



Certified Shelter Care Program Overview

NORTH
Dakota | Health & Human Services
Be Legendary.

AGENDA

1. Certified Shelter Care Overview
2. Certified Shelter Care Programs
 - Admission Criteria
 - Ongoing Communication-Discharge Planning & Extension Requests
3. Placement Workflows
4. MythBusters!
5. Closing

CERTIFIED SHELTER CARE PROGRAM

Certified Shelter Care Programs

- Administered under ND Administrative Code 75-03-14.1
- **Temporary** safe bed
- Managed by an agency who hire rotating employees
- Provide 24/7 care & supervision to eligible children
- Establish policy for admission acceptance criteria & discharge planning



Duration

No greater than 7 days, unless otherwise approved by the department.

- If an additional 7 days is warranted, an extension request (SFN 1781) must be completed by the certified site and submitted to CFS at least 3 days prior to placement expiration.

Discharge Planning

- Begins the date of admission

CERTIFIED SHELTER CARE PROGRAM

Admission Criteria

- Determined by each certified shelter care program

Eligibility

Eligible children may include:

- ✓ Children involved with the Human Service Zone
 - CPS
 - In Home
 - Foster Care
 - CHINS
- ✓ Division of Juvenile Services
- ✓ Tribal Nations
- ✓ State Operated Behavioral Health Clinic/HSC

The Child Must:

- Be able to function independently and at an age-appropriate level.
- Respond to direction and verbal de-escalation
- Not require 1:1 supervision, or the need for physical intervention to de-escalate behaviors
- Not be under the influence of drugs or alcohol (unless cleared by a medical professional)
- Not be unsuccessfully discharging from a higher LOC

