**Services Quick Reference Guide**

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| *Service:* | *Outcomes* | *Information:* |
| Safety Monitoring:The provider will ensure monitoring of child(ren) in the family home when the parent or caregiver maybe responsible for an identified, present safety concern. | * Goal: Permanency
* Environment
* Parental Capabilities
* Family Interactions
* Family Safety
* Child Well-Being
 | * High Intensity/High Frequency
* Onsite response time of 2 hours
* Provides supervision/monitoring/skill-based interventions aimed at reducing crisis situations and ensuring safety
* Available 24/7
* Duration of 1 hour to 24 hours (may be multiple days)
* If service is requested or delivered for more than 48 consecutive hours, a staffing is required
* Provided within the family home
* Services may be rendered by multiple providers
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| Intensive In-Home Level 2Utilized for stabilization/preservation and/or reunification of youth and families. Provides intensive interventions and strategies that aid in educating youth and families in development of skills necessary to achieve safety and stability.* Team Delivered – Option of having Clinician involvement
* Focus on improved functioning and takes place within family home
* Collaboration with schools, clinicians, other involved parties
* Assist with scheduling initial evaluations and appointments if requested
 | * Goal: Permanency and/or Reunification
* Environment
* Parental Capabilities
* Family Interactions
* Family Safety
* Child Well-Being
* Social/Community Life
* Self Sufficiency
* Family Health
 | * High Intensity/High–Moderate Frequency
* Onsite response time of 2 hours
* Frequency and intensity of interventions dependent on safety plan requirements and/or provider assessed need
* Available 24/7
* Provides interventions aimed at reducing crisis, building parental capacities, and addressing safety concerns (should be an immediate need present)
* Providers complete formal and informal assessment of need
* **Ideal referrals for in-home families or families reunifying within 30 days**
* Expected that goals can be completed within 90 days (short term service)
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| Intensive In-Home Level 1Utilized for stabilization/preservation of youth and families. Provides intensive interventions and strategies that aid in educating youth and families in development of skills necessary to achieve safety and stability.* Focus on improved functioning and functioning
* Resource identification
* Outcomes should be non-clinical in nature
* Assistance with scheduling initial evaluations and appointments if requested
 | * Goal: Permanency
* Environment
* Parental Capabilities
* Family Interactions
* Family Safety
* Child Well-Being
* Social/Community Life
* Self Sufficiency
* Family Health
 | * Moderate Intensity/High–Low Frequency
* Onsite response time of 2 hours
* Frequency and intensity of interventions dependent on safety plan requirements and/or provider-assessed need
* Available 24/7
* Provides interventions aimed at reducing crisis, building parental capacities, and addressing safety concerns
* Providers complete formal and informal assessment of need
* **Ideal referrals for in-home families**
* Expected that goals can be completed within 120-160 days
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| Intermittent Monitoring:Intermittent Monitoring is focused on ensuring the safety and well-being of youth and families through:* Drop-Ins
* Walkthroughs

This is utilized when sporadic checks are required to ensure that a family is following the safety plan. During the course of delivery the provider will monitor for safety, promote youth and family well-being. | * Goal: Permanency and/or Reunification
* Environment
* Parental Capabilities
* Family Interactions
* Family Safety
 | * Low Intensity/High-Low Frequency
* Accept referrals 24/7 with 2 hour response time unless otherwise specified in the safety plan
* Frequency and duration of drop in will be determined through safety planning
* Duration of each drop in will be a minimum of 30 minutes but may be longer if requested (as identified within the safety plan)
* Will put eyes on each individual present within the home during the drop-in and/or walkthrough
* Not utilized to assess appropriateness of out of home placement options
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| Drug Testing (Youth/Adult):Drug screening and testing provided for both adults and youth. Utilized to determine use of alcohol or illegal substances at a point in time.  | * N/A
 | * Most Testing is available 24/7
* Testing is available for youth and adults
* Testing is available for alcohol and drugs
* Ongoing testing is random at a determined frequency
* Can be provided in home or provider office setting
* Hair Follicle testing is available during business hours only
* Drug Testing will not be utilized IF client is receiving DST through already established treatment or probation with the exception of a one-time test to determine immediate safety
