

SHELTER CARE & RESPITE CARE OVERVIEW



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AGENDA

SHELTER CARE & RESPITE CARE – FAMILY HOME SETTING

- I. Program Definitions
- II. Eligibility
- III. Length & Duration
- IV. Reimbursement Process
- V. Reimbursement Rates & Additional Costs
- VI. Provider Settings & Expectations
- VII. Locating a Provider
- VIII. Case Scenarios & MythBusters



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SHELTER CARE – FAMILY HOME



- Present danger exists, temporary out of home placement required
- Does not require a TCO

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ELIGIBILITY

SHELTER CARE – FAMILY HOME

Shelter Care

To be used as a diversion and early intervention for children when present danger exists, and temporary, safe care is required.

Shelter Care Prevention Cases

Children who are placed as a diversion from foster care with parental permission and a present danger plan in a licensed shelter care providers home are eligible and reimbursable through CFS shelter care funds by submitting SFN 931.

- ✓ Children under the age of 18 with HSZ CPS or IH involvement
- ✓ No TCO obtained OR
- ✓ Removed by a court order or placed into police protective custody for less than 24 hrs.



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ELIGIBILITY

SHELTER CARE – FAMILY HOME

Shelter Care Foster Care Cases

If present danger exists and a TCO is obtained by juvenile court, the HSZ may utilize a licensed foster care provider to care for the child as an approved, temporary, safe bed option.

Ineligible for CFS shelter care funds (SFN 931) when court ordered custody greater than 24 hours.

- ✓ Foster care cases opened greater than 24 hrs. must be opened in FRAME!
- ✓ Short stayer: foster care cases greater than 24 hrs., but less than 96 hrs.
- ✓ Foster care cases opened greater than 96 hrs., follow typical foster care case policy. SFN 641, foster care paperwork required.



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LENGTH & DURATION SHELTER CARE – FAMILY HOME

Shelter care episode: 14 calendar days or less

- ✓ Shelter care placements **cannot** exceed 14 calendar days
- ✓ No back to back episodes

Extension Request: not applicable to shelter care in a family setting



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REIMBURSEMENT PROCESS SHELTER CARE – FAMILY HOME

Human Service Zone collects SFN 931

- ✓ Pre-approval is not required
- ✓ Case worker complete SFN 931, in conjunction with the licensed provider, after the Shelter Care episode concludes.
- ✓ Case worker submits SFN 931 to cfslicensing@nd.gov, after the Shelter Care episode concludes.
- ✓ SFN 931 = No TCO, less than 24 hrs. in police protective custody or less than 24 hrs. court ordered custody

SFN 928, W-9 and blank, voided check

- ✓ If needed, HSZ assistance may be requested



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REIMBURSEMENT & ADDITIONAL COSTS SHELTER CARE – FAMILY HOME

Prevention Daily Rate (no TCO, custody less than 24 hrs.)

\$55/day, submission for reimbursement SFN 931

- ✓ CFS reimburses providers shelter care providers weekly

Additional Expenses: pre-approval not required

- ✓ Clothing cannot exceed \$75 per child (socks, underwear, pajamas, shirts, pants).
- ✓ Submit receipts with SFN 931.
- ✓ Transportation costs to a child's school of origin based on 623-05-30-25
- ✓ Childcare costs based on 623-05-30-20, must be submitted on the SFN 920
- ✓ Case Worker is responsible to ensure there is a contract or agreement with the childcare provider

Ineligible Expenses: Diapers, wipes, formula, car seats, etc.



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REIMBURSEMENT & ADDITIONAL COSTS SHELTER CARE – FAMILY HOME

Was a TCO obtained?

- ✓ If a TCO was obtained during the Shelter Care episode, this information must be noted on pg. 1 of SFN 931
- ✓ Prevention placement dates leading up to date of TCO reimbursable, SFN 931
- ✓ Custody over 24 hrs. must be entered into FRAME, payment from CCWIPS

Foster care cases opened greater than 24 hours, MUST be opened in FRAME

- ✓ All foster care cases will identify the licensed foster care provider in the case management system as the primary placement and will receive reimbursement through the payment system.
- ✓ Foster care daily rate

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PROVIDER SETTING & EXPECTATION
SHELTER CARE – FAMILY HOME

- Licensed Foster Care Providers
- Licensed Childcare Providers



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LOCATING A LICENSED PROVIDER HOME
SHELTER CARE - FAMILY HOME

Human Service Zones and CFS Licensing share the same access to the ND provider list.