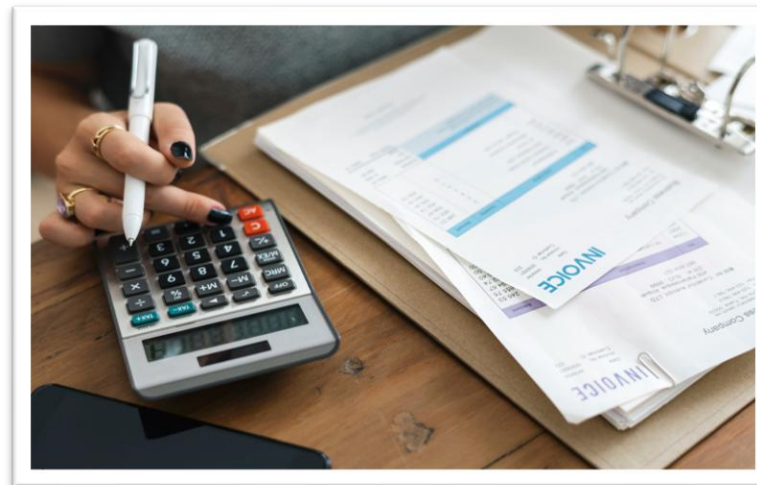
CERTIFIED SHELTER CARE PROGRAM

Payments & Financials

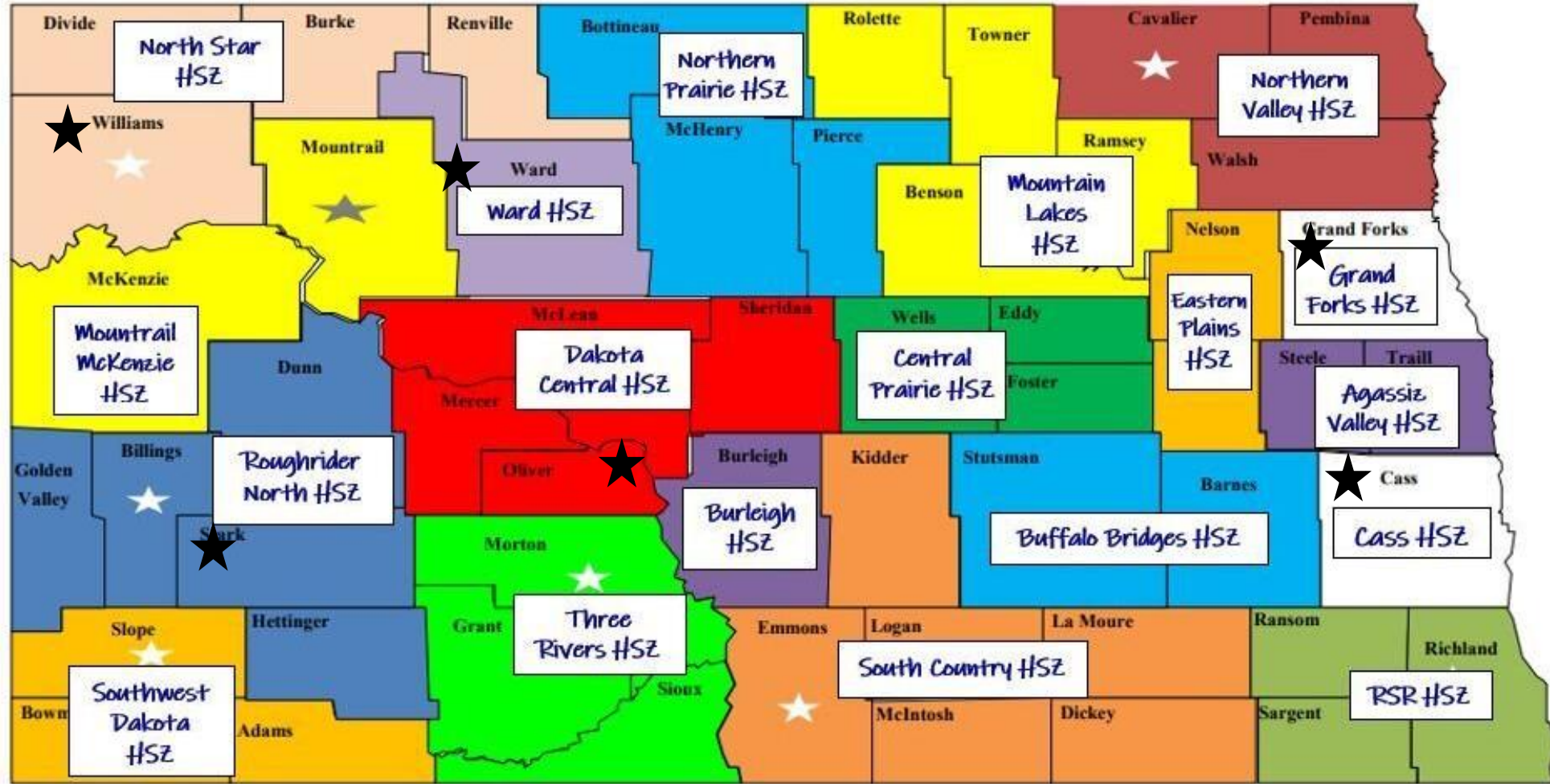
HHS has a financial contract with each certified shelter care program for Human Service Zone and State Operated Behavioral Health Clinic/HSC placements only.

- ✓ To be used as a diversion and early intervention for children when present danger exists and temporary safe care is required.
- ✓ May be used when a child is between placements.
- ✓ Date Entry specific for Foster Care cases: placement will be entered as “non-foster care”

Other eligible clients through DJS or a Tribal Nation reimburse the certified shelter care program directly.



AGENCIES AND LOCATION



★ Location of Certified Shelter Care Program

INITIALLY WHAT DO I NEED TO KNOW?

Referring Agencies Must:

Complete Admission Paperwork

- ✓ Identify Emergency Contacts
- ✓ Parent/Legal Guardian Information
- ✓ Custodian Information, if applicable

Provide Consent For:

- ✓ Initial Screenings
- ✓ Provide First Aid
- ✓ Transport to the Emergency Room
- ✓ Distribute Medications

Ensure Proper Medication Handling

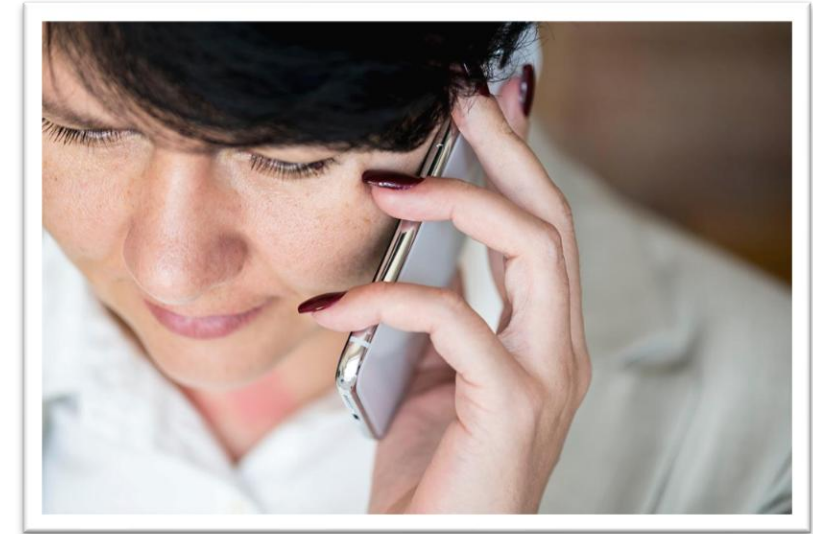
- ✓ The child's prescription bottle **must** be given to the certified shelter
- ✓ Cannot be in baggies or a generic pill container.
- ✓ Must have enough medication to last the duration of the stay