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| Home Supported (23:59) Home Supported is utilized as a temporary intervention for youth when it can be reasonably assumed that a youth can be returned to the parental home within less than 24 hours. Home Supported is not intended to be a placement but is intended to potentially provide day and overnight care to youth pending a timely return to the parental home. Home Supported interventions are intended to be up to 23 hours and 59 minutes of safe, secure care for youth, allowing their parent(s) time to mitigate any presenting safety threats to prevent youth removal from the home. | * Goal: Permanency
* Child Well-Being
 | * Moderate Intensity/High-Low Frequency
* Accessible for service 24/7
* Service will occur in a licensed foster home or facility
* Agency representative can be present at intake if requested
* Youth will be maintained hi his/her home school
* This is NOT documented as a placement in
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| Crisis RespiteCrisis respite is utilized for an immediate need of a youth to be outside of the parental home for a brief period of time in an urgent time frame. This may be due to conflict within the home, absence of parental supervision, condition of the living environment, etc.  | * Goal: Permanency
* Child Well-Being
 | * On-call availability 24/7 with active efforts to secure respite
* Youth served in licensed foster home affiliated with an agency for support
* Access to 24 hour crisis intervention to stabilize youth when necessary
* Contact with youth in respite as needed
* Available for stays up to 72 hours in duration
* This is NOT documented as a placement
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| Planned Respite:Planned respite is utilized as a scheduled and planned break for youth and/or parents. It allows for the family to identify times when youth are in need of supervision outside of the home to help fulfill either the youth or parental need. Planned respite is non-urgent and can be arranged through scheduling and coordination.  | * Goal: Permanency
* Child Well-Being
 | * Available during business hours to establish planned respite location and schedule
* Can be utilized for day or overnight respite needs
* Youth served in licensed foster home affiliated with an agency for support
* Access to 24 hour crisis intervention to stabilize youth when necessary
* Contact with youth in respite as needed
* Available for multiple stays in respite with each stay maximum 72 hours in duration; not to exceed more than one stay (up to 72 hours) per week
* This is NOT documented as a placement
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| Day Reporting:Day Reporting is utilized for ensuring that youth have safe, structured and supervised time when they cannot be left unattended during daytime hours. Day Reporting will assist youth in skill enhancement, educational development, and career readiness. | * Goal: Permanency/Reunification
* Child Well-Being
* Social/Community Life
 | * Day Reporting is available Monday through Friday from 7 AM to 6 PM
* Day reporting will provide youth the opportunity to:
* Complete school work
* Participate in study time
* Participate in GED preparation
* Enhance vocational and/or independent living skills
* Provides youth with structured, strength based activities throughout the day
* Ensures that the youth’s basic needs, including personal safety, food, and shelter during enrollment hours, is met
* In some instances, transportation is provided
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| Specialized Bed (5 day):The Specialized Bed provides 24-hour care in a licensed foster home for up to five (5) calendar days for children/youth that are unable to live at home and are in need of temporary care. The need for care can be based on initial removal with anticipation of timely return. Children/youth utilizing the Specialized Bed may have needs that are unknown as a result of recent removal or more significant needs; to include; severe behavioral/emotional needs, developmental and/or medical needs.  | * Goal: Reunification
* Child Well-Being
* Social/Community Life
 | * Youth served in licensed foster home affiliated with an agency for support
* On-Call availability 24/7 with active efforts to identify 5-day option
* Anticipate 5-day stay with availability of one extension up to 5 days with approval
* Face to Face contact with the youth by the provider agency within 24 hours of placement
* Access to 24 hour crisis intervention to stabilize placement
* This WILL be documented as a placement
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| Licensed Foster Care:Licensed Foster Care services are utilized when youth cannot be safely maintained in the parental home. Licensed foster care should be utilized when a kinship/relative placement cannot be secured or has been determined not to be in the youth’s best interest. Licensed Foster Care services are a least restrictive option for out of home placement and should meet the youth’s developmental, emotional, behavioral, cultural and educational needs. | * Goal: Reunification
