

# DCF Credentialing Chronicle

## INSIDE THIS ISSUE:

- 2 StoptItNow!
- 3 Upcoming Trainings and Events  
Supervisory Agreement
- 4 Provider Resources  
Upcoming Credentialed Provider Meeting  
DCF Mandated Reporter Training  
Conflict of Interest



### National Child Abuse Prevention Month...

is a time to acknowledge the importance of families and communities working together to prevent child abuse and neglect, and to promote the social and emotional well-being of children and families. During the month of April and throughout the year, communities are encouraged to share child abuse and neglect prevention awareness strategies and activities and promote prevention across the country.

#### **Spread the word.**

**For more information visit:**

<https://www.childwelfare.gov/topics/preventing/preventionmonth/about/>

★★★★★★★★★★

The Children's Bureau's information service, Child Welfare Information Gateway, offers a number of publications related to preventing child abuse, protecting children from the risk of abuse, and promoting healthy families. Several bulletins for professionals, factsheets for families, and issue briefs that cover research and evidence-based or evidence-informed practices for preventing maltreatment are available for viewing.

<https://www.childwelfare.gov>

★★★★★★★★★★

**Thinking of Moving? Changed Phone numbers?**

**New Fax Line? Expanding Services?**

**Updating Current Staff Listing?**

**As an approved DCF Provider you are required to notify ABH if there is a change in your Provider Status.**

**Visit [http://www.abhct.com/News\\_Resources/DCF\\_Credentialing/](http://www.abhct.com/News_Resources/DCF_Credentialing/) and download the Provider Information Change Form**



Prevention steps can be taken at any time – before there is a concern that a child is being sexually abused to re-establishing safety to prevent further abuse. By becoming educated about child sex abuse, you are already becoming a proactive and protective adult.

## **Trust your gut. You may be the only one who can take action.**

Studies show that in as many as nine out of 10 cases, kids don't tell anyone when they are being sexually abused. It's up to adults to recognize behaviors that make kids vulnerable to sexual abuse. If something makes you uncomfortable, speak up. Your voice is the first line of defense in keeping kids safe. Talk to family members and other adults about safeguarding children.

## **Warning Signs**

A "warning sign" is really just another way of saying an "opportunity for prevention" – a chance for caring adults to recognize possible risk and to take action to protect children. And remember- the most effective prevention takes place before there's a child victim to heal or an offender to punish.

## **Tip Sheets**

Everyone can take steps to prevent the sexual abuse of children. Stop It Now! prevention tip sheets can help you take action to keep children and youth safe, whether it's making a family safety plan, finding a safe school or camp, or safety on the internet.

To learn more, visit: <http://www.stopitnow.org/help-guidance/prevention-tools>

### **Summary of Connecticut's Child Abuse Reporting Laws**

The following is an outline of the legal requirements of "mandated reporters," those professionals who, because their work involves regular contact with children, are mandated by law to report suspected child abuse and neglect. For a complete copy of the law, refer to Sections 17a-101 through 17a-103a, inclusive of the Connecticut General Statutes.

[Model Policy for Reporting of Child Abuse and Neglect](#)



Have questions?

Need resources?

**Get Help Now!**

Online Help Center  
<http://GetHelp.StopItNow.org>

**Stop It Now!** prevents the sexual abuse of children by mobilizing adults, families and communities to take actions that protect children before they are harmed.



351 Pleasant Street  
Suite B-319

Northampton, MA 01060

Phone: 413.587.3500

Fax: 413.587.3505

[www.StopItNow.org](http://www.StopItNow.org)

[info@StopItNow.org](mailto:info@StopItNow.org)

HelpLine: 1.888.PREVENT

### ***Don't Wait: Everyday Actions to Keep Kids Safe***

The most effective prevention happens before a child is harmed. Kids are immediately safer when parents and caregivers take the time to learn about sexual abuse and its warning signs. Parents and caregivers who make a commitment to speak up as soon as they have a concern, instead of waiting for certain evidence of harm, play an even more crucial role in a child's safety.

Here are some things that you and your family can do to protect children from sexual abuse, right now.