ONGOING WHAT DO I NEED TO KNOW?

Referring Agencies & Ongoing Planning Expectations

- Ensure the child has enough clothing for their stay
 - ✓ Basic items, shoes, pants, shirts, underwear, etc.
- Ensure ongoing communication with the certified shelter
 - ✓ Daily contact regarding the discharge plan, location, date & time
- If an extension request is sought, communicate with the certified shelter care program at least 3 days prior to placement expiration
 - ✓ Clearly identify what has been done to plan for discharge
 - ✓ If a discharge location is known, referring entity must identify length of time needed
 - ✓ Safety reasons the child cannot return to the community
 - ✓ Identify barriers that remain



GRAND FORKS REGIONAL YOUTH ASSESSMENT CENTER

Location: 1711 N Washington Street Grand Forks ND

Contacts: Robin Spain, Director & Don Doyle, Supervisor

Phone Number: 701-780-8254

Email: don.doyle@gfcounty.org

Populations Served

Ages: 10-17

Referred by:

- ✓ State Operated Behavioral Health Clinic/HSC
- ✓ Human Service Zone
 - CHINS
 - CPS
 - In Home or Foster Care
- ✓ Division of Juvenile Services
- ✓ Tribal Partners

Certified For: 8 youth

Primarily Serving the Areas of:

- ✓ Grand Forks and surrounding counties

*Will serve youth outside of coverage area if there is capacity



GRAND FORKS REGIONAL YOUTH ASSESSMENT CENTER

Determining Admission Acceptance-Additional Questions to Expect

- Is the child currently suicidal/homicidal or had recent attempts(within the last week)?
- What is their case status? (i.e.: CPS, IH, FC, CHINS)
- Do they have current or pending delinquent charges?
- What medications are they on?
 - ✓ Please ensure you bring all prescription medication and over the counter medication needed
- Are there any youth this potential admit cannot be with?

Discharge Planning/ Extension Requests

- Daily check-ins with the certified shelter and youth are expected
 - Intention is to ensure youth feel supported, informed, and progress is being made towards a discharge plan
 - If an extension request is being sought, the case worker will:
 - Identify the discharge plan, date, location
 - Identify their discharge efforts
 - Identify barriers to a timely discharge

Other

- Case workers have been good about giving current background of the child.

SUNRISE YOUTH BUREAU

Location: 2680 Empire Road, Suite E, Dickinson

Contacts: Holly Praus, Director, Amber Hofstad, Youth Advisor

Phone Number: 701-483-9498

Email: sunriseholly@yahoo.com

Populations Served

Ages: 10-17

Referred by:

- ✓ State Operated Behavioral Health Clinic/HSC
- ✓ Human Service Zone
 - CHINS
 - CPS
 - In Home or Foster Care
- ✓ Division of Juvenile Services

Certified for: 6 youth

Primarily Serving the Areas of:

- ✓ Adams
- ✓ Billings
- ✓ Bowman
- ✓ Dunn
- ✓ Golden Valley
- ✓ Hettinger
- ✓ Slope
- ✓ Stark



SUNRISE YOUTH BUREAU

Determining Admission Acceptance-Additional Questions to Expect

- Where is the referring agency calling from?
- Where is the child coming from?
 - Location (is the child within our defined the service area?)
 - Ex: Previous certified shelter
 - Ex: Shelter Care Home
 - Ex: Licensed Foster Care Provider
- Current reason for certified shelter placement?
- Are there current thoughts or concerns of suicide or homicidal ideation?
- Are there current aggressive behaviors, or other behaviors, such as run-risk that we need to be aware of?
 - What do these behaviors looks like?
- What is the case status of the child? (i.e.: CPS, IH, FC, CHINS)
- Can the child go on outings?
- What is the plan for school attendance or completing of school assignments during the day?