* Child Well-Being
* Social/Community Life
* Self Sufficiency
* Family Health
 | * Youth served in licensed foster home affiliated with an agency for support
* On-call availability 24/7 with active efforts to secure placement
* Access to 24 hour crisis intervention to stabilize placement
* Provider completes walkthrough of home monthly
* Contact with youth placed in home within 72 hours of placement
* Ongoing contact with youth based on youth need and LOC (monthly minimum)
* This WILL be documented as a placement
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| Parenting TimeParenting time services are focused on increasing parental capabilities, family interactions, and family safety. The provider will monitor for safety, promote youth and family well-being, and actively assist in establishing and enhancing positive interactions and parenting skills through teaching/educational interventions and strategies that aid in individual and/or family development of skills necessary to ensure family safety and well-being.  | * Goal: Reunification
* Parental Capabilities
* Family Interactions
* Family Safety
* Child Well-Being
 | * Referrals accepted during normal business hours
* Provider will have contact with the family within 24 hours of referral acceptance to schedule initial session
* Initial Parenting Time session will occur within 72 hours of referral
* Parenting Time Guidelines will be utilized and considered in referring for intensity and frequency
* Parenting Time sessions will take place in a location that is approved and convenient for the youth and family
* Parenting Time will utilize 100% supervision unless otherwise requested or authorized
* Parenting Time providers will provide teaching interactions and opportunities
* Parenting Time can be utilized to allow a youth to participate in family events
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| Family Finding:Identifying relative/kinship placement and/or supports for child(ren) and their parents. Informal supports may be utilized to strengthen a family’s natural support system, decrease time in out of home care, and provide placement to youth in need of out of home care. | * Goal: Permanency and/or Reunification
* Social/Community Life
* Self Sufficiency
 | * Youth referred when out of home placement is needed and no kinship/relative options have been identified
* Referrals accepted during regular business hours
* Referrals processed according to immediacy of need
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| Home Studies:Home Studies are utilized for assessing potential placement and/or adoption options for youth. They are designed to ensure youth safety and youth needs are able to be met within the identified family environment and that the family has the skills and resources necessary to provide ongoing care. | * Goal: Permanency and/or Reunification
* Child Wellbeing
 | * Referred when placement is requested in an unlicensed kinship or relative home
* Referrals accepted during regular business hours
* Post placement home studies are to be completed and submitted within 30 days of placement
* Pre-placement home studies are to be completed and submitted within 60 days of referral

**Continued** * Adoptive home study updates are to be completed within 60 days of referral
* Background checks are required on all individuals residing in the home age 13 or older in accordance with DHHS policy
* Home Studies will be completed in a format approved by DHHS
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| Interpreter:This service will be provided to staff that need to communicate with a client whose primary language is one not spoken by the professional who needs to interact with the client.  | * N/A
 | * Available 24/7 through either an interpreter or Language Linc.
* Language Linc can interpret over the phone and may be available in person during regular business hours
* May be used one time or on-going
* Can be utilized for face-to-face contact, family team meetings, and any other interactions with the client
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| Transportation:Commercial transportation used to transport clients who do not have the means or availability of their own transportation or public transportation system. | * N/A
 | * Children under the age of 12 must have an adult, known to them, accompany them on the transport
* Assist parents in transportation needs directly related to case plan/safety plan goals and objectives
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| Resource Identification/Flexible Funding:Assistance in identifying and securing tangible items to assist in ensuring the safety and well-being of youth and families. | * N/A
 | * Payment for psychotropic medications
* Resources to assist with rent or utility bills
* Access to hotel rooms
* Access to tangible items
* Food
* Clothing
* Beds
* Infant needs
* Alarms, lockboxes
* Etc.
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