



## COLORADO

Office of Children,  
Youth & Families

Division of Child Welfare

Joe Homlar, Director

### ORIGINAL APPLICATION ATTACHMENTS FOR A Qualified Residential Treatment Program

In order to license your Qualified Residential Treatment Program, all of the following documents **must** be submitted to the Placement Services Unit:

- **A completed and signed original application and affidavit.**
- **A check or money order for the licensing fee payable to the Department of Human Services.**
- **All of the attachments listed below:**

- Attachment 1: Copy of current Residential Child Care License
- Attachment 2: Copy of Designation of Mental Health Services from the Office of Behavioral Health
- Attachment 3: Copy of the proposed TIC Model. The licensing specialist will then forward the TIC Model to OBH for review.
- Attachment 4: Copy of Accreditation from an approved organization or Name of the organization from which accreditation is being sought and the anticipated date of approval.
- Attachment 5: The name(s) and verification of the qualifications for the persons to administer the Child and Adolescent Needs (CANS) tool for the agency.
- Attachment 6: Preliminary format for a Quality Improvement plan including the data to be collected, method of evaluation, frequency of review of data and revision of policies and procedures based on the evaluation results.
- Attachment 7: The name (s) and verification of qualifications for the persons to fulfill the requirement registered or licensed medical/nursing staff including the scope of practice for each person.
- Attachment 8: The name(s) and verification of the qualifications for the persons to fulfill the requirement of registered or licensed professionals to provide clinical services
- Attachment 9: A plan for compliance with the availability of medical staff at all times.
- Attachment 10: A plan for engaging and including the family of youth in all aspects of the child's care. The plan must include meetings and communications at the convenience of the family members and efforts to maintain sibling connections.
- Attachment 11: A policy and Procedure completing the initial assessment at time of admission and development for a stabilization plan within 72 hours and to update the plan at least every 7 days until the assessment from the Independent Qualified Individual is received.
- Attachment 12: A policy and procedure regarding the development of the individual child and family plan within 7 days of the receipt of the assessment from the independent qualified individual that incorporates the findings of the QI assessment, family engagement and goals for family support and interventions.





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Attachment 13: A policy and procedure for the development of a discharge and aftercare plan, including collaboration with all members of the child's team(s), description of the services and resources needed post intervention and how those services are to be provided.

**If your application package is incomplete, all documents will be returned to you.**