Admission Preparation

Resident Search Criteria:

- ✓ Items will be locked (jewelry, cell phones, all electronic devices, belts etc.).
- ✓ If you do not want youth to have something with them, do not bring it

Discharge Planning/Extension Requests

Daily check-ins with the certified shelter and youth are expected

- ✓ What is the discharge plan?
- ✓ What are the barriers to timely discharge?
- ✓ What has the placing agency done since placement at certified shelter to ensure timely discharge?

WILLIAMS COUNTY ADOLESCENT CARE CENTER

Location: 1020 10th Ave West, Williston

Contacts: Marsha Hughes, Director, Shawn Teske, Assistant Director

Phone Number: 701-577-7708

Email: nwyac@co.williams.nd.us

Populations Served

Ages: 12-17

Referred by:

- ✓ State Operated Behavioral Health Clinic/HSC
- ✓ Human Service Zone
 - CHINS
 - CPS
 - In Home or Foster Care
- ✓ Division of Juvenile Services
- ✓ Tribal Partners

Certified for: 4 youth

Primarily Serving the Areas of:

- ✓ Burke
- ✓ Divide
- ✓ Mountrail
- ✓ McKenzie
- ✓ Renville
- ✓ Williams

*Will serve outside of the coverage area if there is capacity



WILLIAMS COUNTY ADOLESCENT CARE CENTER

Determining Admission Acceptance-Additional Questions to Expect

- Are there current thoughts or concerns of suicide or homicidal ideation?
- Are there any current behaviors we need to be aware of?
 - ✓ If so, please describe the behaviors and what helps mitigate this concern (coping skills, safety planning, supervision, etc.)?
- What is the child's current case status? (i.e.: CPS, IH, FC, CHINS)
- Where are they discharging from?
 - ✓ If discharging from a facility, was the discharge deemed successful or unsuccessful?

Expectations Upon Admission:

- Youth cannot have cell phones, personal devices, etc. These items must be turned over at time of admission.
- Medication must be provided upon admission.
 - ✓ A plan needs to be in place for refills if they are needed during the child's stay.
- The case worker needs to have an education plan in place to ensure the child is receiving education during the day.
 - ✓ Can the school send items to the certified shelter?
 - ✓ Can the child do online education while in certified shelter?
- Change in clothing
 - ✓ Williams County searches and washes the child's clothing, clothing is then returned to the child.

Discharge Planning and Extension Requests

- Ongoing communication with the certified shelter and child is an expectation.
 - ✓ Intention is to ensure the child feels supported and informed, aware of the discharge plan
- If seeking an extension, Williams County needs to know:
 - ✓ What efforts has the agency made to find a discharge location?
 - ✓ What are the barriers to discharge within 7 days?
 - ✓ If an extension is requested what is the plan in place for the next 7 days?
- Lack of discharge planning is not a reason for an extension
 - Will not submit an extension request if the referring agency is outside of allowable time frame, lacks communication, etc.

YOUTHWORKS-MINOT

Location: 4 39th Ave SW, Minot

Contacts: Sara Eastman, Program Manager & Aleshia Lucy, Shelter Coordinator

Email: alucy@youthworksnd.org

Phone Number: 701-837-6519

Populations Served-YW Minot Location

Ages: 12-17

Referred by:

- ✓ State Operated Behavioral Health Clinic/HSC
- ✓ Human Service Zone
 - CHINS
 - CPS
 - In Home or Foster Care
- ✓ Division of Juvenile Services
- ✓ Tribal Partners

Certified for: 5 youth

Primarily Serving the Areas of:

- ✓ Ward and Surrounding Counties

* Will Serve outside of the coverage area based on capacity



YOUTHWORKS-BISMARCK AND FARGO

FARGO

Location: 1330 18th Ave South Fargo ND

Contacts:

Alicia Brown, Program Manager

Cierra Trosen, Shelter Facilitator

Phone Number: 701-232-8558

Email: abrown@youthworksnd.org



BISMARCK

Location: 217 West Rosser Ave Bismarck

Contacts:

Sara Eastman, Program Manager

Angie Harper, Shelter Coordinator

Phone Number: 701-255-6909

Email: aharper@youthworksnd.org



YOUTHWORKS-BISMARCK AND FARGO

Populations Served-Youthworks Bismarck and Fargo Locations

Youthworks Bismarck and Fargo only serves Prevention or Diversion Cases

Youthworks Bismarck and Fargo do not serve children who are in the public custody of an agency

