

STANDARD PROTOCOL FOR COUNTY LETTERS OF SUPPORT FOR NEW SHORT TERM RESIDENTIAL THERAPEUTIC PROGRAMS

01-2018

- Applicant will contact Children' and Family Services (CFS) Short Term Residential Therapeutic Programs (STRTP) Coordinator to demonstrate interest in opening an STRTP in San Bernardino County.
- New applicants will be encouraged by STRTP Coordinator to engage County Supervisor and community leaders in the proposed district, with a spirit of collaboration, working through concerns and issues prior to completing/submitting their application
- Applicants will submit completed packet consisting of: application, plan of operation, and other documents including impact letters from law enforcement, schools, medical providers, and local city councils.
- CFS STRTP Coordinator will review and upload packet to a shared-drive for review by Child Welfare, Probation, and Department of Behavioral Health (DBH).
- Child Welfare, Probation, and DBH will review the documents and may request additional information as needed.
- Once approved by **all** three Departments, documents will be forwarded to CEO for review and consultation with Supervisor in proposed district.
- CEO will notify CFS STRTP Coordinator, via memo, whether or not a letter of recommendation should be issued.
- If approved, Letter of Recommendation is drafted, signed by CFS, Probation, and DBH department heads and submitted to CDSS