

Shift Staff Treatment Foster Homes

All placements into and respite services in Shift Staff Treatment Foster Homes (SSTFH) require **prior** approval by the Department of Children and Families (DCF) and the CLTS Waiver program, in accordance with SPC 203 and/or SPC 103. The Exceptions Panel, which is led by Jonelle Brom from DCF, is the entity which reviews and approves these requests. This Exceptions Panel has members from Division of Safety and Permanence, DCF Licensing, Regional Office of Child Welfare, and the Division of Long Term Care (DLTC), including the CLTS Waivers. The Exceptions panel meets twice per month.

Requests for moves into a SSTFH may be at the time of the home initially opening and becoming licensed. Requests may also be submitted after the home is fully operational, and a new individual plans to move into the home.

When a **new** SSTFH is opening and you have identified a CLTS Waiver participant whom you wish to place in this new SSTFH:

- The licensing agent submits their packet of required paperwork to DCF (Jonelle Brom or Matt Steigerwald).
- The licensing agent coordinates the site visit with DCF (Jonelle or Matt)
- For a **new** Waiver participant, the CLTS Support and Service Coordinator (SSC) submits the Step One and Step Two forms as usual for a new CLTS Waiver participant.
- For a **currently enrolled** Waiver participant, the CLTS SSC submits their updated ISP and written request for placement in a SSTFH to Robin Raj.
- The CLTS SSC submits any Restrictive Measures application to Robin Raj.

For an **existing** licensed SSTFH and CWA plans to place CLTS participant or utilize respite in SSTFH:

- The licensing agent submits their packet of required paperwork to DCF (Jonelle Brom or Matt Steigerwald).
- For a **new** Waiver participant, the CLTS Support and Service Coordinator (SSC) submits the Step One and Step Two forms as usual for a new CLTS Waiver participant.
- For a **currently enrolled** Waiver participant, the CLTS SSC submits their updated ISP and written request for placement in a SSTFH to Robin Raj.
- The CLTS SSC submits any Restrictive Measures application to Robin Raj.

Advance notice and coordination of plans to utilize a SSTFH assists to expedite the review and approval process. Any questions on this process or requests for assistance should be directed to Robin Raj.