The HSZ secures a licensed shelter care provider by accessing the ND Provider List.

- [Children and Family Services - ND Provider List](#)
- Filter 'shelter' or 'short term care only'



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CASE SCENARIOS
SHELTER CARE – FAMILY HOME



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SCENARIO # 1 SHELTER CARE – FAMILY HOME

The HSZ has an open CPS assessment, present danger has been identified, out of home placement is required.

The caregivers agree to an out-of-home safety plan, the children are placed into a licensed shelter care provider home for up to 14 days as a diversion from foster care entry.

The family is cooperative and engages with the HSZ, implementing safety services and supports, mitigating present danger to the children.

With services and supports in place, the children were safely returned home to their parents on day 10, without entering foster care.

The HSZ submits SFN 931 to CFS licensing no greater than 30 days after the shelter care episode concludes. CFS issues reimbursement for 10 days of shelter care prevention to the licensed provider.



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SCENARIO # 2 SHELTER CARE – FAMILY HOME

Law enforcement (LE) pulls over a car; the mother of two children is driving without a license. She has several warrants and is being arrested. Her two children are in the back seat. LE places the children into protective custody.

LE contacts the local HSZ for assistance. The HSZ responds within 1 hr. and meets with the mother before she is taken to jail. The mother cannot identify family or close family friends as supports. The HSZ presents the shelter care prevention program to the mother, she agrees to the out of home safety plan for up to 14 days, diverting the children from entering foster care. LE protective custody is no longer needed, and was obtained for less than 24 hrs.

On day 4 of the shelter care prevention placement, the mother is released from jail. There is no longer present danger, the children are safely returned home to their mom.

The HSZ submits SFN 931 to CFS licensing no greater than 30 days after the shelter care episode concludes. CFS issues reimbursement for 4 days of shelter care prevention to the licensed provider.



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RESPITE CARE – FAMILY HOME



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ELIGIBILITY RESPITE CARE

A child under the age of 18, with a special medical, emotional, or behavioral health need who requires time limited supervision and support, involved with one of the following agencies:

Human Service Zones
 ✓ Prevention Cases (CPS, IH)
 ✓ Foster Care

Division of Juvenile Services (DJS)
 ✓ Foster care placements only

Tribal Social Services
 ✓ Foster care (IV-E) clients

Post-Adoption

- ✓ Department subsidy recipient only, must first expend funding from ND Post Adopt.
- ✓ A department subsidy recipient who is dually involved with a Human Service Zone and post adopt services may access CFS respite funds while their case remains open with the Human Service Zone.

Post- Guardianship

- ✓ Department subsidy recipient and those who were previously involved in North Dakota child welfare within the last 12 months prior to the establishment of a guardianship, must first expend funding from ND Post Adopt.
- ✓ A department subsidy recipient who is dually involved with a Human Service Zone and post guardianship services may access CFS respite funds while their case remains open with the Human Service Zone.



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LENGTH & DURATION RESPITE CARE

There is no limit to the number of respite care episodes a child may receive, however, there is a limit to the length of time for each episode.

Overnight Respite Episode: cannot exceed 4 consecutive calendar days in a 7-day period.

- ✓ Example: Friday to Monday (4 consecutive calendar days)
- ✓ Example: Tuesday to Friday (4 consecutive calendar days)

Daytime Respite (non-overnight) Episode: cannot exceed 12 daytime hours in a 7-day period.

- ✓ Monday: 4pm to 8pm (4 hrs.)
- ✓ Tuesday: 2pm to 6pm (4 hrs.)
- ✓ Friday: 5pm to 9pm (4 hrs.)

