



State of Maryland Executive Department

PROTOCOL FOR APPROVING BEHAVIOR INTERVENTION TRAINING FOR RESIDENTIAL CHILD CARE PROGRAMS

1. The purpose of the review is to determine the training program's conformity to the State's philosophy for behavior management and crisis intervention and to relevant COMAR regulations for use in residential care programs.
2. The application for the approval of behavioral intervention and crisis management training will also be posted on the GOC website.
3. Training programs will be instructed to submit applications to the Chief, Interagency Initiatives at GOC.
4. The Interagency Licensing Committee will designate a subcommittee consisting of representatives from all licensing agencies to review the applications.
5. The subcommittee will review applications quarterly. All applications must be received 30 days prior to the quarterly review in order to be considered for that meeting. The quarterly reviews will take place in January, April, July, and October. Please see the GOC website for actual submission and meeting dates.
6. If the subcommittee determines that the application does not meet the standards required by COMAR 14.31.06.15, GOC must notify the vendor in writing, within 10 business days, of the deficiencies and the process for resubmission and/or appeal.
7. If the review panel does not approve the written documents, the vendor may revise them if necessary and resubmit.
8. If the written documents are not approved on the second review, the vendor may request an interview with the subcommittee during the next quarterly review meeting.

9. If the subcommittee determines that the interview and demonstration has not adequately addressed the previous questions and/or concerns, GOC must notify the vendor in writing, within 10 business days, of the deficiencies and the process for resubmission.
10. If the written application meets the approval of the subcommittee, the training vendor will be required to meet with the subcommittee and provide a demonstration of all physical techniques during the next quarterly review meeting.
11. If the subcommittee approves the training program, a recommendation for approval will be forwarded to the Children's Cabinet Results Team, with final approval by the Children's Cabinet.
12. A list of approved training vendors will be posted on the GOC website.
13. Approved training vendors will be required to provide an annual update of any changes to the program, as well as updates of Sections IV and V of the application.
14. Review of annual reports may trigger the need for a meeting with the subcommittee and demonstration of any new physical techniques added to the program.