



Probation Service Definition

ADMINISTRATIVE OFFICE OF THE COURTS & PROBATION

SERVICE NAME	Shelter Care <input type="checkbox"/> Adult <input checked="" type="checkbox"/> Juvenile
Category	Out-of-Home (OHP) placement / Non-treatment
Setting	Residential
Facility License	As required by Department of Health & Human Services (DHHS)-Division of Public Health
Service Description	Shelter care is a licensed non-treatment facility providing 24-hour supervision for youth in an age-appropriate, individualized and structured group setting. The shelter care service is utilized as a temporary placement to achieve stabilization until a youth can transition to home, community-based or treatment placement. Shelter care may be utilized as an alternative to detention. Youth in this service require consistent behavior management, supervision and support. Staff provide a safe and nurturing environment through building relationships, teaching strategies and interventions.
Service Expectations	<ul style="list-style-type: none"> • Officer can utilize shelter care as an alternative to detention at the point of intake, probation violation, or as a planned transition from out-of-home placement when determined by the team that such transition is necessary. • Develop an individualized written plan with the youth, probation/problem solving court officer, family, and other stakeholders identified, that assists the youth in stabilization and preparing for transition home or other placement. The plan must address stabilization goals to include behavioral, education, transition, and criminogenic domains. • Individualization of the plan will be determined based on service referral information, relevant collateral documentation/assessments and family goals. The plan shall include approval, when appropriate, by the probation/problem solving court officer to allow youth to leave the facility for planned supervised outings, home visits, etc. Home visits will not be withheld from the youth based on behavioral concerns. • Participation in family engagement team meetings in person or via teleservices to provide necessary information on the youth’s behavior and progress while in shelter care as well as assist the family in preparing for the youth’s return home or to a necessary placement. • Based on the plans, the youth shall be involved in structured programming to include evidence based behavior management plan, community support planning, family engagement, teaching/educational interventions, and strategies that aid in individual skill development.

	<ul style="list-style-type: none"> • Family engagement shall include regular phone contact and visitation with family members. Family engagement shall be flexible to meet the non-traditional hours needed by families. Phone contact and visits shall not be tied to behavior management levels and shall not be removed as a consequence. • The provider will ensure that educational needs are being met. School may be in the community or on site. Youth shall attend their home school whenever possible. • Transportation as necessary to and from dental and medical appointments, school, court, therapy, home visits and routine day to day activities. Transportation costs within a 25 mile radius will be the responsibility of the provider. Parent/guardian shall be involved in the transportation of the youth. • Develop and implement a crisis plan for the youth and family. The youth and family will demonstrate how to implement the crisis plan. • Officer will verify with staff to determine if progress is being made. If progress is not indicated, the staff shall provide a rationale as to what changes will be made to initiate a plan to increase progress. • The provider will aid the probation/problem solving court officer in transition planning to begin upon admission to the shelter. • The agency will collaborate and proactively plan with probation/problem solving court officer for the discharge of youth from service, this will plan will begin upon placement in shelter care. During this process a trauma informed approach will be utilized to prepare the youth for the transition to ensure the most appropriate post-discharge placement is available for the youth prior to discharge. Criteria for discharge will be individualized, determined by the team, and approved by the court. The court must approve all discharges and placement changes. • When the youth's discharge is not planned, the provider will give the probation/problem solving court officer a 72-hour notice in writing. During this time frame, the provider will use a trauma informed approach to prepare the youth for the impending discharge and will work collaboratively with probation to determine the most appropriate post discharge placement for the youth. The plan will include educational needs, clinical needs, living environment etc. A 72-hour written notice is not required when the provider and probation mutually agree that it is in the best interests of the youth to move sooner. • When the youth's discharge is not planned, the provider will give probation 72 hours written notice. During this time frame, the provider will use a trauma informed approach to prepare the youth for the impending discharge and will work collaboratively with probation to determine the most appropriate post discharge placement for the youth. The plan will include educational needs, clinical needs, living environment etc. A 72
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Service Frequency	24 hours/7 days
Length of Stay	Up to 30 days
Staffing	<ul style="list-style-type: none"> • Facility will comply with all staffing requirements of the DHHS-Division of Public Health. • Providers registered to provide shelter care will have 24-hour awake staff. • All staff that have direct contact with youth will have an understanding of evidence based youth development principles, trauma informed care, best practice in juvenile justice and criminogenic risk and needs.
Staff to Client Ratio	Staffing ratios will be as required by DHHS-Division of Public Health
Hours of Operation	24 hours/day, 7 days a week
Service Desired Outcomes	<ul style="list-style-type: none"> • Youth maintains continuity with their education. • The primary outcome is to enable the youth to stabilize in their environment and move to their home or to the next placement
Unit and Rate	Per day; see rate sheet

[Click here to view
Service Interpretive Guideline]