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|  | **INITIAL LICENSURE PHASE LIST** **FOR RESIDENTIAL AGENCIES**  State Form 57639 (1-25)  DEPARTMENT OF CHILD SERVICES |

*INSTRUCTIONS: This form is for use by the Residential Licensing Specialist/Trainer or by the residential agency to track document submission.*

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| Name of agency | License number |
| Agency address | Administrator |

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| **INITIAL LICENSURE PHASE LIST** | **Date Received/Completed**  *(month, day, year)* |
| **PHASE I – Initial Review** | |
| 1. Residential Licensing Trainer (RLT) receives initial inquiry |  |
| 1. Initial licensing email & attachments sent |  |
| 1. Supportive session *(if requested)* |  |
| 1. Application submitted |  |
| 1. Documentation review completed within 14 days of receipt |  |
| 1. RLT provides response to documentation review |  |
| 1. If complete, RLT sends documentation to Residential Licensing Specialist (RLS) and Residential Licensing Supervisor (RLS Supervisor) |  |
| 1. RLT creates centralized location for application documentation and uploads documents |  |
| **PHASE II – Documentation Review** | |
| 1. RLS completes content review within 60 days of receipt |  |
| 1. RLS provides response to content review and attachments |  |
| 1. Supportive Session *(if requested)* |  |
| 1. Agency provides all required corrections/updates |  |
| 1. RLS provides final review & response of all documentation within 14 days *(if applicable)* |  |
| 1. If all documentation is found to be in compliance, the agency will move to Phase III, if not, the agency will re-start at Phase I |  |
| **PHASE III – On Site Review and Finalization** | |
| 1. RLS provides documentation required to become a DCS vendor |  |
| 1. Agency submits background checks |  |
| 1. RLS reviews background checks |  |
| 1. Residential Licensing Unit (RLU) conducts onsite review |  |
| 1. Agency corrects any issues from onsite review and RLU conducts follow up onsite review *(if applicable)* |  |
| 1. Notification of application status is sent to the agency |  |
| 1. RLS Supervisor creates resource page in case management system |  |
| 1. RLS uploads application with feedback and approved feedback changes into case management system |  |
| 1. RLU issues the license to the agency |  |
| **PHASE IV (Optional) – Contract and Rate Development If pursuing a DCS Contract** | |
| 1. RLS Supervisor completes the request for contract form and sends to DCS contracts and legal *(if applicable)* |  |
| 1. RLS sets meeting with DCS contracts, rate setting and agency to discuss the contracting process *(if applicable)* |  |
| 1. Rate setting notifies RLU of approved rate *(if applicable)* |  |
| 1. Contracts notifies RLU of execution of contract *(if applicable)* |  |
| 1. RLU notifies Department that the agency is ready to take placements *(if applicable)* |  |

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| Licensure recommendation  Choose an item. | | | | |
| Effective date of license (*month, day, year*) | Date rate established (*month, day, year*) | | Effective date of contract (*month, day, year*) | |
| Comments: | | | | |
| Signature of RLS | | Printed or typed name of RLS | | Date *(month, day, year)* |
| Signature of RLS Supervisor | | Printed or typed name of RLS Supervisor | | Date *(month, day, year)* |