

Existing Qualified Providers DDS Checklist Verifying Qualifications for Parenting Support Services

Requirements

Bachelor's Level Degree in Human Services or related field supporting individuals with intellectual/developmental disabilities: Social Work, Education, Psychology, Child Development, or Rehabilitation. Three years' experience working with individuals with intellectual/developmental disabilities. Three years' experience working with families and children (Birth to 18 years old).

Existing providers in good standing that wish to become qualified providers of Parenting Support Services must meet the qualifications for this service. The application will consist of the following:

1. [Application to Amend Services Form](#)

2. Checklist for _____
Name of Parenting Support Provider

- A letter of intent describing the services the applicant intends to provide, any special population to be served and geographic areas the applicant intends to serve.
- A procedure on how staff providing this service will initially be trained and kept current on following procedures.
- A procedure on clinical oversight and ongoing educational training.
- Resume or Curriculum Vita and university diploma for all agency personnel employed as providers of Parenting Support Services.
- A copy of current professional clinical license/certificate for all agency personnel employed as providers of Parenting Support Services (as applicable)
- Three current letters of reference related to the DDS qualified provider application for all agency personnel employed as providers of Parenting Support Services and reference contact information—at least one of which is from an individual familiar with the applicant's professional work and that references evidence of positive outcomes for individuals resulting from interventions designed and implemented or overseen by the applicant.
- A sample of recent work highlighting ability to develop a plan and assist individuals with developing parenting skills.
- The following policies must be on file at DDS:
 - Criminal Background Check
 - Sexual Offender Registry
 - Motor Vehicle License Check
 - DDS Abuse/Neglect Registry
- The following background checks should be completed by the provider:
 - Criminal Background Check
 - Sexual Offender Registry
 - CT Fingerprinting
 - DDS Abuse/Neglect Registry

Existing providers shall submit the both Application to Amend Services Form and this Checklist to the DDS Operations Unit at dds.providerapplications@ct.gov 15 days to prior to starting the service. All other documents (resume, letters of reference, work sample, etc. should be retained on file with the provider).

Provider Name

Name of Person Submitting this DDS Checklist

Date