all people at all levels of the program have a basic **realization** about trauma and understand how trauma can affect families, groups, organizations and communities as well as individuals. People in the program are also able to **recognize** the signs of trauma. The program **responds** by applying principles of a trauma-informed approach to all areas of functioning. The trauma informed approach seeks to **resist re-traumatization** of clients as well as staff. SAMHSA describes 10 domains, which provide a framework for implementation of a trauma informed approach.¹

Provide documentation for each of the 10 domains listed below to demonstrate how the program provides a trauma informed model to the children and families they serve. Again, documentation must be submitted for each section, but not necessarily for each bullet within the section. However, the likelihood of substantially meeting the QRTP requirements for that section increases if documentation is submitted for each bullet.

If the program is currently certified in or has an accreditation that includes a nationally recognized trauma informed model, please contact the Family First Team. After reviewing the certification/accreditation, the Family First Team may be able to accept a copy of the certification document in lieu of the documentation requested below.

¹ SAMSHA's Concept of Trauma and Guidance for a Trauma Informed Approach
<https://store.samhsa.gov/system/files/sma14-4884.pdf>

Narrative is only needed if you would like to make a statement about the documentation you are providing. All documentation must be labeled with a bullet (i.e., GL1) even if narrative is provided.

Governance and Leadership: The leadership and governance of the organization support and invest in implementing and sustaining a trauma-informed approach; there is an identified point of responsibility within the organization to lead and oversee this work; and there is inclusion of the peer voice. A champion of this approach is often needed to initiate a change process.

GL1. How does agency leadership communicate its support and guidance for implementing a trauma-informed approach?

Agency leadership intentionally included throughout our Strategic Plan that being trauma-informed is main focus of our agency. The Strategic Plan is attached.

Be sure this is clearly labeled in your documentation.

GL2. How do the program's mission statement and/or written policies and procedures include a commitment to providing trauma-informed services and supports?

As you will be able to see in the attached policies and procedures we are very committed to using trauma-informed services and supports. Attached applicable policies: Parent Handbook, Staff Handbook.

Bookmark the applicable sections in policies (e.g., GL2.a, GL2.b)

GL3. How do leadership and governance structures demonstrate support for the voice and participation of people using their services who have trauma histories?

The attached Board Member roster shows that one slot is designated for a graduate our program or a person who has a trauma history.

To create a bookmark in Adobe Acrobat, right-click on a word and left-click on "Add Bookmark".

REGISTERED OR LICENSED NURSING STAFF AND OTHER LICENSED CLINICAL STAFF

Family First Requirement: The program has registered or licensed nursing staff and other licensed clinical staff who provide care within the scope of their practice as defined by State law; are onsite according to the treatment model; and are available 24 hours a day and 7 days a week. (Note: This requirement shall not be construed as requiring a program to acquire nursing and behavioral health staff solely through means of a direct employer to employee relationship).*

** State law and regulations allow for individuals who work "under the supervision" of a licensed or registered health professional to provide certain forms of care. The QRTP requirements do not supersede Virginia requirements; therefore, if clinical staff are not licensed or registered but are "within the scope of their practice" as defined by State law or regulation a licensed or registered staff person may not be required.*

Provide documentation of the following (documentation for each bullet is required for this section):

ST1. The treatment model

We use the following treatment models Attached is a list of therapist trained in those models.

...

GL1

STRATEGIC PLAN FOR 2020-2021

The Place To Be is special place for youth to find the support and healing they need to overcome life's challenges and trauma. ...

In order to do this, we believe that all of staff need to have a trauma-informed approach to everything they do. ...

...

This section is clearly labeled with the bookmark and title of the policy. Note that the PDF is also bookmarked. To see the PDF bookmark, open the left work area by clicking on the triangle in the middle of the left side of the document window.


The Place to Be

PARENT HANDBOOK

This is page 1 of the handbook

GL2.a

This is page 2 of the Handbook.



This section is clearly labeled with the bookmark and title of the policy. Note that the PDF file is also bookmarked. To see the PDF bookmark, open the left work area by clicking on the triangle in the middle of the left side of the document's window. It also has a ".a" after the GL2 because there is more than one place in this document related to section GL2.

STAFF HANDBOOK

GL2.b

This is page 1 of Staff Handbook.

Because there is second example of meeting the requirements of GL2 it has a ".b". Again, there is also a PDF bookmark in the left work area of this window.

BOARD MEMBER ROSTER

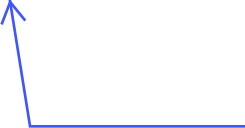
Page 1 of the Roster

Jane Doe - President

John Doe - Vice President

Oprah Winfrey - Trauma Voices Advocate

GL3



To help the reviewer locate the part of policy that is most applicable to the QRTP requirement, put the bookmark on the page as close to the applicable information as you can. This way the reviewer won't have hunt for the information, and possibly miss it.

LIST OF THERAPY MODELS AND STAFF CERTIFIED IN THOSE MODELS

ST1

Page 1 of the List