

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

APPLICATION PROCESS

COMMUNITY CARE FOSTER FAMILY HOME (CCFFH)

A Community Care Foster Family Home (CCFFH) is a business regulated by Hawaii Administrative Rules (HAR), Hawaii Revised Statutes (HRS) and Federal Home and Community Based Services (HCBS) Regulations.

The application packet includes the following:

- a) CCFFH Application
- b) Background Check information
- c) New Home Checklist
- d) CCFFH Resource List

Visit the Community Ties of America, Inc. (CTA) website for forms and resources:

<http://comties.com/HIforms.html>

Always use the CTA website for the most current forms.

CCFFH operators must comply with the HAR and are solely responsible for understanding and following all the rules and regulations. The HAR can be found on the CTA website. The HAR, particularly Subchapter 3, should be reviewed before completing an application.

The website also contains sample policies, procedures and forms. These forms meet the requirements of the HARs. CCFFH operators may choose to use their own forms, policies and procedures or use the samples provided. If using their own, all forms, policies and procedures must meet the minimum requirements outlined in the HAR.

1. All items on the New Home Checklist should be in place and the home prepared for a CTA home visit before the application is submitted.
2. CTA has 60 days to process complete applications. An application will be considered incomplete if any required documents are missing or if the home is not ready to be reviewed.
3. Do not send original documents to CTA. Do not include social security cards or numbers.
4. Substitute Caregiver documents may be submitted with the new home application or at the home visit.
5. If there are issues to be addressed after the in-home visit, a Corrective Action Report will be issued with a timeframe to meet the requirements.
6. If the process goes beyond 60 days or the applicant is unable to meet requirements, the application will be denied.
7. If the application is denied, the applicant will be notified. The applicant can re-apply.
8. If the application is approved, a certificate will be issued.

After the application is approved:

The new foster home operator will need to contract with at least one of the approved health plans.

The Health Plan provider credentialing process can take up to 6 months.

The first client must be a Medicaid client.

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

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All clients must be admitted to the CCFFH by a licensed Case Management Agency (CMA). A list of current CMAs can be found on the CTA website.

Please be advised - if there is concern for the life, health, safety, or welfare of a client, the following may occur:

- Transfer clients to another Foster Home
- Suspension of new client admission
- Revocation of certification

Revocation will result from:

- Clients without a CTA approved, CMA trained caregiver present, even for one minute. There are no exceptions or circumstances, including emergencies, allowing an unapproved caregiver to be left alone with any client. The caregiver must be listed as a current SCG with the CCFFH to be considered an approved SCG.
- Adult Protective Services confirmation of abuse.

NOTE: Send ONLY the requested information listed on the application to CTA. Sending in more information than requested could delay processing of the application. CTA will contact the applicant if there are any questions.

Common Acronyms to know

CCFFH –Community Care Foster Family Home

CTA – Community Ties of America, Inc

CMA – Case Management Agency

DOH – Department of Health

PCG – Primary Caregiver and owner/operator of the CCFFH

SCG – Substitute Caregiver

HAR – Hawaii Administrative Rule

HRS – Hawaii Revised Statutes

HCBS – Home and Community Based Services

NA –Nurse Aide

CNA – Certified Nurse Aide

LPN – Licensed Practical Nurse

RN – Registered Nurse