

**Community Ties of America, Inc.**  
45-955 Kamehameha Hwy., Suite 300  
Kaneohe, HI 96744  
Phone: 808-234-5380  
Fax: 808-234-5470

**APPLICATION PROCESS TO BECOME  
A COMMUNITY CARE FOSTER FAMILY HOME (CCFFH)**

1. Ask for an application packet from Community Ties of America, Inc (CTA).

Your application packet will include the following:

- a) CCFFH Application
- b) Background Check form for DHS form 1507 (APS)
  - Mail to Insights To Success
- c) DHS form 1645 (Criminal History/Fingerprint)
  - Call Insights To Success to make an appointment
- d) Alternate (Non-Medical) Transportation Plan
- e) Job Experience Form
- f) Substitute Caregiver (SCG) Change Notification Form (to add on an already approved SCG)
- g) Initial Substitute Caregiver Request Form (only use this form if the SCG has NEVER been approved by CTA before).  
**NOTE:** (You must have your SCGs approved **BEFORE** CTA comes to do your home review. It takes 30 days to process new SCG applications so **MAIL** a copy of the Initial SCG Application package to CTA as soon as possible. If you do not have approved SCGs your application will be denied and you will have to reapply.)
- h) In Home Review Checklist
- i) Disclosure Form
- j) A list of both home association members, they can assist you with getting everything ready to open your home.
- k) 3 Bed Certification Requirements list

The packet will also include sample copies of policies, procedures and forms. These forms meet the rules and regulation requirements according to the HAR 17-1454. You can choose to use your own forms or use the sample copies provided. If you use your own forms they must meet the minimum requirements outlined in the rules and regulations. Whichever you choose, you must follow the policies, procedures and forms you put in place in your home.

A copy of the HAR rules and regulations can be found on the internet at:

[http://hawaii.gov/dhs/main/har/har\\_current/AdminRules/document\\_view](http://hawaii.gov/dhs/main/har/har_current/AdminRules/document_view)

Number 17-1454 Licensing of Home and Community-Based Management Agencies (homes are responsible for Subchapters 1 and 3).

CTA will give you a copy of the rules and regulations during the in home review but it is recommended that you review the rules before applying so you understand the rules.

If you are applying for:

- One (1) person home: that person must be a Medicaid client;
- Two (2) person home: at least one of the two clients must be a Medicaid client;

**Community Ties of America, Inc.**  
45-955 Kamehameha Hwy., Suite 300  
Kaneohe, HI 96744  
Phone: 808-234-5380  
Fax: 808-234-5470

- Three (3) person home: at least 2 of your 3 clients must be Medicaid clients
2. Make sure you have **ALL** of the following in place **BEFORE** you mail your application and copies of documents to CTA.
- a) Adult Protective Service results returned to you from Insights To Success, **must be dated within the last 6 months**, for all caregivers and adult household members (every year for the first two (2) years then every other year after the 2<sup>nd</sup> year)
  - b) Fingerprint results returned to you from Insights To Success, **must be dated within the last 6 months**, for all caregivers and adult household members (every year for the first two (2) years and then the Hawaii State name check needs to be done every other year beginning in year 4.
- or**
- Hawaii State Name Check if you've taken your fingerprints before 11/1/08 because you were either a PCG or SCG at that time.
- \*\*** When there are any criminal convictions with a fine of more than \$50 or positive APS results, an exemption needs to be requested through the Department of Human Services and submitted with your application. The PCG can request the exemption form from ITS. Exemptions must be requested within 7 days of written notification of a recorded criminal incident.
- c) Make sure all requirements for PCG's, SCG's and Household Members are current and have not expired (this includes APS results and Background Checks-which are good for only the first 6 months, training, CPR, Bloodborne Pathogens, Auto Insurance, General Liability Insurance, Tuberculosis Clearances, First Aid, etc...)
  - d) Be fully prepared for an in home inspection and review of your records by a CTA compliance manager.
3. Mail a copy of completed application to CTA including all the requested documents to the address listed at the bottom of the application. If your application is incomplete it will be returned to you with a letter describing the missing or incomplete information.
- Since you will need to have your SCGs approved BEFORE you open a CCFFH, you may include a copy of your Initial SCG Applications with your CCFFH Application to allow enough time for your SCG's to be approved because SCG approval can take up to 30 days.
4. CTA will schedule your in home review after CTA processes your completed application. CTA will give you a list of current CMA's during your review.
- If you are not prepared for a complete review by a CTA Compliance Manager, we will leave your home without finishing the review and will have to schedule you for another review appointment. Your application is good for only 60 days from the date we receive a complete application packet from you. If the process goes beyond the 60 days CTA will deny your application and you will have to re-apply. Huh??? Not following you here?
5. You are required to sign the Hawaii Acknowledgment Receipt (HAR). By signing this form, you are telling CTA that you have received the Rules and that you will read and thoroughly understand all the Rules. If you do not comply with the Rules your certificate can be suspended or revoked.

**Community Ties of America, Inc.**  
45-955 Kamehameha Hwy., Suite 300  
Kaneohe, HI 96744  
Phone: 808-234-5380  
Fax: 808-234-5470

6. If, after the in-home review, you are missing any information, CTA's Compliance Manager will give you a Corrective Action Plan telling you the items you will need to correct within 30 days of the review date. If you cannot correct the items within 30 days your application will be denied and you will need to re-apply.
7. CTA's Compliance Manager will recommend either denial of your application or certification. If your application is denied you will be notified of the reason and can re-apply. If your application is recommended for certification you will receive your certificate and letter.

**Note:** Only send COPIES of documents to CTA and send ONLY the requested information that is listed on the bottom of the application. CTA will contact you with any questions. If you do not hear from CTA within 10 business days of mailing your application, please call us at 234-5380.

Once your CCFFH application has been approved it is important to know the following can occur:

CTA can suspend admissions and/or revoke certifications/licenses immediately in certain circumstances including but not limited to:

- a) CTA will immediately suspend admissions and ask clients to be transferred out of the home if your home is found to be without an approved caregiver even if it is for 5 minutes. CTA will follow up with immediately revoking your certificate. There are no exceptions or circumstances that allow an unapproved caregiver to be left alone with any client.
- b) If Adult Protective Services confirms a report of abuse, neglect or mistreatment, CTA will immediately revoke your certificate.
- c) Whenever CTA determines that there may be an imminent or serious risk to the life, health, safety, or welfare of a client, CTA can do any of the following depending on the nature of the risk:
  - o Request a transfer of clients to another Home
  - o Suspend a certificate
  - o Suspend admissions
  - o Immediately revoke a certificate
- d) When you do not meet the timeframes specified in your Corrective Action Plans, CTA can also request a transfer of clients, suspend or revoke your certificate.
- e) Whenever there is an APS investigation or criminal arrest of any person living in the home, CTA will work with DHS to determine whether or not a transfer of clients and/or a suspension of admissions should occur pending the outcome of the investigation or court decision.

A Community Care Foster Family Home is a professional business facility that is regulated by Hawaii Administrative Rules and Hawaii Revised Statutes.