#### **Set and respect clear guidelines**

- Set and respect family boundaries. All members of the family have rights to privacy in dressing, bathing, sleeping and other personal activities. If anyone does not respect these rights, an adult should clearly enforce the family rules.
- Demonstrate boundaries by showing in your own life how to say "no." Teach your children that their "no" will be respected, whether it's in playing or tickling or hugging and kissing. For instance, if your child does not want to give Grandma a kiss, let the child shake hands instead. And make sure, too, that Grandma understands why a child's ability to say 'no' is important for the safety of the child.
- Use the proper names of body parts. Just as you teach your children that a nose is a nose, they need to know what to call their genitals. This knowledge gives children the correct language for understanding their bodies, for asking questions and for telling about any behavior that could lead to sexual abuse.
- Be clear with adults and children about the difference between "okay touch" and inappropriate touch. For younger children, teach more concrete rules such as "talk with me if anyone – family, friend or anyone else – touches your private parts." Also teach kids that it is unacceptable to use manipulation or control to touch someone else's body.
- Explain the difference between a secret and a surprise. Both the adults and children in your life need to know how secrets may make kids unsafe. Surprises are joyful and generate excitement in anticipation of being revealed after a short period of time. Secrets exclude others, often because the information will create upset or anger. When keeping secrets with just one person becomes routine, children are more vulnerable to abuse.

#### **Watch out for signs**

- Watch for any inappropriate behaviors in other adults or older youth because children, especially young ones, are not as able to recognize these behaviors or to protect themselves.



- Stay on top of your children's use of technology – Internet, email, instant messaging, webcam use, peer-to-peer/social networking sites, and cell phones, including photo exchanges. The illusion of anonymity on these electronic mediums often leads to a breakdown of social rules and expectations, ones that would be assumed if the interactions were face-to-face. Whenever possible, make sure the child's interactions are visible and public. Kids, and even adults, can easily stumble into inappropriate or even dangerous situations and exchanges.

### Speak up

- Practice talking before there's a problem. Say the "difficult" or "embarrassing" words out loud so that you become more comfortable using those words, asking those questions, and confronting those behaviors. Having stress-free conversations about difficult issues with both the adults and children in your life gets everyone in the habit of talking openly and honestly. Show those people in your life that you will listen to anything they have to say, even if it's about something embarrassing or something they've done wrong.
- Speak up when you see, or are subject to, any inappropriate behaviors. Interrupt and talk with the person who is making you uncomfortable. If you feel you can't do this, find someone who is in a position to intervene. The person behaving inappropriately might need help to stop these behaviors.
- Report anything you know or suspect might be sexual abuse. If nobody speaks up, the abuse will not stop.

### Support your kids

- Make it clear that you will support your children when they request privacy or say "no" to an activity or a kind of touch that makes them uncomfortable.
- Talk to your kids about who you/they trust. Give your kids permission to talk to these trustworthy adults whenever they feel scared, uncomfortable or confused about someone's behavior toward them.

### Be prepared

- Create a clear and easy-to-follow Family Safety Plan ([www.StopItNow.org/family\\_safety\\_plan](http://www.StopItNow.org/family_safety_plan)). Make sure that as adults, you know how to challenge each other when you see any inappropriate behaviors. Create a list noting both who to talk to when you see behavior you are unsure about and who to call if you believe you need to report sexual abuse. Teach the children about what to do and who to talk with if they are sexually threatened or touched by someone.
- Make a list of people and organizations you can call for advice, information, and help. For ideas, explore the Online Help Center at <http://GetHelp.StopItNow.org>. You can be a resource to your family and friends about how to report abuse and how to get help for everyone involved. If you know that a child has been sexually abused, be sure to get help for the child quickly, so the harm can be stopped and healed.
- Understanding the tools of sexual abuse prevention builds your confidence that you have the power and knowledge to keep your kids safe. Remember, the most effective prevention involves taking action before any abuse occurs. Prevention can start in your home today. You can start it now.

**The Child Abuse Prevention Center** invites you to join us in the **Strengthening Families Approach** mobilizing partners, communities, and families to build family strengths, promote optimal child development, and reduce child abuse and neglect through

The **Protective Factors** that strengthen families

Nurturing and Attachments: As children grow, nurturing by parents and other caregivers remains important for healthy physical and emotional development.

Knowledge of Parenting and Child Development: Accurate information about raising young children and appropriate expectations for their behavior at every age help parents see their children and youth in a positive light.

Parental Resilience: The ability to cope and bounce back from all types of challenges that emerge in every family's life.

Social Connections: Friends, family members, neighbors and community members provide emotional support, help solve problems, offer parenting advice and give concrete assistance to parents.

Concrete Support for Parents: Ability of families to meet their basic needs for food, clothing, housing, and transportation – and who know how to access essential services such as child care, health care, and mental health services.

Social and Emotional Competence of Children: Children's emerging ability to interact positively with others, self-regulate their behavior, and effectively communicate their feelings has a positive impact on their relationships with their family, other adults and peers.

