**To:** CYF Day Treatment Providers **Date:** May 5, 2016

**From:** Helen Kobold, LMFT, QM Specialist

**Re:** Day Treatment Programs – Required Document Submission

Dear Day Treatment Providers,

QM is requesting that Day Treatment documents be submitted for review period FY 16-17. Documents to be submitted are: Program Description, Group Description and Schedule. All required documents must be submitted by June 1, 2016.

As a reminder, if there are any changes to Day Treatment documents during the year, documents must be submitted for review and approval.

Below is a summary of the required standards:

1. Program Description, there is a minor change: (see comment in **bold**)
* 500-700 words
* Brief background, history and include identifying the parent organization, if applicable
* Target population
* **Have a description of your CRISIS PROTOCOL.**
* Services offered **(include Community Meeting and how it meets criteria and other activities that may not be part of the milieu)**
* What about the program makes it unique/special
* Location and address, contact manager’s name and phone number
* Name and phone number of COR
1. Group Format Description: (new addition)
* Must also discuss if group is an:
	+ Adjunctive
	+ Skill Building
	+ Process
1. Schedule: (new additions)
* Must have the name and license designation of the staff
* Must have the date run across the top
	+ Ex. Monday 1/1/15 Tuesday 1/2/15, etc.
* Must have the type of group it is on the schedule such as Adjunctive, Skill Building, Process

Please contact QM Specialist, Helen Kobold @ Helen.Kobold@sdcounty.ca.gov with any questions.