



NH Department of Health & Human Services  
Division for Children, Youth & Families

## DCYF Standard Operating Procedure

### 1615.4 QRTP REQUIREMENTS

Policy Directive: **21-34**

Effective Date: **October 2021**

Implements Policy: **1600**

Approved:

Joseph E. Ribsam, Jr., DCYF Director

This SOP defines required procedures when utilizing a Qualified Residential Treatment Program (QRTP).

#### Procedure

*The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.*

- I. When treatment in a Qualified Residential Treatment Program (QRTP) is recommended based on a Comprehensive Assessment for Treatment (CAT), CPSWs/JPPOs:
  - A. Request Field Administrator approval;
  - B. Obtain a court order for placement in a residential treatment program (if not already ordered) and provide the court with the CAT assessment; and
  - C. Secure placement with an approved QRTP in accordance with the recommended level of care (LOC).
- II. If the child was placed in a QRTP prior to the CAT, the CPSW/JPPO will (upon the Court's order) obtain a CAT assessment within 30 days and provide the results back to the court.
  - A. If the CAT recommendation does not align with the current LOC, the child will be transitioned to a QRTP meeting the LOC recommendation within 30 days.
- III. Within 60 days of the placement, the court will review the CAT assessment and issue an order to approve of the placement or if not approved, require the child to be moved to an alternative placement within 30 days.
  - A. If the Court does not schedule a review hearing within 60 days of placement, the CPSW/JPPO is expected to request the Court do so.
- IV. During the QRTP placement, there is ongoing assessment of the continued need for treatment in a residential setting. This includes:
  - A. The Care Management Entity (CME) completing the CANS assessment (in consultation with the program clinician) every 3 months, or sooner upon request;

- 1. If a change in level of care (LOC) or residential program is being considered, a new referral is made for a full CAT;
  - B. Frequent review of placement needs during treatment team meetings and Permanency Planning Team (PPT) meetings, or other permanency planning meetings;
  - C. Continued exploration of community supports that may be able to meet the need if the child were to step down to a less restrictive placement; and
  - D. Ongoing review through periodic court reviews.
- V. All CANS and CAT assessments, as well as court orders and treatment team notes are maintained in the case record.
- A. The Review of Continued QRTP Stay in the child's case plan must document the ongoing appropriateness of the placement.
- VI. All decisions as to the reason for choosing a QRTP and the ongoing assessment for appropriateness are documented in the DCYF electronic information system.

<b>Applicable Forms</b>	
<b>Form</b>	<b>Title</b>
1552	Child/Youth Information Sheet

**Glossary and Document Specific Definitions**

A - B    C - D    E - F    G - I    J - L    M - N    O - Q    R - S    T - V    W - Z

<b>Document Change Log</b>			
<b>PD</b>	<b>Modification Made</b>	<b>Approved</b>	<b>Date</b>