Qualified Residential Treatment Program (QRTP) Placement Checklist

QRTPs are designed for youth with serious mental health or behavioral needs whose level of need is at least a 3 on the Child and Adolescent Needs and Strengths (CANS) assessment. They are to be utilized only when youth cannot receive the appropriate services in their home or another home-like setting. Federal and state policy requirements must be met by placing agencies to receive title IV-E Foster Care Maintenance Payments for the placement.

This document outlines basic case practice requirements necessary to comply with policy and Title IV-E claiming requirements when a child is placed in a QRTP. Additional information and resources are linked at the end of this document.

Proper practice and documentation are required each time a youth is placed with a QRTP provider.



QRTP Compliance Timeline:

1. 30-days prior to or 30-days following QRTP placement

Each time a youth has a new placement in a certified QRTP, the agency with placement and care responsibility must comply with the following elements in Chapters 48 and 938 and Ongoing Services Standards.

- ☑ Complete a Child Adolescent Needs & Strengths (CANS) assessment in eWiSACWIS within 30 days from the date of placement in a QRTP. The initial determination of a youth's level of need shall be made no more than 30 days prior to placement in a group home or residential care center, unless the placement is completed on an emergency basis, in which it must be completed no more than 30 days after their placement. If the CANS is completed before the youth's placement in a QRTP, the child welfare professional must select the "This CANS is for future QRTP Placement" check box shown here:

  ☑ This CANS is for future QRTP Placement

  For placement in a QRTP group home, the CANS score must be at least 3. For placement in a QRTP residential care center, the CANS score must be at least 5.
- ☑ Complete the QRTP Addendum in eWiSACWIS within 30 days of placement in a QRTP (or earlier if required by court/statutory timelines). If the youth does not yet have a Permanency Plan, the child welfare professional must only complete the QRTP Addendum. Read the three placement questions carefully before selecting 'yes's or 'no' answers.
- ☑ If the QRTP Addendum and the CANS assessment were filed prior to the placement hearing, the court can make the QRTP findings on the placement order.
- ☑ If the court ordered placement in a QRTP but did not make the QRTP findings, Circuit Court form JD-1826 should be filed within 30 days of the placement being ordered along with the QRTP Addendum and CANS assessment. A hearing is not required for the court to make the QRTP findings. The court will issue the QRTP findings on Circuit Court form JD-1827.

Title IV-E Maintenance Claiming Implications

- If the CANS assessment and/or QRTP Addendum is not completed timely, no Title IV-E maintenance claiming can occur for the youth's entire stay with that provider.

- If the CANS score indicates a level of need (LON) that does not align with the level of care (level 3+ for GH and level 5+ for RCC), the youth should be transitioned out of the QRTP into an appropriate placement setting within 30 days after the finding. If this occurs, the state can claim up to 30 days after the finding is made if youth is transitioned into an appropriate placement.
- If the QRTP Addendum does not recommend placement in the QRTP, the youth should be transitioned out of the QRTP into an appropriate placement setting within 30 days after the finding. If this occurs, the state can claim up to 30 days after the finding is made if youth is transitioned into an appropriate placement.

2. 60-day Court Finding

The placement of a youth in a QRTP requires the court's review and a judicial finding either approving or disapproving of the placement within 30 days prior to the start of the youth's placement in a QRTP or 60 days after the start of a youth's placement in a QRTP. The judge can make the QRTP findings without a hearing.

☑ Within 60 days of placement in a QRTP, the court shall make the following findings:
  - Whether the needs of the youth can be met in a foster family home, and if not,
  - Whether the QRTP provides the most effective and appropriate level of care in the least restrictive environment.
  - Whether the placement in a QRTP is consistent with the goals for the youth, as identified in the permanency plan.
  - Whether the court approves or disapproves the placement.

☑ Child welfare professional must upload the court order that contains the court's QRTP decision into eWiSACWIS as soon as the court order is available.

Title IV-E Maintenance Claiming Implications

- If the court order is not timely, no IV-E maintenance claiming can occur after 60 days in QRTP placement.

3. Continued QRTP Placement/Extended Stay Authorization

Placement of youth in a QRTP must be continually assessed for the duration of the youth's placement to determine the ongoing appropriateness of the placement setting.

