

## **About the Residential Care and Emergency Shelter Care Programs**

The emphasis of the residential care program is on intensive therapeutic intervention; and maintaining and strengthening family contacts, as appropriate. Clients remain in care for an extended period of time to be determined by the referring agency, applicable agency staff, and family. Length of stay is according to the client's and families' needs, the client and families' ability to make healthy changes and an applicable aftercare plan. Final determination on length of stay is decided by the court.

One component of the residential program is independent living services, which focus on preparing youth that are either returning to the home of a parent or legal guardian, or being released to live independently, to be a responsible, self-sufficient member of society.

The focus of the emergency shelter care (ESC) program is to provide a safe placement for youth with immediate need; placement in this program occurs via request from probation or the Department of Child Services. Youth remain in care for a period of 20 days, unless the placing agency requests the YSB to apply for an emergency shelter care extension. An extension request form must be completed and submitted on or before the fifteenth day of placement.

Due to length of stays being shorter, the agency does not offer Independent Living services to residents admitted into the Emergency Shelter Care program. The ANSEL Casey report will not be completed for ESC residents. If a resident is moved from the ESC program to the RC program then an ANSEL Casey report will be completed and IL services will begin.

This agency will not knowingly admit a youth whose needs it cannot meet. During this time, the YSB will review and evaluate to determine if placement in our long-term residential care program is in the best interest of the youth, if reunification is possible or if an alternative, less restrictive placement is appropriate. Recommendations based on the review/evaluation will be made to the placing agency, as appropriate.

Due to the emergency nature of placements, calls are made through a referring agency (probation or DCS) and are received 24 hours a day, 7 days a week. YSB staff gathers information regarding the youth and reason for placement request; determination is made via this information to determine appropriateness for the program. If there is an opening and the referral meets eligibility criteria the placement is accepted. An admission agreement is completed that addresses the terms of payment and specifies the services being provided.

### **Population and Youth Best Served**

The residential care program serves both male and female youth ages 10 through 19. IQ range for youth accepted into the program must be 70 or above. Youth best served are those who are (1) at-risk; (2) victims of abuse and/or neglect; (3) status and first-time offenders; (4) diagnosed with adolescent disorders of the DSM-V, as applicable to residential treatment, and (5) youth identified by a referring agency.

## **Residential Care Admission Policy & Procedure**

The following steps taken with regard to youth who are referred to residential care:

1. Review of request for placement and documentation from placing agencies, to include (but not limited to): Progress reports from other agencies; psychological evaluation(s); CANS; probation and/or DCS reports; incident reports; and court reports.
2. Staffing consultation to determine appropriateness of placement.
3. Contact referring agency and parent/guardian as to determination of admittance to program.
4. All required admission information and forms completed and in place at facility as applicable.
5. Assignment of a case manager.
6. Physical examination, dental examination, and optical examination if needed.
7. Picture taken for identification.
8. Orientation of client to facility and program rules.
9. Completion of clinical diagnostic assessment.
10. Completion of treatment plan.
11. Implementation of treatment plan.
12. School contact where client last attended, and enrollment in Jay County School System, or other educational program, as applicable.
14. Reassessment of goals and Treatment Plan revised every 90 days.
15. Recommendation of discharge from the residential program.

At the time of admission into the Residential program, the following assessment tools are utilized: YSB Intake Narrative, CANS assessment and IARCCA Outcomes Study Intake Summary.

Youth admitted into the residential care program (and their families, when available and as appropriate) will help in the development of a therapeutic Treatment Plan; this plan is goal-oriented and based on the youth's needs. The youth will be asked to sign the appropriate confidentiality forms which will allow the case manager and residential director of clinical services to aid the youth and/or family in following through with identified treatment goals.

The YSB believes an individual's spiritual beliefs can be of great support and comfort. In the event the client has not pursued some form of spiritual support previously, efforts will be made by the case manager to aid the client in obtaining whatever information and contacts the youth is interested in.

## **Residential Exclusionary Criteria**

Due to the age of the facility, the excessive cost of adaptation and the credentials of personnel, the residential care program cannot accept individuals with the following level of care needs:

- An individual who is totally deaf
- An individual who is totally blind
- An individual who is mute
- An individual who cannot physically care for themselves
- An individual with an I.Q. below 70
- An individual who is not physically mobile
- A female in a wheelchair (females live upstairs in the facility)
- An individual with a significant history of violent behavior
- An individual with a significant history of fire setting
- An individual with a recent or severe substantiated abuse allegation

- An individual with a recent history of suicidal ideation, homicidal ideation, and psychosis who have not been cleared for discharge from a more restrictive placement
- An individual with a history of sexually maladaptive behaviors who have not successfully completed a program for sexually maladaptive youth
- An individual who is not between the ages of 10 and 19 inclusively; exceptions may be requested through a waiver from the state licensing division

### **ESC Admission Policy & Procedure**

The following steps are taken with regard to all youth referred to emergency shelter care:

1. Staff gathers pertinent information from referral source and document information on eligibility form.
2. Staff consultation with supervisor and/or on-call staff to determine appropriateness of referral. Supervisor or on-call staff may call referral source for additional information.
3. Authorization by approved/appropriate source.
4. Youth are transported to the facility by the referral source.
5. Admission: All required information and forms completed and in place at facility, as applicable.
6. Photo taken of client for identification purposes.
7. Orientation of client to the facility and rules of the program
8. Notification of parents, guardian, or custodian, if not done so by referring agency, and appropriate placing agency, when applicable.
9. Assignment to case manager.
10. Physical examination, dental examination, and optical examination if requested by placing agent.
11. School contact where client last attended.
12. Completion of care plan, as soon as possible or within 72 of admission.
13. Implementation of Treatment/Service Plan.
14. Reassessment of goals and care plan, revise as needed.
15. Recommendation of discharge from Emergency Care Program.
16. All final reports transferred to referring agency.

### **ESC Exclusionary Criteria**

Due to the age of the facility, the excessive cost of adaptation and the credentials of personnel, the emergency shelter care program cannot accept individuals with the following level of care needs:

- An individual who is totally deaf
- An individual who is totally blind
- An individual who is mute
- An individual who cannot physically care for themselves
- An individual with an I.Q. below 70
- An individual who is not physically mobile
- A female in a wheelchair (females live upstairs in the facility)
- An individual with a significant history of violent behavior
- An individual with a significant history of fire setting
- An individual with a recent or severe substantiated abuse allegation
- An individual with a recent history of suicidal ideation, homicidal ideation, and psychosis who have not been cleared for discharge from a more restrictive placement
- An individual with a history of sexually maladaptive behaviors who have not successfully completed a program for sexually maladaptive youth
- An individual who is not between the ages of 10 and 19 inclusively; exceptions may be requested through a waiver from the state licensing division

If there are any questions or if any clarification is needed, please contact David Keen at the YSB of Jay County.

David Keen  
Interim Program Manager  
Direct Care Supervisor  
260-726-8520  
david.keen@ysbjc.com