



Two-Year Certification Requirements

Community Ties of America will use the following guidelines in determining if a Community Care Foster Family Home will be issued a 1-year certificate or a 2-year certificate. These guidelines follow what is stated in the Hawaii Administrative Rules (HAR) Chapter 11-800 (see CTA's website at www.comties.com)

CTA shall issue a certificate of approval to a Community Care Foster Family Home valid for 2 years only if **ALL** of the following are met at the time of the in-home review:

- A) Complete an application for renewal as stated in the Hawaii Administrative Rules (HAR) §11-800-13.
- B) The Home has been certified and in operation for at least one year as a Community Care Foster Family Home;
- C) The Home is in full compliance with all of the following certification requirements:
 - 1. No expired/lapsed items during the current certification period.
 - 2. Has met all of the HAR, Chapter 11-800-10 rules in the following areas:
 - a. Personnel and Staffing (including notifying CTA of adding/removing a caregiver and keeping all records for any SCG used during any portion of the current certificate period)
 - b. Client Care and Services (responsibility of the caregivers)
 - c. Client transfer and discharge
 - d. Grievance
 - e. Fire Safety
 - f. Medication and Nutrition (responsibility of the caregivers)
 - g. Client Account
 - h. Physical Environment
 - i. Quality Assurance
 - j. Insurance Requirements
 - k. Fiscal Requirements
 - l. Client Rights
 - m. Client Records (responsibility of the caregivers)
- D) Has reported all changes in the household composition (no one has moved in or out, etc...) to CTA when the change occurred;
- E) Has reported all changes in the structure of the home (has had no environmental changes or has not moved the home) to CTA before the change occurred and CTA has inspected the new home or renovations;
- F) The caregivers and other adult household members, except for clients receiving services, have NO criminal history record, or adult protective service perpetrator history that pose a risk to the life, health, or safety, or welfare of clients (exemptions will not be accepted to meet this requirement); and
- G) Has had no complaints investigated and confirmed by CTA, and resulted in the development and implementation of a corrective action plan from CTA since the last certification period.