

## **GROUP HOME INFORMATION FOR PROSPECTIVE HOMES**

***This information is meant to help you understand what is involved in becoming a Group Home.***

**Step 1: Review Kid's Crossing's Specialized Group Facility Manual. Please read thoroughly and ask any questions that you may have. You will need to be very knowledgeable about the Colorado State Department of Human Services Volume 7 Group Home Rules and Regulation as well as Kids Crossing's policies prior to proceeding. \* Please keep in mind that Volume 7 is a very vague outline of state expectations for group homes and group centers. There is a lot of gray area with room for individual interpretation. The state oversees the licensing of group homes and centers, but the expectations of the home also come from the various counties, and the child placement agency.**

***Do you want to be a group home or a group center?***

**Group Home: Provider and home both licensed by the state. For example, if the provider would quit, the group home would be closed. Primary care providers for the group home may have the help of staff, however, need to be there at least 16 hours a week at a minimum. Group home providers are paid; tax free, by Kids Crossing directly. If you employ staff, you will be responsible for paying them directly and taking out payroll taxes.**

**Group Center: Facility is licensed by the state as a center with the provider being responsible for staffing the home. It could be a live-in provider, or it could be rotating staff. Staff is paid directly by the provider with payroll taxes withheld from paychecks. (This is an issue that needs to be discussed with Carla Londo)**

***Kids Crossing is primarily interested in working with GROUP HOMES, however, please discuss your plans regarding a group center if this is what you are interested in.***

***Do you understand how long the process takes? Becoming a licensed group home from start to finish will take 6 months at a minimum, and can easily take longer!!! We will help make this process as easy as possible for you: however, a lot of patience is required!!!***

***Do you understand that there are many start up fees required?***

**-Psychological Evaluation for Primary Caregiver: Fees vary. This will be less expensive when using a licensed therapist versus a psychologist or psychiatrist. We can try to use our Colorado Springs staff for this purpose, at no charge to you.**

**-Zoning: Vary from county to county, typically there is an initial zoning fee and then renewal fees each year or so.**

**-State Application (on an annual basis): \$110.00**

**-Inspection fees: vary from county to county, typically there is an initial inspection fee and then renewal fees each year or so. Fees for Health Inspection and for Fire Inspection.**

**-Menus from Approved Nutritionist: May cost \$125.00 a year, depends on whom you are working with. Kids Crossing has a Nutritionist that we work with, if you are interested in using Fran Nelson, please let staff know.**

**The next step in the process is creating a mission statement (statement of purpose). This should include, desired population, daily schedule, level system, rules for the home, services you will provide, etc...In terms of how many children you are able to work with, this will be influenced by zoning and the amount of square footage in your home. Each child needs at least 35 sq. ft. of living space and 60sq. ft. of sleeping space, if it is a single room for a child, the youth needs at least 80 sq. ft. of sleeping space. This is different from foster care!!! Additionally, there is no set ratio for the number of staff to the number of kids. We recommend no more than 1 child per 6/8 kids, depending on their needs (especially during peak hours!) Please take a look at the attached example of a Mission Statement.**

***Where will your group home be located? Research zoning for the location of the group home. Sometimes this can be a huge challenge-especially if you are thinking about working with sex offenders. Kids Crossing currently does not place adjudicated sex offenders in group homes. But, will consider special cases in the future. The zoning approval process can take up to 90 days after you submit your application. There is a fee associated with the application.***

### **Step 2:**

#### **Schedule Inspections of the Group Home**

**Once you know that zoning will be approved, schedule your inspections. There needs to be a health/sanitation inspection done by your local health department and a fire inspection completed by your local fire department. Please see enclosed checklist as you prepare your physical location for the inspections**

#### ***Obtain School Support***

**A letter of support from the local school and/or school district where the kids in your group home will attend is needed.**

#### ***Obtain County Support***

**A letter of support from the county department of human services that the home is located in is needed.**

***Obtain Letter from Medical Professionals***

**Obtain a letter from the Physician, Optician and Dentist you will be using for the children in your home. The letter states that Medical offices are in support of you using their medical professionals for your children on Medicaid. (CHILDREN'S HOSPITAL IN DENVER CAN BE USED FOR ALL THREE).**

**\*Please note that Denver County now requires that any child placed in a home after May 1, 2007, must have medical care provided at Eastside Clinic, in downtown Denver.**

**\*\*\*VERY IMPORTANT\*\*\***

**Will you be employing staff to assist you in your home?**

**Personnel files (including your own) need to be completed prior to application being sent to state. See enclosed checklist for requirements. Requirements are similar to foster parents except for:**

- Primary Caregiver needs psych statement**
- TB tests for all staff**
- HS diploma/GED**

**As soon as you know whom you will be employing, we can send off for their background checks, and have them attend our CORE trainings, etc.**

**When you have an idea of what type of Group Home you wish to run... let Kids Crossing know, and we will help you decide what type of staffing pattern will work best for your home.**

***Step 3:***

***Gather Everything for Submission of State Application***

**Compile documentation of zoning approval, health/sanitation inspection, letters from Physician and Dentist providing care for the children in the home, letter of approval from school district, fire inspection, statement of purpose, staffing plan and bring to Kids Crossing. We will complete the application to send to the state and request your signature for the document. You will need to provide a \$110.00 application fee. Also, if you plan to use staff in the home, or have other adults living in the home, they will need to sign the application and this will need to be notarized. Application process takes approximately 90 days.**

***Create a budget***

**How much are you going to pay your staff, what rates are you going to ask for, what are your daily operating expenses, how much will the kids be getting on a monthly basis for allowance, etc? This all needs to be documented and submitted to Kids Crossing for approval.**

***Contract with Nutritionist***

**Gather 2 weeks of approved menus, as well as a written contract stating agreement with nutritionist. These menus need to be renewed/reviewed on an**

annual basis and signed off on by a nutritionist. Nutritionists generally charge \$100.00 per year to do this.

***Create an Evacuation Plan***

Provide a drawing of the home with exits and written plan for evacuation. Does the second floor need a rope ladder to use for escape?

***Vehicle Insurance***

Submit copy of current insurance for the vehicle.

***Discuss Rates with Kids Crossing***

Anchor rates need to be put in Trails by the state; rates with counties need to be negotiated. An average provider rate per teenager in care per month is \$1500.00. You may be able to negotiate higher rates if you are working with a more difficult/specialized population.

***Who will be doing therapy?***

Kids Crossing are utilizing Caring Hearts as their group home therapists, but some youth may have therapy appointments outside the home as well. It is your responsibility as the provider for these children to transport to every appointment.

***What happens next?***

After the state receives your application, a licensing worker will come to your group home to do a site inspection/ file review. There will be violation noted and these will need to be fixed prior to a license being granted. At the point that your license is granted, you will have a provider number and will be able to accept placements. Placement referrals will always come from Kids Crossing, with you having the ultimate decision of whether or not you accept the child for care.

***What does Kids Crossing provide during this lengthy process:***

We will help you know what to do next and will help guide you through the process. We can help you with zoning if you are unsure how to proceed. We will pay for the background checks. Your staff can attend our CORE training and CPR/First Aid Classes as available. All other costs associated with the start up of a group home are yours.

