

Minnesota's Family First Prevention Services Act qualified individual program

Qualified individuals (QI) are culturally competent trained professionals or licensed clinicians, including mental health professionals, under [Minn. Stat. section 245.4871, subdivision 27](#), who conduct qualified residential treatment program (QRTP) assessments approved by the commissioner of the Minnesota Department of Human Services. QIs cannot be individuals connected to or affiliated with any placement setting.

When the Indian Child Welfare Act (ICWA) applies to children, county agencies must contact their tribe/s immediately to provide opportunity to designate a QI.

Under these new federal regulations, county and tribal agencies must utilize juvenile treatment screening teams to determine appropriate placement options for children. Information on juvenile treatment screening teams is in the [Juvenile treatment screening team practice guide, DHS-8120A \(PDF\)](#).

Information on the Family and permanency team is in the [Family and Permanency Team practice guide, DHS-8120B \(PDF\)](#)

Information on the QRTP assessment and qualified individuals is in [bulletin 21-68-22, Family First Prevention Services Act: Qualified residential treatment program \(QRTP\) assessment](#).

[QRTP Assessment Flow Chart \(PDF\)](#)

[Qualified Residential Treatment Program \(QRTP\) Families Guide \(PDF\)](#)

Announcements:

- **QI Recruitment Video** has been posted. [Video link](#)
- The [Qualified Individual Contract Application](#) is available for the state sponsored QI program.
- [8/30/2023 QI program informational presentation](#) This meeting provided information regarding recently approved state legislation to transition QI program oversight from DHS to a community agency

Statewide Sponsored Qualified Individual (QI) program

The department has established a pool of QIs to complete QRTP assessments when county or tribal agencies recommend placement of children in facilities certified as QRTP (corporate foster homes, group homes, and residential treatment). The state-sponsored program supplements and supports county and tribal social service agency requirements to have their own local QIs to meet the new Family First Prevention Services Act (FFPSA).

QIs can be licensed clinicians, or community members specifically trained and certified to complete assessments of children. The department continues to establish contracts with individuals interested in becoming qualified individuals, including employees or volunteers working with community agencies, community elders, and other community members with child welfare experience. For the state sponsored program up to 30 contracts will be offered statewide. QIs contracted with the department will be compensated \$40 per hour. Estimated time to complete a QRTP assessment is 12 – 18 hours. The department will cover the costs associated with QI responsibilities. County and tribal child welfare agencies use the form below to refer a QRTP assessment to the QI pilot program.

- To request a state sponsored QI, submit the [QI request form](#) to the [QI email address](#).
- For additional information regarding requesting a state sponsored QI, see information in the [QRTP referral process for department QI pilot program](#)

County agency and Initiative tribe QI Programs

County and Initiative tribal social service agencies are to develop their own QI program at the local level. When counties and initiative tribe agencies have developed their local QI program and contracted with individuals from the community to conduct QRTP assessments, those costs are the financial responsibility of that county or initiative tribe. With one exception, the department is covering the costs for providing the mandatory two-day training and Minnesota Child and Adolescent Needs and Strength (CANS) certification costs.

QIs recruited and identified by these agencies must attend the department's two-day QI training. Training and certification is offered by the department through its Child Welfare Training Academy. When recruiting QIs, county and tribal agencies email person's name and contact information to email ffpsa.qualifiedindividual.dhs@state.mn.us, to register for QI training.

The federal Children's Bureau approved a waiver for county employees to perform functions of qualified individuals for providing assessments of placements in qualified residential treatment programs. For county employees to maintain objectivity in determining the most effective and appropriate placements for children, consistent with [42 U.S.C. 675a \(D\) \(ii\)](#), the waiver offers the following two options for employees to be designated as qualified individuals, waiver option:

- One: Designated county employee outside of the child welfare system
- Two: Regional collaborative agreements among county agencies.

For instructions on QI waiver implementation, see [Qualified Individual \(QI\) waiver instructions for county and Initiative tribal agencies](#).

Mandatory QI Training

Training for qualified individuals will be offered monthly, or as needed. This two-day (9 a.m. to 4 p.m.) virtual training provides policy and processes for the QRTP assessment, and certification. QI training registration will be provided to individuals selected by the department. Current scheduled dates are:

- November 28 and 29, 2023
- January 16 and 17, 2024
- April 23 and 24, 2024

See waiver instructions when in need of registration link for county employees and those referred by county or tribal agencies. All QIs are required to be certified as MN Brief CANS users, with annual re-certification required to continue to fulfill the QI role. Annual re-certification rates are \$12/person for a group rate and \$15 per person for an individual rate. To re-certify on the MN Brief CANS visit www.TCOMtraining.com For general information regarding the CANS assessment tool visit [Praed Foundation](#).

Documents and Forms

To make a formal QRTP assessment referral to a trained and certified QI, the responsible social service agency will complete the QRTP assessment referral form. This form is located in SSIS under the Participant/Documents node. County or Initiative tribe caseworkers send an encrypted email with the completed QRTP assessment referral form, level of care determination and a list of the family and permanency team members to the selected QI to ensure data privacy. County agency or Initiative tribe will utilize their agency email encryption process because private data will be shared between agency staff and QIs.

Qualified individual portal

This is a central location on the department's website for trained and certified QIs to find up-to-date announcements, forms, resources, and information on roles and responsibilities to assist QI's in completing qualified residential treatment program (QRTP) assessments. This page is password protected, so QIs will receive access upon completion of training and certification. [Qualified individual portal](#)

For more information please email ffpsa.qualifiedindividual.dhs@state.mn.us