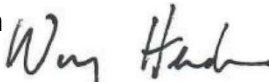




September 28, 2021

Child Welfare Licensing Memo Series 2021-28-lic

To: DCF/DMCPS Administrator
DCF Area Administrators
Child Welfare Agency Directors
County Departments of Community Programs Directors
County Departments of Human Services Directors
County Departments of Social Services Directors
Group Home Providers
Tribal Social Service/Indian Child Welfare Directors
Residential Care Center Providers
Shelter Care Providers
Tribal Chairpersons

From: Wendy Henderson
Administrator 

RE: **Qualified Residential Treatment Programs (QRTP)**

Purpose:

The Family First Prevention Services Act (FFPSA) was passed by Congress in 2018. This law restructures how the federal government allocates funds to the child welfare system to improve outcomes for children and families. One way that FFPSA does this is through the creation of Qualified Residential Treatment Programs (QRTPs). This memo provides information on how Wisconsin's licensed congregate care providers can apply for QRTP certification.

Background:

2021 Wisconsin Act 42, which was published on May 22, 2021, provided the department with the authority to promulgate emergency rules for the implementation of QRTPs. A statement of scope was approved by the governor on June 3, 2021, and the emergency rule was approved by the governor on September 3, 2021. The emergency rule, Wisconsin Admin. Code DCF 61, will take effect on September 29, 2021.

Information Summary:

Wisconsin Admin. Code DCF 61 defines QRTPs and describes the process for seeking certification. Any congregate care provider licensed by the Department of Children and Families (DCF) is eligible to become certified as a QRTP. There are five main components to becoming certified as a QRTP pursuant to chapter DCF 61 of the Wisconsin Administrative Code.

Applying for QRTP Certification:

To apply for QRTP certification, the applicant must first be licensed under DCF 52, DCF 57 or DCF 59 of the Wisconsin Administrative Code. Pursuant to section DCF 61.04(1)(a) of the



Wisconsin Administrative Code, the application for QRTP certification is mandatory and can be found in the links referenced below. It can also be found on the DCF forms webpage by searching for the form number [DCF-F-5474-E](#).

When the application and additional documents have been uploaded to the Provider Information Exchange, the provider must send an email to DCFCWLR@wisconsin.gov to inform the department that the information has been submitted and is ready for review.

Once the department reviews the application materials, the department will contact the provider if further information is needed. Pursuant to Wis. Admin. Code s. DCF 61.04(2), the department will make a determination whether to issue or deny a QRTP certification within 60 days after receiving a completed application. If the department determines that the QRTP certification will be issued, the provider will receive a re-issued license as notification of the certification approval. If the department determines that the QRTP application will be denied, the provider will be notified in writing of the decision and the reasons for the decision.

Applying for QRTP Certification Continuation:

If a provider is certified as a QRTP, at the time of the provider's license continuation the applicant must also apply for continuation of QRTP certification, using the QRTP Certification Continuation Application, as provided in Wis. Admin. Code s. DCF 61.05(2)(a). This form is mandatory and can be found in the links below. It can also be found on the DCF forms webpage by searching for the form number [DCF-F-5475-E](#).

Once the department reviews the application materials submitted to the Provider Information Exchange, the department will contact the provider if further information is needed. If the department determines that the QRTP Certification will continue, the provider will receive notification at the time their continuation license is issued. If the department determines that the QRTP certification continuation will be denied, the provider will be notified in writing of the decision and the reasons for the decision.

Institutions for Mental Disease (IMD):

Providers that become certified as a QRTP must also provide information related to the definition of institutions for mental disease (IMD) under the Department of Health Services (DHS) definition. When applying for QRTP certification, the provider must also complete the DHS form related to IMD status which can be found at <https://www.dhs.wisconsin.gov/library/f-02885.htm>. Please submit the form and supporting documentation, along with the QRTP application, to the Provider Information Exchange.

CENTRAL OFFICE CONTACT: Child Welfare Strategic Initiatives Specialist
Department of Children and Families
(262) 446-7858

MEMO WEBSITE: <https://dcf.wisconsin.gov/cwportal/policy>



LINKS:

QRTP Certification Application Form

<https://dcf.wisconsin.gov/files/forms/doc/5474.docx>

QRTP Continuation Application Form

<https://dcf.wisconsin.gov/files/forms/doc/5475.docx>

Supporting a Trauma-informed Treatment Approach

<https://dcf.wisconsin.gov/files/cwlicensing/pdf/supporting-trauma-resource-tool.pdf>

DCF Chapter 61 QRTP Emergency Rule

<https://dcf.wisconsin.gov/files/cwlicensing/pdf/C51-QRTP.pdf>

Wisconsin Act 42

<https://docs.legis.wisconsin.gov/2021/related/acts/42>

IMD Application

<https://www.dhs.wisconsin.gov/library/f-02885.htm>