**Information and Resource Line (916) 244-1906 or [thecapcenter.org](http://thecapcenter.org)**

# Strengthening Families

## Daily Acts of Kindness Towards Children

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Read to your child.	Compliment and encourage children.	Allow your child options.	Listen to your children's stories and dreams.	Praise your children for what they are doing well.	Sing a song with your child.	Color a special picture with your child. Hang it on the refrigerator.
Go for a family bike ride.	Set aside time each day to focus entirely on your child.	Plant a garden together.	Create an art and craft activity that you can do with your child.	Take your child to the zoo.	Help your child pick out old toys to give away.	Play your child's favorite game.
Make cookies with your child.	Hug your children for no reason.	Turn up the radio and dance together.	Do something relaxing with your child like get a pedicure together.	Take your children to visit a fire station.	Teach your children to resolve conflicts peacefully.	Go for a long walk together.
Teach your child words to describe their feelings.	Rent a family movie and share a bowl of popcorn.	Build a fort in your living room with your child.	Go to the park with your child.	Ask your Children what was the best part of their day.	Tell your children "I love you."	Take your children on a picnic.
Make Sunday dinner together as a family.	Ask your children about their favorite subject in school.	Plan an activity with another family.	Invite your child's friends over to your house.	Take your child to the library and check out a special book.	Make Friday night Family Night!	Help your child send a note, picture, or card to someone they appreciate.



Information and Resource Line (916) 244-1906 or [thecapcenter.org](http://thecapcenter.org)



## Upcoming Trainings and Events

---

### **Systems Development Program Directors Meeting**

#### **FOR DCF APPROVED PROVIDERS**

Friday, April 29, 2016

9:00 am – 11:00 am

› [Event Details](#)

### **Marijuana Policy Boot Camp; Engage, Equip, Empower**

Friday, May 13, 2016

8:30 AM – 3:00 PM

› [Event Details](#)

### **The Spring 2016 Conference**

#### **The Connecticut Association of School Psychologists in conjunction with Fairfield University**

Friday, May 27, 2016

8:30 AM – 3:30 PM

› [Event Details](#)

### **Disability Bias: What Mentoring Programs Need to Know**

Tuesday, June 7, 2016

9:30 am - 1:30 pm

› [Event Details](#)

### **Current Alcohol and Drug Trends Affecting Our Youth**

Tuesday, June 14, 2016

9:30 am - 12:00 pm

› [Event Details](#)

---

### **WEBINAR**

#### **A Parent's Guide to Prevention of Underage Drinking**

Wednesday, June 1, 2016

12:00 pm - 1:00 pm

› [Event Details](#)

#### **A Parent's Guide to Prevention of Prescription Drug Abuse**

Wednesday, June 8, 2016

12:00 pm - 1:00 pm

› [Event Details](#)

#### **Bullying 101**

Tuesday, June 28, 2016

12:00 pm - 1:00 pm

› [Event Details](#)

### **Mentoring System-Involved Youth [Webinar Series](#)**

---

The DCF Academy recently published the [Spring Catalog](#) of trainings – Certain courses have been identified as open to providers - These are noted within the body of the catalog, beginning on page 8. Instructions for registration are included in the "General Information" section of the catalog.

---

## Supervision Contract/ Supervisory Agreement

A supervision contract protects the rights of the provider/agency, the supervisor, and supervisee. A written contract between supervisor and supervisee, stating the purpose, goals, and objectives of supervision is important. In addition to the contract, for the purposes of informed consent, it is useful to have a supervision consent form signed by both the supervisor and supervisee, indicating the supervisee's awareness and agreement to be supervised.

It is incumbent upon the provider to be sure that the supervisor is certified as a Mandated Reporter.

**Download the form:**

[http://www.abhct.com/Custom-Content/WWW/CMS/files/DCF\\_Cred/Appendix\\_C\\_-\\_Supervisory\\_Agreement\\_Template\\_041516.pdf](http://www.abhct.com/Custom-Content/WWW/CMS/files/DCF_Cred/Appendix_C_-_Supervisory_Agreement_Template_041516.pdf)

# SUPERVISION CONTRACTS / SUPERVISORY AGREEMENT TEMPLATE

**This agreement defines a relationship of supervision between:**

**Supervisor:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address (REQUIRED): \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

**And**

**Supervisee:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

***I, (SUPERVISOR'S NAME), agree to supervise (SUPERVISEE/ORGANIZATION) staff that provides the following types of credentialed services: Please check all that apply:***

- Therapeutic Support Staff
- Support Staff
- Supervised Visitation

**OUTLINE OF LOGISTICS:**

**Supervisor's Qualifications:**

- Title/date of credentials/licensure.
- Formal supervisory training and credentials.
- Years providing supervision.
- Current supervisory responsibilities.