Ages: 12-17

Referred by:

- ✓ State Operated Behavioral Health Clinic/HSC
- ✓ Human Service Zone
 - CHINS
 - CPS
 - In Home
- ✓ Division of Juvenile Services

Certified for: 5 youth

Primarily Serving the Counties of:

- ✓ Burleigh and Morton
- ✓ Cass and Surrounding

*Will serve youth outside coverage area based on availability

YOUTHWORKS-MINOT, BISMARCK, & FARGO

Determining Admission Acceptance-Additional Questions to Expect

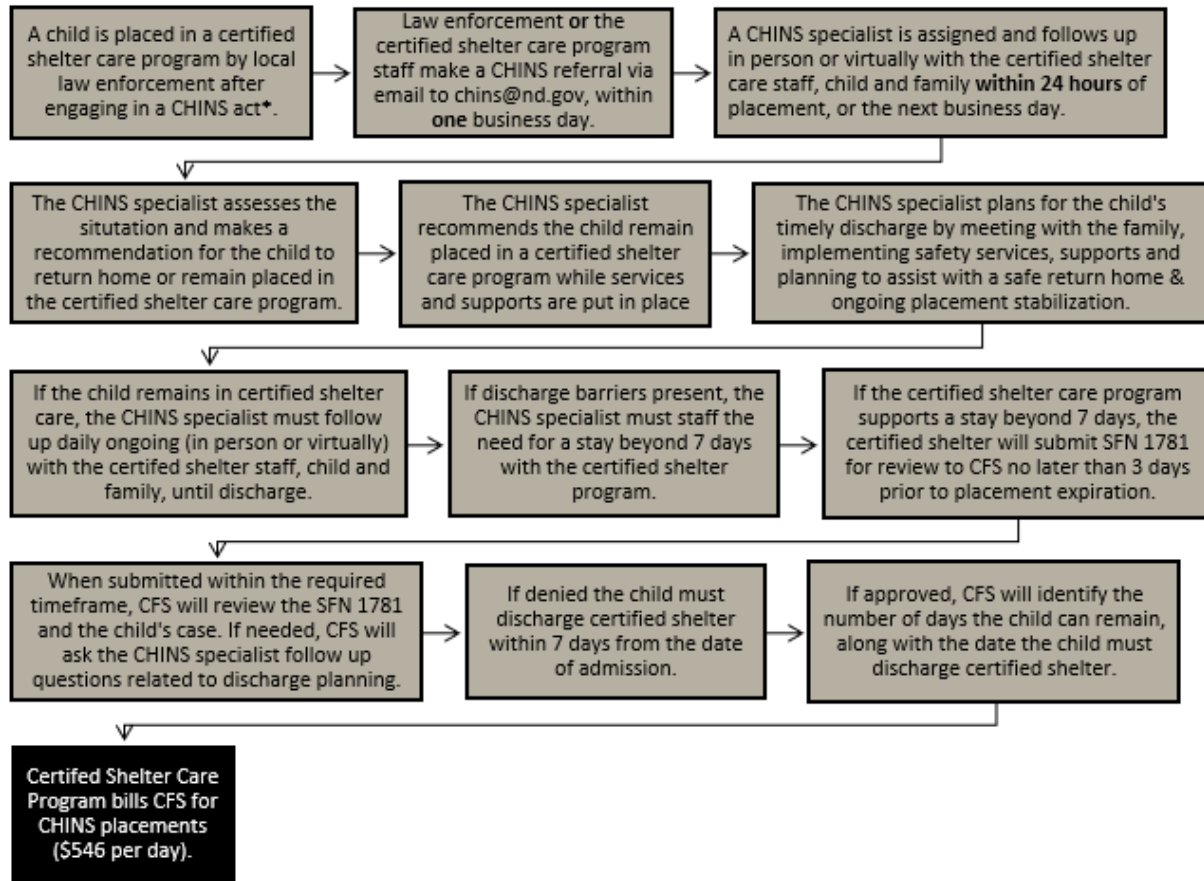
- Does the child have current suicidal or homicidal ideation?
- Where are you, the placing agency, calling from?
- Where is the child's current location?
- What is the reason for the certified shelter care placement?
- What is the case status of the child? (i.e.: CPS, IH, FC, CHINS)
- Are there any pending or current delinquent charges?
- Any current behaviors we need to be aware of?
 - ✓ What are the behaviors?
 - ✓ If aggressive/violent behaviors, has anyone ever been hurt?
 - ✓ What helps manage the identified behaviors?

