



ADMINISTRATIVE OFFICE OF THE COURTS & PROBATION

## ***Service Interpretive Guidelines***

### **Shelter Care**

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#### **SERVICE DEFINITION:**

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.

#### **TARGET POPULATION:**

This service is utilized for youth who are in need of shelter care services are in need of a structured environment due to the inability of the youth to function in the family home. This service would typically assist addressing youth/family high in risk and/or need in Family Circumstances/Parenting, Personality/Behavior and/or Attitude/Orientation.

#### **PROBATION/PROBLEM SOLVING COURT OFFICER (OFFICER) RESPONSIBILITIES:**

- Officer will prepare the youth and family to transition into the placement, by providing transportation, and making sure the youth has all necessary belongings to include, but not limited to clothing and medications if applicable.
- 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.
- Whenever possible the probation/problem solving court officer should be present for the initial placement, exceptions must be approved by a supervisor.
- Officer will communicate with the team, to assist in developing a written individualized plan for the youth.
- Officer will ensure the goals are observable and measurable and are developed in conjunction with the youth, family (if applicable) and identified team members.
- Officer shall communicate weekly, at a minimum for updates on the treatment plan, goals and the youth and family's engagement in services.
- Officer will communicate weekly, at a minimum, for updates on the youth's progress. Clear communication between the probation officer, court, and facility staff is critical to ensure youth are approved to participate in off-site activities. Situations where youth may not be approved may include: court order, extensive runaway behavior, risk to the community, etc.
- Officers will need to be responsive to all crisis situations within the facility involving the youth.

- Officers should be able to observe a consistent and highly structured daily schedule that includes, education, groups, and skill development.
- Officer will assist in maintaining family engagement and facilitate family team meetings to encourage communication and progress.
- Officer will ensure family phone calls, visits and home visits should occur on a regular basis. Home visits should be planned through the family team meeting process and should be based on the goals of the plan, not related to youth's behavioral concerns.
- Officer will ensure family phone calls, visits and home visits are not withheld from the youth in a punitive manner.
- Officer will complete engagements outlining intake, progress and discharge.
- Officer shall do transition work with the family to prepare the youth to return home. This includes family team meetings, therapeutic team meetings, building formal and informal supports, home visits, etc.
- Transition plans will be finalized in the (Individualized Transition Plan) ITP and will include the following:
  - Recommendations for next appropriate community services
  - Follow up appointments scheduled in conjunction with family
  - Community supports and resources for the youth/family
  - Consultation with community agencies on behalf of, or in conjunction with the youth/family
  - Update every time there is a change in the youth/family circumstances
- Officer will upload all documents to the information management systems