☑ The agency with placement and care responsibility is required to reassess each youth and the youth's out-of-home care provider within six months after the youth's last determination or re-determination.

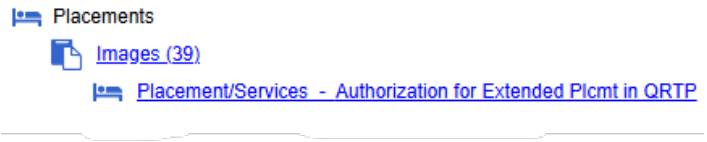
☑ The agency is required to conduct ongoing determinations about the continued appropriateness of the youth's QRTP placement at each permanency plan review or hearing for the youth if the youth continues to be placed in a QRTP. This shall be documented within the QRTP section of the permanency plan document.

Extended Stay QRTP Authorization

Applies to any youth who is placed in a QRTP for more than 12 consecutive months or 18 nonconsecutive months (or, in the case of a youth aged 12 and under, for more than six consecutive or nonconsecutive months). The head of the agency must provide approval for ongoing placement using the Extended Placement in a setting certified as a Qualified Residential Treatment Program form (DCF-F-5513-E), by the end of the 6th-,12th, or 18th month that the youth is in a QRTP.

After reviewing the form, the head of the agency must check the appropriate checkbox indicating they have reviewed the evidence and documentation demonstrating a QRTP placement is needed and approve the

continued placement of this youth in a QRTP. The form must be uploaded into eWiSACWIS once it has been signed by the head of the agency, child welfare professional and supervisor. The form must be uploaded as a Placement/Services image in the youth's case (shown below). The form, signature, and checkbox must all be present within eWiSACWIS in order to comply with policy and Title IV-E claiming requirements.



A lack or shortage of available placements in a less restrictive setting is **NOT** an acceptable reason to allow for the extended QRTP placement.

☑ Head of agency provides extended stay approval at 6 consecutive or nonconsecutive months for youth aged 12 and under or 12 consecutive/18 nonconsecutive months for youth aged 13 or older.
☑ Child welfare professional uploads extended stay approval to eWiSACWIS under Placement/Services image.

Title IV-E Maintenance Claiming Implications

- If the extended stay authorization is not timely, no IV-E maintenance claiming can occur after the 6-, 12-, 18th month threshold date.
- If the extended stay authorization does not recommend continued placement in a QRTP, the youth should be transitioned out of the QRTP into an appropriate placement setting within 30 days after the finding. The state can claim up to 30 days after the finding is made if the youth is transitioned into an appropriate placement.

4. Placement Move Scenarios and QRTP Documentation Requirements

The requirements outlined in this document restart each time a youth is placed with a new QRTP provider. If the youth stays with the same QRTP provider but has a change in service type (which results in a new placement strip), then the requirements do not restart (the provider ID for the placement must be the same). Example scenarios:

QRTP A > QRTP B

- Resets the QRTP specific requirement "clocks" upon placement at QRTP B:
  - 30-day assessment (CANS & QRTP Addendum)
  - 60-day court review
  - Extended Stay Authorization

QRTP A > FH > QRTP B

- Resets the QRTP specific requirement "clocks" upon placement at QRTP B:
  - 30-day assessment (CANS & QRTP Addendum)
  - 60-day court review
  - Extended Stay Authorization

QRTP A > FH > QRTP A

- Resets only the following QRTP specific requirement "clocks" upon placement at QRTP A:
  - 30-day assessment (CANS & QRTP Addendum)
  - 60-day court review

QRTP A > QRTP A.1 (change in service type with same provider ID)

- Requirements do not reset

Additional Resources

DCF Qualified Residential Treatment Programs (QRTP) webpage
CCIP QRTP Training Video
DCF QRTP Desk Guide
Children's Court Improvement Program QRTP Resource Guide

The Department of Children and Families is an equal opportunity employer and service provider. If you have a disability and need to access services, receive information in an alternate format, or need information translated to another language, please call the Division of Safety and Permanence at (608) 266-8787. Individuals who are deaf, hard of hearing, deaf-blind or speech disabled can use the free Wisconsin Relay Service (WRS) – 711 to contact the department.