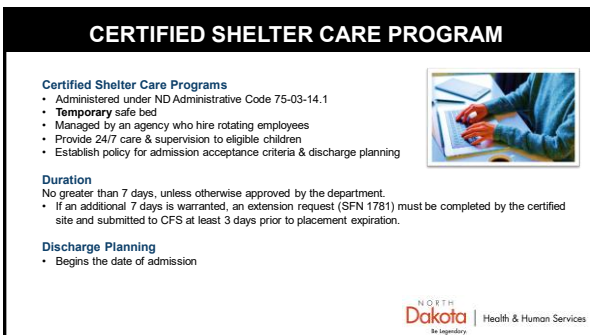


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3

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



4

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.



5

AGENCIES AND LOCATION



★ Location of Certified Shelter Care Program



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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 baggies 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@gfcounty.org

Populations Served

Ages: 10-17

Referred by:

- ✓ State Operated Behavioral Health Clinic/HSC
 - Human Service Zone
 - CHNS
 - 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



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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 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.



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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: sunriseyouth@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
- Bozeman
- 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 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 look 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?



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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: wwwyao@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
- McIntosh
- 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 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 meals 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.

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YOUTHWORKS-MINOT

Location: 439th Ave SW, Minot
Contacts: Sara Eastman, Program Manager & Aleshia Lucy, Shelter Coordinator
Email: sarae@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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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





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YOUTHWORKS-BISMARCK AND FARGO

Populations Served-Youthworks Bismarck and Fargo Locations

Youthworks Bismarck and Fargo **only** serve **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



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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, CHNS)
- 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?



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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

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QUESTIONS?

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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

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