**Nature of Supervision:**

- Frequency/Length of Time
- Method and Format of Supervision
- Documentation of Supervision

**Site(s) of Supervision:**

- 

**Confidentiality:**

- 

**Duties and Responsibilities:*****The supervisor at a minimum will:***

- Review all histories, progress notes, treatment plans, and discharge plans.
- Question the supervisee to justify approach and techniques used.
- Present and model appropriate interventions.
- Intervene directly if client welfare is at risk.
- Ensure that ethical guidelines are observed.
- Monitor proficiencies in working with community resources and networking with community agencies.
- Comply with supervisory guidelines and expectations established by DCF.

***The supervisee at a minimum will:***

- Observe all ethical guidelines.
- Be prepared to discuss all client cases.
- Discuss approaches and techniques used and any boundary issues or violations that occur.
- Consult supervisor or designee in emergencies.
- Implement supervisor directives.
- Adhere to all agency policies and procedures.
- Comply with supervisory guidelines and expectations established by DCF.

**Conflict:**

- Every effort should be made to resolve any conflict, within supervision.

***I agree to provide documentation of supervision sessions on a monthly basis.***

***Supervision will cover, at a minimum, the following:***

- Case Review
- Documentation
- Problem solving
- Skill Development
- Case conceptualization

***I agree that it is my responsibility as a provider, to be sure that my supervisor is certified as a Mandated Reporter.***

***I agree to monitor and promote the welfare of clients seen by supervisee and promote the development of the supervisee's professional competence.***

***I am aware that this is the policy of DCF that:***

Each employee/consultant must receive at a minimum, 15 minutes of individual face-to-face clinical supervision per month per TSS/SS case assigned; and at a minimum 15 minutes per month individual or group face-to-face clinical supervision per case assigned for Supervised Visitation (SV) cases.

Supervision shall be provided by a licensed behavioral health practitioner in good standing for employees/consultants who provide Supervised Visitation services.

Supervision shall be provided by a Master's level clinician or licensed clinician for employees/consultants who provide TSS/SS services.

***I have read the above and agree to the provisions set forth in this contract.***

---

Supervisor's Signature

---

Date

---

Supervisee's Signature

---

Date

# Provider Resources

## Credentialing Specialists:

**Allison McKenna**  
860.638.5319  
[amckenna@abhct.com](mailto:amckenna@abhct.com)

**Maria Petit-Homme**  
860.638.5337  
[mhomme@abhct.com](mailto:mhomme@abhct.com)

**Nellie Rivera**  
860.704.6139  
[nrivera@abhct.com](mailto:nrivera@abhct.com)

## Director, Credentialing & DCF Services

**Sarah Tkacs**  
860.704.6472  
[stkacs@abhct.com](mailto:stkacs@abhct.com)



213 Court St.,  
Middletown CT, 06457  
Phone 860.638.5309  
Fax 860.638.5302

[www.abhct.com](http://www.abhct.com)

## Credentialed Provider Meeting

If you are a currently approved DCF Provider, you will receive an email invite with an option to register online for the next meeting.

Visit

[http://www.abhct.com/Programs\\_Services/DCF-Credentialing/](http://www.abhct.com/Programs_Services/DCF-Credentialing/)  
for the latest information on DCF Credentialing.



**Friday**

**June 17, 2016**

## DCF Mandated Reporter Training: **REQUIRED**

*Mandated reporters are required to report or cause a report to be made when, in the ordinary course of their employment or profession, they have reasonable cause to suspect or believe that a child under the age of 18 has been abused, neglected or is placed in imminent risk of serious harm. (Connecticut General Statutes §17a-101a)*

**ON-LINE TRAINING** Please [click here](#) to access the on-line Mandated Reporter Training for Community Providers.

**IN-PERSON TRAINING** To request to have a trainer come to your organization or facility, please [click here](#) and complete the online inquiry form.

Learn **What Mandated Reporters Need to Know:**

<http://www.ct.gov/dcf/cwp/view.asp?a=3483&q=314384>

## Conflict of Interest

It has come to our attention that several Department of Children and Families (DCF) employees have concurrent employment with organizations that provide services to the Department. Please be advised that the Department has taken the position that it is a conflict of interest for DCF employed staff to concurrently work with any organization that provides services that are funded through DCF. Employees who have already been identified with this type of concurrent employment status are now being notified by the Department via mail that they must determine which employment they will continue. If they choose to continue working for DCF, they will no longer be credentialed as a provider of services.

The Department will be providing a reminder notification to all DCF employees regarding this policy. As an employer, we ask that you advise us of any DCF employees currently working within your organization. In addition, we suggest that you address this issue upfront as you interview prospective employees.

We understand that this may create a hardship for your organization. If you or any of your employees have questions related to this issue, please contact Tisha Miller, Human Resources Manager for DCF at (860) 550-6497.