



**Certified Shelter Care Program Overview**

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## 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

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## 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

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## CERTIFIED SHELTER CARE PROGRAM

## Admission Criteria

#### **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

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## 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"

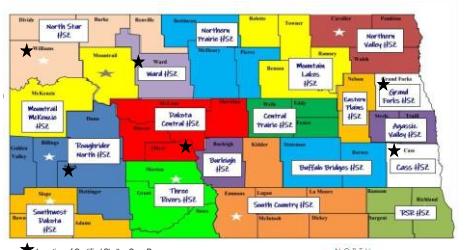
Other eligible clients through DJS or a Tribal Nation reimburse the certified shelter care program directly.



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## AGENCIES AND LOCATION



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## 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 bags or a generic pill container
- ✓ Must have enough medication to last the duration of the stay



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## 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



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## 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@gfcoa.org](mailto:don.doyle@gfcoa.org)

### Populations Served

Age: 10-17

### Referred by:

- ✓ State Operated Behavioral Health Clinic/HSC
- ✓ Human Service Zone
  - DADS
  - CPS
  - Child & Juvenile Services
- ✓ Tribal Partners

### Certified For:

8 youth

- ✓ Grand Forks and surrounding counties

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



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## 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 the 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 that the medical 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.



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## SUNRISE YOUTH BUREAU

**Location:** 2680 Empire Road, Suite E, Dickinson  
**Contacts:** Holly Praus, Director, Amber Hofstad, Youth Advisor  
**Phone Number:** 701-483-9498  
**Email:** sunrisenyouth@yahoo.com

### Populations Served

**Ages:** 10-17

### Referrals

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

### Certified for: 8 youth

### Primarily Serving the Areas of:

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



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## 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 service area?)
  - Do they have a current placement
  - Ex: Shelter Care Home
  - Ex: Licensed Foster Care Provider
- Current reason for admission to placement?
- Are there any 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

#### Required Items

- ✓ 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 progress has been made since placement at certified shelter to ensure timely discharge?



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## WILLIAMS COUNTY ADOLESCENT CARE CENTER

Location: 1020 10<sup>th</sup> Ave West, Williston  
 Contacts: Marsha Hughes, Director, Shawn Teske, Assistant Director  
 Phone Number: 701-577-7708  
 Email: [nwvacc@williams.nd.us](mailto:nwvacc@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:

- Divide
- Mountrail
- McKenzie
- Renville
- Williams

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



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## 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 other concerns we need to be aware of?  
 If so, please describe the concern 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)
- What is the child's current placement?  
 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.
- Case worker needs to be present in person 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 washes the child's clothing, clothing is then returned to the child.

### Discharge Planning and Extension Requests:

- Original discharge plan is 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:  
 Where is the child currently staying and the proposed discharge location?  
 What are the barriers to discharge within 7 days?
- The case worker needs to have an education plan in place to ensure the child is receiving education during the day.
- Lack of communication is a reason for an extension.  
 Will not submit an extension request if the referring agency is outside of allowable time frame, lacks communication, etc.

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## YOUTHWORKS-MINOT

Location: 4 39<sup>th</sup> Ave SW, Minot  
 Contacts: Sara Eastman, Program Manager & Aleshia Lucy, Shelter Coordinator  
 Email: [sluoy@youthworksnd.org](mailto:sluoy@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

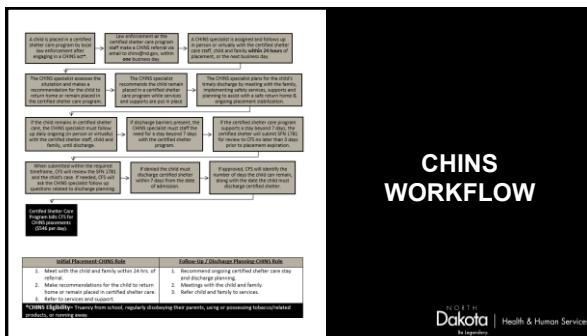
\* Will Serve outside of the coverage area based on capacity



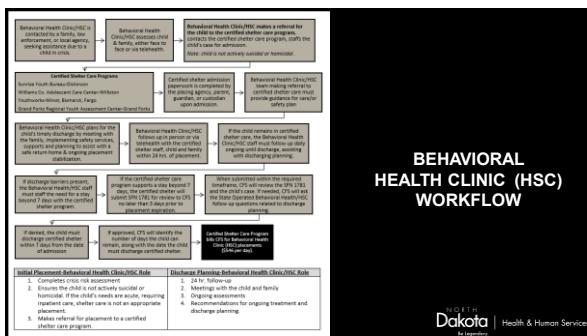
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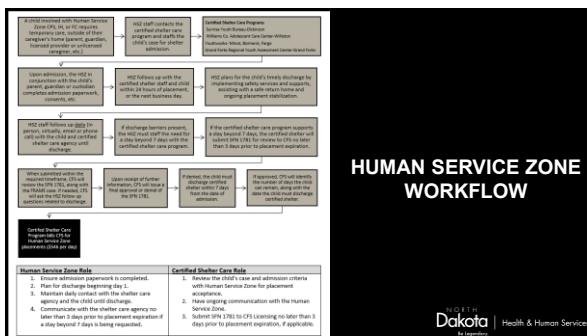




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**MYTHBUSTER #1****MYTH OR FACT:**

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.



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**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



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**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.



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## 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




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## 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.




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## 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




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**MYTHBUSTER #4****MYTH OR FACT:**

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



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**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.

Policy Reference 607-05-35-40-01 NORTH Dakota | Health & Human Services  
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A photograph of a person from behind, wearing a pink long-sleeved shirt, raising their right hand with the palm facing forward as if asking a question. In the background, a large white sign with the word "QUESTIONS?" in bold, red, sans-serif capital letters is visible. The scene is outdoors with some greenery and a yellow building in the background.

The logo for the North Dakota Health &amp; Human Services department. It features the word "NORTH" in a small, thin font above the word "Dakota" in a larger, bold, red font. Below "Dakota" is the tagline "Be legendary." in a smaller font.

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## North Dakota Children and Family Service Contact Information

- **Brittany Fode**, Licensing and Level of Care Administrator  
▪ [brifode@nd.gov](mailto:brifode@nd.gov), 701-328-4934

- **Dana Lindemann**, Licensing and Level of Care Specialist  
▪ [danalindemann@nd.gov](mailto:danalindemann@nd.gov), 701-328-4983



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