

Application to be a provider for the DMHA Child Mental Health Wraparound (CMHW) Home and Community Based Services program is a multi-step process. The first step of this process includes verifying that the applicant meets the DMHA defined experience requirements. The youth served in this program are children between the ages of 6 and 17 with Seriously Emotionally Disturbances (SED). Providers of the following services must have experience working with this group. The SED experience requirement for **Habilitation** and **Training and Support for the Unpaid Caregiver** services is **two years**, and must meet the criteria described below. The SED experience requirement for **Respite** services is **one year**, and must meet the criteria described below.

Due to the large volume of résumés received, and the time it takes to review them, résumés that do not clearly demonstrate the required experience will be denied. Résumés may be revised and resubmitted for reconsideration. Please review the résumé and experience statement with the following considerations in mind:

- Did you include the name, title, and contact information of previous employers that may be used to verify the SED experience in the résumé?
- Did you include the **month and year** of each position held? The reviewer needs to be able to count the months of experience or the résumé will be denied.
- Did the writer specify the experience is with the SED population? “Special needs” is too general a term. Experience with children who have PPD, Autism, Developmental and/or intellectual disabilities alone is not qualifying experience.
- Did the writer describe the nature of the work and specific activities included in the jobs listed?
- Does the experience presented meet the qualifications required by the program as outlined in the description below?
- Does the résumé have a current email address for contacting the applicant?

Instructions for Submitting Résumés

Please submit a résumé and experience statement to DMHAYouthServices@fssa.in.gov. DMHA Youth Services will notify applicants by email of their approval or denial, and issue those approved an invitation to attend training.

The experience requirement is as follows:

The two years experience requirements of working with SED children is intended to ensure that providers have the knowledge and understanding related to the rewards and challenges of working with this population. Building functional skills with a child facing impairments associated with an SED diagnosis requires creativity, patience, and sound communication. For this reason DMHA requires that providers possess demonstrable and direct experience with this demographic.

“Qualifying” direct experience means that the applicant has worked directly with the SED population in a way that builds functional skills, such as group counseling, one-on-one counseling, provision of skills training, and/or provision of therapeutic recreational activities. Also included would be persons providing therapeutic foster care, or persons working in a capacity that may not involve mental health care, but where the work is targeted at a defined SED population. Experience in case management, therapy, and/or skills training in conjunction with a mental health center may also be considered as qualifying experience.

The most recent qualifying experience with the SED population should be no more than 3 years prior to the date of application. Experience more than 8 years in the past will not be considered as qualifying.

The SED experience requirement excludes “incidental experience” with a child with SED or population. This means that if the work of the provider may have been with a child with SED, but the defined work role was not intended to address this directly, the experience does not qualify towards the requirement. Examples of “incidental experience” would include:

- 1) Owner of a day care for children who throughout his/her years of experience have had children classified as severely emotionally disturbed.*
- 2) A bus driver with children on his/her route who have been classified as severely emotionally disturbed.*
- 3) The facilitator of a youth group or bible school class with some children in the group having been classified as severely emotionally disturbed.*
- 4) A family therapist with some of the children/youth having been classified as severely emotionally disturbed.*
- 5) A classroom teacher with some children in the class having been classified as having a severe emotional disturbance.*
- 6) Staff whose work with children has been with the developmentally disabled population only.*
- 7) An individual whose work has been with children from ages 0-5.*

DMHA reserves to right to make the final determination of whether or not an applicant’s SED experience meets CMHW services qualification criteria.

Questions may be direct to DMHAYouthServices@fssa.in.gov