



**CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR COMMUNITY BASED SERVICES**

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Contract Correspondence Transmittal (CCT)

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The Children's Review Program (CRP) is in the process of making changes to the way that evidence-based practices (EBPs) are entered into the CRP database for each PCC/PCP. Currently, programs submit the names of staff who are trained in specific EBPs and this information is entered into the "Criteria" data for that program. The intent of having EBP information in the database is to identify which programs have therapists who are trained to address particular mental health issues, so that DCBS Workers can utilize this information when making decisions about child placement. However, PCCs/PCPs are sometimes identifying staff other than therapists (e.g., direct care staff; case managers) as being trained in EBPs that require advanced degrees or clinical licenses or are listing only direct care staff for an EBP when there should be clinical oversight by other staff. These situations may present inaccurate information to DCBS Workers about the treatment services available in a program.

Going forward, CRP will only record EBPs associated with staff who are listed as having a master's degree or higher AND who are listed in the "Clinical", "Contractual", or "Treatment Director" role (see definitions of staff types in the table below). All other EBPs will be deleted. This will ensure that when a DCBS Worker sees an EBP listed for a particular program, they will know there is a therapist who will be able to provide that EBP to a child placed there.

The plan is for these changes to take effect in October. In the next few weeks, CRP will send each program a staff list so that any updates regarding staff type or education level can be made. Please contact Tye Reece (tye.reece@newvista.org) before September 25th with any questions or feedback about these changes.



STAFF TYPE DEFINITIONS

Treatment Director	Identified as the primary Treatment Director with OIG. (Only one per licensed program).
Clinical	Provides diagnostic services, individualized, group or family therapy to youth, or clinically supervises the providers of the therapy.
Contractual	Provides diagnostic services, individualized, group or family therapy to youth, or clinically supervises the providers of the therapy on a contractual basis.
Administrative/Program Management	Primary responsibility is managing the business affairs of the program.
Direct Care	Provides day-to-day support to youth (e.g., skill-building, conflict resolution, supervision). Provides no therapy services.
Case Management	Provides case management services (e.g., advocacy for client needs, assessing and coordinating needed services). Provides no therapy services.