Certification (Licensing) Process-Best Practice Timeframes

Inquiry Call
*Provide orientation dates

Schedule regular and frequent orientations.
*Orientation video and presentation on needed paperwork.
*Obtain signed application.
*Sign applicant up for fingerprinting.
*Provide PRIDE training schedule and develop a plan to complete.
*Provide copies of medical statements.

Within 2 weeks after orientation.
*Follow up with Families that did not submit signed application after orientation

Following Orientation and Prior to 1st Home Visit
*Send out requests for references.
*Begin checking for out of state central registry.
*Request environmental (if needed)
* Submit application and 1326 for enrollment.

Schedule 1st Home Visit within 2 weeks of application date.

Applicant Activities

Certification Worker Activities

1-30 days of Applicatio

*Be available for home visits.
*Discuss training Plan.
* Begin PRIDE pre-service training
*Schedule/Complete Fingerprinting
*Schedule Medical
*Provide References and contacts for adult children

Complete 2 Home Visits
1st Home Visit
*Conduct assessment of the physical space (measure bedrooms, check water temperature, identify potential barriers)
*Collect medical statements or establish a plan to obtain them.
*Begin interviewing the HHM to gather social history.
2nd Home Visit
*Continue interviewing HHM's
*Follow up on progress towards completion of PRIDE
Other Activities
*Begin interviewing adult children.
*Monthly Supervisor/Worker consultation.

31-60 days of Application

*Be available for monthly home visit
*Complete fingerprinting (if not complete)
*Complete medical
*Complete 12 hours PRIDE training
*Gather necessary information such as birth certificate, marriage certificate, death certificate, monthly bills and income, etc.
*Maintain contact with certification worker.
*Complete medical statements.

*Conduct Monthly HV with applicant(s)
*Complete first portion of home assessment (3130).
*Continue interviewing/assessment.
*Identify barriers, establish plan to address barriers.
*Monthly Supervisor/Worker Consultation.

61-90 days of Applicati

*Provide any outstanding paperwork to certification worker.
*Maintain contact with certification worker.

*Monthly HV with applicant(s)
*Wrap up Assessment.
*Follow up from previous month and resolve any barriers.
*Write Assessment.
*Monthly Supervisor/Worker Conference.

91-120 days of Applicatio

*Maintain contact with certification.
*Provide any additional information.

*Finalize Family Assessment.
*Meet with Supervisor to discuss assessment.
*Submit BCAL 3130 include any variances or ARTS for review.
*Monthly HV with applicant(s) until license is issued.
*BCAL Reviews and Approves/Denies License.
*BCAL issues license.

Prior to issuance of original

*Complete remaining 12 hours of PRIDE pre-service.
*Provide copies of birth certificate, marriage certificate, death certificate prior to issuance of original license.

*Follow up with family regarding remaining 12 hours of PRIDE pre-service training.
*maintain contact with family to assist in gathering the remaining verifications such as birth certificate, marriage certificate, death certificate etc.

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