Admission Preparation

- If the child is not allowed to have electronics, please do not bring the device(s) to admission.
- What is the identified education plan for this child?
 - ✓ A plan should be in place for school during the day
 - ✓ If needed, bring the child's school issued laptop
 - ✓ If needed, have schoolwork sent to Youthworks

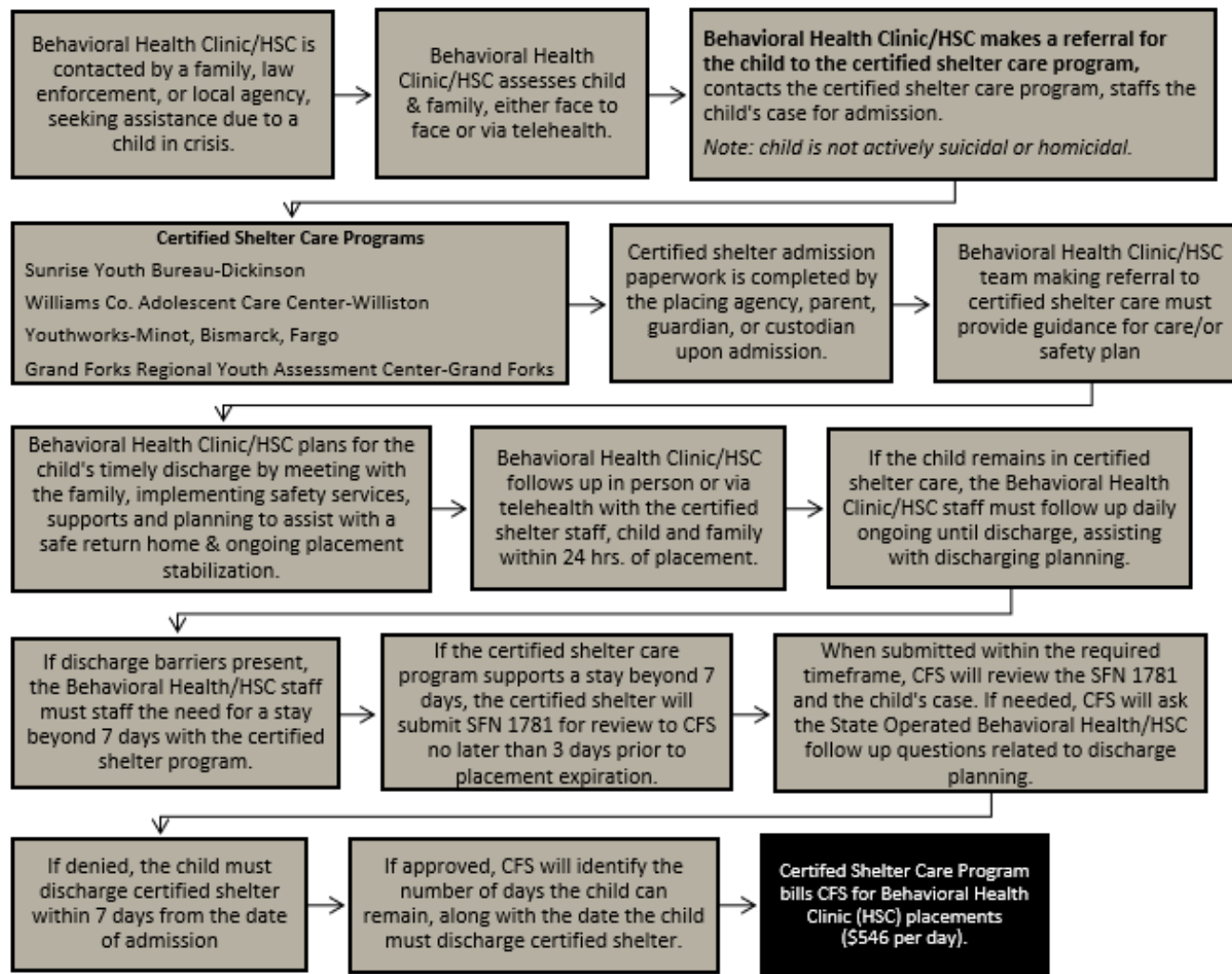
Discharge Planning and Extension Requests:

- Daily check-ins with the certified shelter and youth are expected
- Reminder, this is a short-term placement
 - ✓ What plans can be put in place to safely and appropriately discharge the child?