Exclusions

- ✓ Daytime and overnight respite cannot be combined
- ✓ No back-to-back episodes



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PRE-APPROVAL PROCESS RESPITE CARE

The Public Agency submits SFN 929 for pre-approval

- ✓ Pre-approval is required
- ✓ The public agency completes and submits pg. 1 of the SFN 929 to cfslicensing@nd.gov prior to the Respite Care episode occurring.
- ✓ CFS reviews and responds

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REIMBURSEMENT PROCESS RESPITE CARE

The Public Agency Submits SFN 929 for Respite Reimbursement

- ✓ If pre-approved, the public agency requesting respite submits pg. 2 of the SFN 929 to cflicensing@nd.gov, after the respite care episode occurs.
- ✓ Part 2 of the SFN 929 must be completed in its entirety, in conjunction with the licensed respite care provider

W-9 and blank, voided check

- ✓ If needed, HSZ assistance may be requested

A photograph showing a W-9 form and a blank, voided check. The W-9 form is a standard tax form used for identifying the recipient's name, address, and tax identification number. The blank, voided check is a check that has been written but then crossed out or 'voided'.

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REIMBURSEMENT & ADDITIONAL COSTS RESPITE CARE

Respite Care Reimbursement

- ✓ Overnight respite: \$55/day
- ✓ Daytime respite: \$5/hr.
- ✓ CFS reimburse respite care providers weekly



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REIMBURSEMENT & ADDITIONAL COSTS RESPITE CARE

Additional Costs must have pre-approval by CFS

- ✓ Transportation to a child's school of origin, based on 623-05-30-25
- ✓ Childcare costs-submitted on the SFN 920, based on 623-05-30-20
- ✓ HSZ are responsible to ensure there is a contract or agreement with the childcare provider

A photograph of a SFN 920 form, which is used for submitting childcare costs. The form is a complex document with various sections and checkboxes for tracking expenses.

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PROVIDER SETTING & EXPECTATIONS
RESPITE CARE

- Licensed Foster Care Providers
- Licensed Childcare Providers



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LOCATING A LICENSED PROVIDER
RESPITE CARE

Human Service Zones and CFS Licensing share the same access to the ND provider list. The HSZ secures a licensed respite care provider by accessing the ND Provider List.

- [Children and Family Services - ND Provider List](#)
- Filter 'respite' or 'short term care'



DJS or a Tribal Nation must make diligent attempts to secure a respite home, prior to contacting the CFS Licensing Unit.

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CASE SCENARIOS
RESPITE CARE



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SCENARIO # 1 RESPITE CARE

The HSZ has an open CPS case based on a report alleging neglect by the child's father. When meeting with the CPS worker, the father reports feeling overwhelmed with the cares related to his 8-year-old son. His son is involved with several community service providers, addressing behavioral health needs. Weekly, the father is taking his son to several appointments.

The HSZ recommends respite care to give the father a break, assisting with family stabilization.



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SCENARIO # 2 RESPITE CARE

The HSZ has an open in-home case management a family. The infant in the case is in an out of home safety plan, residing with her grandma.

The infant's grandma is 65 years old, works full time, and is now responsible for the full-time care of her grandchild. The child is an infant, requiring constant supervision and care. During a home visit with the HSZ, the grandma expresses feeling overwhelmed and a lack of family supports.

The HSZ recommends respite care to give grandma a break, assisting with placement stabilization.



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SCENARIO #3 RESPITE CARE

The HSZ has an open foster care. The child in the case is placed with a licensed foster care provider.

The child is destroying the provider's property on a regular basis, causing stress and tension in the provider's home. The caregiver asks the HSZ for help, expressing the need for a break from caring for the child.

The HSZ recommends respite care, giving temporary relief and support to both the child and caregiver, assisting with placement stabilization and preservation.



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MYTHBUSTERS



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MYTHBUSTER #1

The HSZ has an open foster care case with a family.
The child is placed in a licensed foster care provider home.

The child's licensed provider is going to a wedding out of town for the weekend, they do not want to bring the child with.

The child has no special medical, emotional, or behavioral health needs or cares that would prohibit them from attending such an event.

Myth or Fact: The child is in foster care; therefore, this scenario is respite care.

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MYTHBUSTER #1

MYTH!

Respite is based a child's special medical, emotional or behavioral needs that require respite

Substitute care may be an option for this situation.

