



RESIDENTIAL LICENSING – PRIVATE SECURE FACILITY (PSF) STAFFING

State Form 57090 (3-21)
DEPARTMENT OF CHILD SERVICES

INSTRUCTIONS:

1. Complete a separate form for each Private Secure Facility (PSF) License:
 - a. Do not combine licenses on a single form.
 - b. If staff work across multiple licenses, indicate the number of hours each staff works under the specific license number listed on this form.
2. All fields must be completed indicating staff designated for each position as required by 465 IAC 2-11-48 through 50:
 - a. Refer to the IAC to determine the specific qualifications for each position.
Note: A waiver or variance must be requested for any position that varies from the requirements of the IAC.
 - b. Direct care staff do not need to be listed by name. However, the number of full time direct care staff, part time direct care staff, and any Pro Re Nata (PRN) staff is required.
3. Upload the completed form to KidTraks.

Name of agency	License number
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TITLE	NAME OF EMPLOYEE	HIGHEST DEGREE <i>(Include field of study and any licenses held.)</i>	AGENCY ASSIGNED JOB TITLE <i>(May vary from title listed in IAC.)</i>	HOURS WORKED PER WEEK IN THIS LICENSE
Administrator				
Program Director(s)				
Caseworker Supervisor(s)				
Caseworker(s)				
Direct Care Supervisor(s)				

NUMBER OF DIRECT CARE STAFF			
Full time	Part time	PRN	Direct care supervisor to direct care staff ratio

DIRECT CARE STAFF TO CHILD RATIO PER SHIFT			
First shift	Second shift	Third shift	Caseworker to child ratio <i>(maximum 1:15)</i>