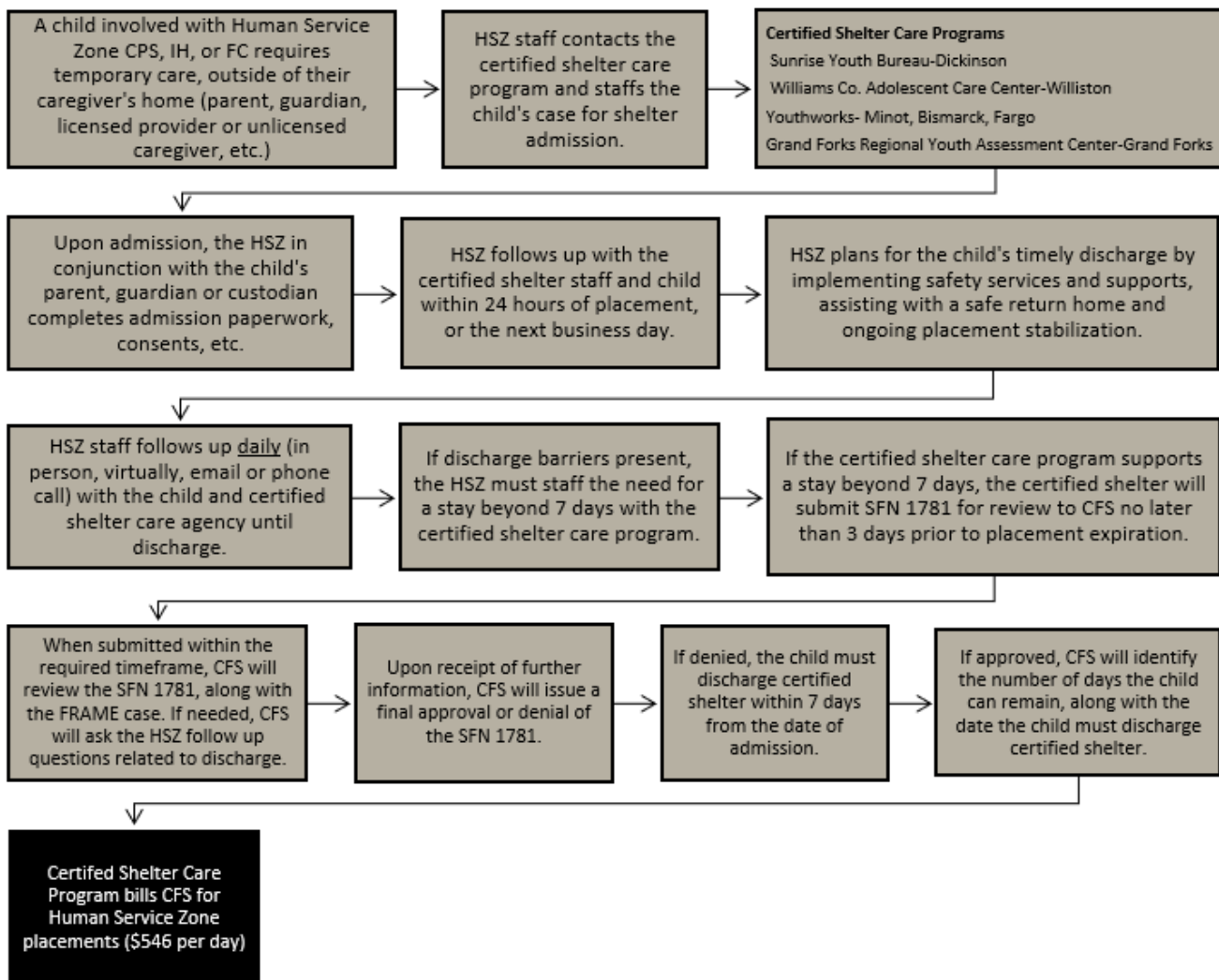
CHINS WORKFLOW

Initial Placement-CHINS Role	Follow-Up / Discharge Planning-CHINS Role
<ol style="list-style-type: none"> 1. Meet with the child and family within 24 hrs. of referral. 2. Make recommendations for the child to return home or remain placed in certified shelter care. 3. Refer to services and support. 	<ol style="list-style-type: none"> 1. Recommend ongoing certified shelter care stay and discharge planning. 2. Meetings with the child and family. 3. Refer child and family to services.
<p>*CHINS Eligibility= Truancy from school, regularly disobeying their parents, using or possessing tobacco/related products, or running away.</p>	



