



"People helping people help themselves"

Division of Mental Health and Addiction
402 W. WASHINGTON STREET, ROOM W353
INDIANAPOLIS, IN 46204-2739
317-232-7800
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Community-Based Options for Youth and Families
Intensive Home and Community-Based Wraparound Services
Wraparound Technician Service
Provider Certification Form

Date of Application:

Service Program (Check all that apply):
PRTF Transition Waiver
MFP-PRTF Demonstration Grant

Type of Provider (Check one):
Accredited Agency
Non-Accredited Agency

Provider Information:

Name of Agency (if applicable):
Name of Applicant:

Phone number of person completing form:
Email of person completing form:

Agency Requirements (Check any that apply):

Proof of Agency Status
Certification by the Division of Mental Health and Addiction (DMHA) as a Community Mental Health Center
Approved accreditation by a nationally recognized accrediting body: AAAHC, COA, URAC, CARF, ACAC, JCAHO, OR NCQA
Articles of Incorporation
Agency already in process of accreditation by one of aforementioned accrediting bodies plus three (3) years experience under the same agency name serving children with SED/youth with SMI; or
An agency registered with the State of Indiana as a Professional Corporation plus three (3) years experience under the same agency name serving children with SED/youth with SMI; or
An agency that has four (4) years experience under the same agency name working with children with SED/youth with SM I.

Provider Criteria and Standards: Checking the items below is an acknowledgement that the staff member meets the required criteria and standards for this service:

Clinical Requirements
Possesses a Bachelor's degree in human service or related field with minimum of one year full time, paid DMHA approved work experience in providing services to children w/SED and/or youth aged 18 and through 20 with a serious mental illness, including assessment, care plan development, linking services and monitoring and years of clinical or management experience.
Individual has three (3) years of qualifying experience working with or caring for SED Youth (Refer to SED Experience Requirement on page 3 for additional information).
Other Standards
Finger-print based national and state criminal history background screen
Local law enforcement screen
State and local Department of Child Services abuse registry screen
Five-panel drug screen, or Agency meets same requirements specified under the Federal Drug Free Workplace Act 41 U.S.C. 10 Section 702(a)(1)
Training
Provider Orientation Training
Introduction to Systems of Care and Wraparound 101 Training
CPR Certification

Note: DMHA will only process complete packets. All incomplete packets will be recycled. DMHA is responsible for verifying an agency meets the above qualifications initially and at renewal of license or accreditation.

Documentation Requirements:

<i>Submit copies of the documentation below, as indicated by the type of provider applying for certification</i>	Accredited Agency*	Non-Accredited Agency
Provider Type Documentation:		
<input type="checkbox"/> CMHC Certification (If an Accredited Agency, submit a copy)	X	
<input type="checkbox"/> Proof of National Accreditation (If an Accredited Agency, submit a copy)	X	
<input type="checkbox"/> Articles of Incorporation (If a Non-Accredited Agency, submit a copy); or		X
<input type="checkbox"/> Proof demonstrating Agency is in process of accreditation by a DMHA-approved national accrediting body; or		X
<input type="checkbox"/> Proof demonstrating Agency is registered with State as a Professional Corporation, plus three (3) years experience under agency name serving children with SED/youth with SMI; or		X
<input type="checkbox"/> Proof demonstrating Agency has four (4) years of experience working with SED		X
Clinical Documentation:		
<input type="checkbox"/> Proof of provider possessing a Bachelor's degree (Copy)	X	X
<input type="checkbox"/> Verification of SED experience (Copy of resume or typed description of experience in paragraph format)	X	X
Other Standards Documentation:		
<input type="checkbox"/> Finger-print based national and state criminal history background screen results	X	X
<input type="checkbox"/> Local law enforcement screen results	X	X
<input type="checkbox"/> State and local Department of Child Services abuse registry screen results	X	X
<input type="checkbox"/> Five-panel drug screen results (<i>Not applicable if Agency meets same requirements specified under the Federal Drug Free Workplace Act</i>)	X	X
Training Documentation:		
<input type="checkbox"/> Provider Orientation Training (Copy of certificate)	X	X
<input type="checkbox"/> Introduction to Systems of Care and Wraparound 101 Training (Copy of certificate)	X	X
<input type="checkbox"/> CPR Certification (Copy of certificate)	X	X
Miscellaneous Documentation:		
<input type="checkbox"/> Provider Demographic Form (Signed original)	X	X
<input type="checkbox"/> Provider Agreement (Signed original)	X	X
<input type="checkbox"/> Picture ID/Driver's License (Picture of person on card must be recognizable)	X	X

***Accredited Agency Note:** The provider agency must maintain documentation that Applicant meets the required criteria and standards for the Wraparound Technician service; and have records available for DMHA to complete quality review audits. Failure to provide documentation for DMHA inspection may result in corrective action up to and including decertification of agency.

Return completed forms and required documentation to DMHA:

Division of Mental Health and Addiction
 Attn: Community-Based Options for Youth & Families Team
 402 W Washington St., W353
 Indianapolis, IN 46204-2739

Policy/Procedure Approval		
Revised: April 2013	Wraparound Technician Service Provider Certification Form	
OMPP Approval:	On file	Date: April 2013
DMHA Approval:	On file	Date: April 2013

Seriously Emotionally Disturbed (SED) Experience Requirement

The requirement of two or three years of experience working with SED children is intended to ensure that providers have the knowledge and understanding of the rewards and challenges of working with the SED population. The amount of SED experience is dependent upon the service an individual wishes to provide.

Building functional skills with a child facing impairments associated with an SED diagnosis requires creativity, patience, and sound communication. Therefore, DMHA requires that providers possess demonstrable and direct experience with this demographic.

Qualifying direct experience means that the provider has worked directly with the SED population in a way that builds functional skills, such as group counseling, one on one counseling, provision of skills training, or provision of therapeutic recreational activities. Also included in qualifying direct experience would be persons providing therapeutic foster care, or persons working in a capacity that may not involve mental health care, but where the work is targeted at a defined SED population. Experience in case management, therapy, and/or skills training, in conjunction with a mental health center, is considered as qualifying experience. Some additional examples of qualifying experience include:

- 1) A teaching or educational assistant working in a classroom where children are enrolled due to SED diagnosis, and where behavioral management and skills training are part of that person's duties.
- 2) A person who is authorized for therapeutic foster care.
- 3) Employee of a residential facility or group home who has responsibility for skills training or counseling beyond standard behavioral and milieu management.

The ***experience requirement excludes incidental experience with an SED child or population***. This means that if the work of the provider may have been with a child with SED, but the defined work role was not intended to address this directly, the experience does not qualify towards the requirement. Other examples of incidental experience would include:

- 1) Owning a day care
- 2) Driving a school bus
- 3) Facilitating a youth group or bible school class
- 4) Providing family therapy where some of the children/youth have been classified as severely emotionally disturbed
- 5) Being a classroom teacher
- 6) Working only with the developmentally disabled population
- 7) Experience is working only with children ages 0-5.

One final note, qualifying experience must be recent. This means that the last qualifying experience with SED population should be no more than 3 years in the past. Experience more than 8 years in the past will not be considered as qualifying.