



**PROCEDURES:**

- A. Upon receipt of a court order that makes a child eligible for or requires shelter care, the Case Management Specialist (CMS) shall do the following:
- 1) Review the police report and the child's demographics in the DJS youth database system including any relevant alerts to assist in identifying the appropriate shelter care placement.
    - a) If the child has a recent shelter care rejection or ejection, contact the Resource Specialist to determine if referrals to Treatment Foster Care (TFC) would be appropriate;
    - b) If the Department of Human Services (DHS) is involved with the child, contact the local DHS worker to coordinate shelter care referrals. If the order for shelter care is received after hours (e.g., 5:00pm) call 1-800-917-7383.
  - 2) Identify appropriate shelter care or TFC placements for referral based on the DJS daily distribution list.
  - 3) Prepare the shelter care or TFC referral packet to facilitate the referral process, which includes:
    - a) the DJS **Youth Face Sheet** found in the DJS youth database system;
    - b) the court order providing for shelter care; and
    - c) any relevant materials that may assist the program in making a determination regarding acceptance.
  - 4) Contact each provider by phone and advise them of the need for placement;
    - a) Provide the referral packet by fax or secure email;
    - b) Determine and authorize additional supports or services that may include electronic monitoring, GPS (with court order), Evening Reporting Center (ERC) programming, or a 1:1 staff; and
    - c) If the youth is rejected due to lack of capacity, request the youth be added to the waitlist and contact the program daily as census and availability changes.
- B. If the youth is accepted into the program, the CMS shall:
1. Complete any necessary paperwork and/or medical clearance from the program to facilitate the child's admission; and
  2. Enter the placement in the DJS youth database system;
    - a) Complete all transactions in the DJS youth database system in accordance with policy;
    - b) Request assistance from the local Resource Supervisor if a Certificate of Placement (COP) is required; and
    - c) Coordinate non-secure transportation of the child to the program for admission.
- C. If the child is rejected from all current programs, the CMS shall immediately contact the CMSS, the Resource Specialist, and the Regional Management Team to request assistance in:
1. Contacting the Executive Director of Resource to identify any potential programs that may not have been considered initially;
  2. Making referrals to DJS contracted programs that offer short term placement;
  3. Contacting the providers who rejected to determine if any supports or services could be put in place to secure a program acceptance; and
  4. Authorizing additional supports or services, e.g., electronic monitoring, GPS (with court order), Evening Reporting Center (ERC) programming, or a 1:1 staff.

- D. When a shelter order is received after 2:00 p.m., the CMS shall complete all procedures in section A and at the same time initiate the procedures in section C.
- E. When a youth is rejected from all programs, and all procedures in Section C have been completed, the CMS shall prepare and submit a memorandum found in the DJS youth database the same day to the court (**example of Court Memorandum** appended) that shall include:
1. all the efforts the Department made,
  2. all the shelter and any TFC referrals,
  3. the reasons for rejection,
  4. a request for an emergency hearing; and
  5. any alternative plan(s) approved by the Executive Management Team.
- F. For each shelter order:
1. The CMS shall document the acceptance or rejection reason(s) if applicable in a contact note in the DJS youth database, and notify their chain of command including the RD by email for each shelter care program referral; and
  2. The RD or designee shall complete the information in the Google Drive on the spreadsheet entitled "Shelter Order Tracker".

#### **APPENDIX**

1. Court Memorandum example

Boyd K. Rutherford  
Lt. Governor

Larry Hogan  
Governor

Sam Abed  
Secretary

TO: The Honorable \_\_\_\_\_

FROM: \_\_\_\_\_ CMS III

RE: Court Memorandum – John Doe

DATE: August 15, 2022

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Youth TJ was last before the Court on August 14, 2022 on petition \_\_\_\_\_. At that time, the youth was ordered into shelter care and released from secure detention pending his next Court hearing on Sept 7, 2022.

This Memo is to provide the Court with follow up, to date, on all efforts made by the Department to adhere to that Order.

In accordance with the DJS Shelter Care Directive \_\_\_\_\_, efforts began immediately to secure shelter care for this youth. As this youth is also committed to DSS, they were involved in each step to ensure we were communicating jointly with the providers as to the needs of this youth and the conditions set forth in the Court Order.

To date, we have made referrals to all of the available shelters and have received rejections due to age of the youth, nature of the alleged offense, and AWOL history. In response to these rejections, we reached out to each individual provider and offered support services from the Department that included 1:1 supervision while at the shelter care placement and placing the youth on community detention with electronic monitoring. The providers did not reconsider their rejection reason.

#### EXAMPLE 1:

The matter was escalated to the Executive Team for further review. Efforts are underway to attempt to secure a placement in a treatment foster care setting and if needed, utilize the above-mentioned supports. Once placement has been obtained, the parties of the court will be notified. Until that time the youth will remain with DSS in their overnight accommodations on \_\_\_\_\_ Calvert Street in Baltimore, Maryland.

#### EXAMPLE 2:

The matter was escalated to the Executive Team for further review. Efforts are underway to attempt to secure a placement in a treatment foster care setting and if needed, utilize the above-mentioned supports. Once placement has been obtained, the parties of the court will be notified. At this time, the Department is requesting an emergency hearing to address this matter.

#### EXAMPLE 3:

The matter was escalated to the Executive Team for further review. The Department was able to identify a family member that would be willing to have the youth reside with them. They will attend school and be able to participate in the following community based services, ERC and CHOICE. At this time, the Department is requesting that the Court rescind the youth's current Court Order for Shelter Care, petition \_\_\_\_\_, and place the child in the care and custody of his aunt, Tracy Mills. The Department conducted a home visit on August 15, 2022, and found this residence to be an acceptable arrangement for the youth. DSS has been included in this decision.

EXAMPLE 4:

Due to the parents inability and unwillingness to be able to care for this child, the Department has requested that DSS begin to investigate this matter as child neglect and request that the Court consider a commitment of this youth to the care and custody of DSS.