Respite Care Policy Reference: 607-05-70-45-20-01
Substitute Care Policy Reference: 624-05-15-47

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MYTHBUSTER #2

There is a current 90-day respite pre-approval on file for a child based on their medical needs and cares being taxing on their primary provider.

During the 90-day pre-approval period, the child's placement disrupts suddenly, resulting in the child being asked to leave the primary placement immediately. A new primary provider has been identified, but they are unable to accept primary placement of the child for 4 more days.

Myth or Fact: Since there is a current 90-day respite pre-approval on file, the child can go to an identified respite home for the 4 days when they are without a primary placement.



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MYTHBUSTER #2

MYTH!

To receive respite, a child must have a primary placement.

In this scenario, the child was without a primary placement, making them ineligible for CFS respite. The scenario is considered a change in placement and must be documented in FRAME. Payment is issued from CCWIPS, not from CFS respite care fund.



Policy Reference: Respite Care Policy Reference: 607-05-70-45-20-01

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MYTHBUSTER #3

The HSZ has an open CPS assessment with a family.

The child in this family has an extensive number of appointments related to their medical and behavioral health needs. The child's mother would benefit from a break.

Myth or Fact: since this is a prevention case and the family is being served through CPS, the child is ineligible for CFS respite.



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MYTHBUSTER #3

MYTH!

Respite can and should be used as a prevention service! Respite care can be a highly effective, reasonable effort to prevent removal from the home.



Respite Care Policy Reference: 607-05-70-45-20-01

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MYTHBUSTER #4

The HSZ has open in-home case management with a family. Present danger has been identified, the family agrees to an out of home safety plan for up to 14 days, diverting their children from entering FC. The children are placed into a licensed shelter care provider home.

On day 8, the family stops engaging with the HSZ, they are no longer cooperating with the safety plan. Present danger continues to be identified; the children cannot return home to parents. The HSZ staffs with juvenile court for a **TCO on day 8** as the family is no longer cooperating with the safety plan. HSZ custody is obtained day 8.

Myth or Fact: The HSZ submits for payment to CFS for days 1-8 of the shelter care placement on the SFN 931.



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MYTHBUSTER #4

MYTH!

In this scenario, a TCO was obtained by the HSZ on the 8th day of the shelter care placement. When agency custody is obtained for greater than 24 hrs., placement must be documented in FRAME, payment is issued from CCWIPS.

PREVENTION PLACEMENT DATES & REIMBURSEMENT

- The HSZ submits for prevention placement days 1-7 reimbursement to CFS on the SFN 931.
- CFS reimburses the shelter care provider for prevention placement days 1-7, \$55/day.

FOSTER CARE PLACEMENT DATES & REIMBURSEMENT

- The HSZ enters the FC placement beginning the date TCO was obtained (day 8) into FRAME.
- Payment beginning day 8 is issued by CCWIPS, based on the child's age and daily FC maintenance payment.



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

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MYTHBUSTER #5

The HSZ has an open CPS assessment with a family. Present danger was identified, a TCO was obtained. The children were placed in a licensed shelter care provider home for 2 calendar days (entry Sunday 11pm, exit Monday 1pm).

The shelter care hearing occurred within 12 hours of the initial TCO. During the shelter care hearing, present danger was no longer identified, court ordered custody was dropped. Out of home safety planning was no longer needed, the children returned home to their parents.

Myth or Fact: The HSZ submits to CFS for 2 calendar days of shelter care reimbursement on the SFN 931, placement is not entered into FRAME.



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MYTHBUSTER #5

FACT!

The foster care placement is not entered/opened in FRAME; payment is not issued from CCWIPS since court ordered custody was obtained for less than 24 hours.

HSZ submits to CFS licensing on the SFN 931 for reimbursement to the licensed shelter care provider for the 2 calendar days of out of home prevention placement that occurred.



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CFS LICENSING & LEVEL OF CARE CONTACTS

- **Dana Lindemann:** danalindemann@nd.gov or 701-328-4983
- **Brittany Fode:** brifode@nd.gov or 701-328-4934
- **CFS Licensing Unit:** cfslicensing@nd.gov or 701-328-2322



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