BEHAVIORAL HEALTH CLINIC (HSC) WORKFLOW

Initial Placement-Behavioral Health Clinic/HSC Role	Discharge Planning-Behavioral Health Clinic/HSC Role
<ol style="list-style-type: none"> 1. Completes crisis risk assessment 2. Ensures the child is not actively suicidal or homicidal. If the child's needs are acute, requiring inpatient care, shelter care is not an appropriate placement. 3. Makes referral for placement to a certified shelter care program. 	<ol style="list-style-type: none"> 1. 24 hr. follow-up 2. Meetings with the child and family 3. Ongoing assessments 4. Recommendations for ongoing treatment and discharge planning.



HUMAN SERVICE ZONE WORKFLOW

Human Service Zone Role	Certified Shelter Care Role
<ol style="list-style-type: none"> 1. Ensure admission paperwork is completed. 2. Plan for discharge beginning day 1. 3. Maintain daily contact with the shelter care agency and the child until discharge. 4. Communicate with the shelter care agency no later than 3 days prior to placement expiration if a stay beyond 7 days is being requested. 	<ol style="list-style-type: none"> 1. Review the child's case and admission criteria with Human Service Zone for placement acceptance. 2. Have ongoing communication with the Human Service Zone. 3. Submit SFN 1781 to CFS Licensing no later than 3 days prior to placement expiration, if applicable.

MYTHBUSTER #1

MYTH OR FACT:

A child was approved through the extension request process to remain in certified shelter care for 14 days.

On day 13, the child discharged to family.

After 7 days back with family, the need for certified shelter presented itself once again. I can place the child back into certified shelter care.

MYTHBUSTER #1

MYTH:

Any child approved through the extension request process cannot return to a certified shelter care program for 30 days from the date of discharge, unless otherwise approved by the department.

Policy Reference: 607-05-35-40-01

MYTHBUSTER #2

MYTH OR FACT:

The shelter care extension request was not submitted to CFS until day 6 of placement. This extension request will still be reviewed.

MYTHBUSTER #2

MYTH:

If the extension request is not submitted to CFS at least 3 days prior to placement expiration, this may result in the child having to discharge within the initial 7-day time period.

An extension request (SFN 1781) must be completed by the certified shelter care program staff and submitted to CFS at least 3 days prior to placement expiration. Failure to submit the extension request within the required timeframe may result in the child having to discharge within the initial 7-day period.

Policy Reference: 607-05-35-40-01

MYTHBUSTER #3

MYTH OR FACT:

I can move a child who has been placed in shelter care in a family setting due to present danger for 14 days to placement in a certified shelter care program for another 14 days in efforts to extend out of home placement as a prevention.

MYTHBUSTER #3

MYTH:

Safety Framework Practice Model limits present danger plans to 14 days, unless there are extenuating circumstances approved by a supervisor.

By day 14, the agency must determine if a temporary custody order is necessary or if the present danger has been remedied and the child is safe to return home. Children cannot be placed in back-to-back shelter care episodes in efforts to extend out of home care options.

Policy Reference 607-05-35-40-01



Health & Human Services

MYTHBUSTER #4

MYTH OR FACT:

Admission criteria is determined by each respective certified shelter care program. Admission criteria can vary by each certified agency.

MYTHBUSTER #4

FACT:

Admission criteria is determined by the certified shelter care program. Typically, may accept youth who are CHIPS, CHINS, referred by a State Operated Behavioral Health Clinic/Human Service Center or delinquent youth under the custody of the Division of Juvenile Services. Youth must be able to function independently and at an age-appropriate level while at the program. Youth must be able to respond to direction and verbal de-escalation. Youth must not need 1:1 supervision, need physical intervention to de-escalate behaviors, be under the influence of drugs or alcohol (unless cleared by a medical professional) or be unsuccessfully discharging from a higher level of care. Cases for placement can be staffed on a cases-by-case basis.

A blurred background image of a crowd at an event. In the foreground, a person's arm in a red long-sleeved shirt is raised with their hand open, palm facing forward. The background shows other people and a bright, possibly outdoor setting.

QUESTIONS?

North Dakota Children and Family Service

Contact Information

- **Brittany Fode**, Licensing and Level of Care Administrator
 - brifode@nd.gov, 701-328-4934
- **Dana Lindemann**, Licensing and Level of Care Specialist
 - danalindemann@nd.gov, 701-328-4983