

**Child and Family Services Policy Manual: General Information
CAPS Facility Status Codes and Definitions**

Regular License

REG - Regular: Provider meets all licensing requirements and there are no special considerations to the license

The department shall issue a one-year youth care facility license to any applicant who meets the licensing requirements as determined by the department after a licensing assessment. A renewal notice should be provided to the YCF at least 30 days prior to the expiration date of the current license. The department shall renew the license annually if the YCF indicates an interest in being re-licensed and continues to meet licensing requirements.

The duration of the regular license period must not exceed one year or 365 days.

Provisional License

PRO - Provisional: A license, which is issued based upon a provider's agreement to comply with any or all missing requirements within a specific time frame.

The department may issue a provisional license for any period up to six months to any applicant who has:

- submitted a completed application for the type of care they wish to provide;
- met all applicable requirements for fire safety;
- for the purpose of conducting a criminal background and protective service check has submitted a completed
- DPHHS-CFS-018, Release of Information ;
- completed fingerprint cards on all adult members of the household;
- submitted a satisfactory DPHHS-CFS-033 (or DPHHS-CFS-033a), Personal Statement of Health on all members of the household;
- agreed in writing to fully comply with licensing requirements within the time period covered by the provisional license.

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For youth foster care homes and kinship care homes, the worker and family may complete the DPHHS-CFS-LIC 020 to document the family's agreement to comply with requirements that are not met at the time that the provisional license is issued. Timelines noting the expected date of compliance should be clearly documented in the comments section of the DFS-LIC-020. A copy of this form should be given to the applicant's at the time of review and completion).

The department may renew a provisional license if the applicant shows good cause for failure to fully comply with all requirements within the time period covered by the provisional license. **The total time period covered by the initial provisional license and subsequent renewals may not exceed one year.**

Temporary License	<u>TMP - Temporary</u> : This status is entered when the provider has made timely and complete application for renewal of a license but the Department is unable to complete the re-licensing study before the expiration date of the previous year's license
Restricted License	<u>RES - Restricted</u> : Provider is licensed for the care of a specific child. The department may issue a restricted license for care of a specific child/ren with the written recommendation of the FRS and approval of the family resource specialist supervisors or RA. This status code is used for kinship foster home licenses.
Approved status	<u>APP - Approved</u> : Provider meets requirements. For use with adoption, guardianship and out of state providers
Denied Status	<u>DEN - Denied</u> : Provider does not meet requirements. Application is denied.
Pending Status	<u>PEN - Pending</u> : Provider has inquired or made application. Application status is undecided
Reversed Status	<u>RVS - Reversal</u> : A provider's previous negative license status has been overturned in an administrative review or fair hearing.
License Suspended	<u>SUS - Suspended</u> : Provider's license is temporarily suspended pending the outcome of an investigation, administrative review or fair hearing.
Payment Purposes Only: Other	<u>FPO - For Payment Purposes Only</u> : The "Other" category of license status. To be used when NO other category applies. Example: a provider's license has been suspended, but partial

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payment is still owed to the provider for services provided.

**License
Terminated**

TRM - Termination: Closure of a provider license without intent to re-license.

Withdrawn

WTD - Withdraw: Status assigned to an applicant who withdraws his or her name from consideration for licensure or approval.

References

Admin. R. Mont. 37.97.106