

DSS Policy and Procedure Guide

Division 03: Child Welfare

Chapter 16: Transitional Shelter

Item 04: Youth Wellness Report

Suggested changes send to: DSS PSOA Mailbox

Issued: **January 2, 2025**

References: None

New

Preamble

Child Welfare Policy and Procedure Guides (PPG) are meant to be used as tools to relay best practice and staff expectations. As a Quality Parenting Initiative Agency, our policies are designed around our shared principles: every child deserves excellent parenting and meaningful relationships; policy and practice informed by research; and putting those with lived experience at the center of policy change. It is understood that specific case scenarios may not always align themselves with the stated practices and that at all times what is of paramount importance is the Safety and Well-being of the children we are charged to protect.

Policy

The Department of Social Services (DSS) operates a Transitional Shelter Care Facility (TrSCF) in order to provide a safe place to temporarily house youth ages 12-17 who are awaiting placement. [The Youth Wellness Report \(YWR\)](#) is a venue for communicating the status of youth during their TrSCF overstay.

Purpose

This PPG provides guidelines that delineate the process for the completion of the YWR.

Definitions

Overstay: An overstay occurs when a youth's total time at the TrSCF exceeds 9 cumulative days within a 30 day rolling period. The clock starts upon the Youth's initial entry into the TrSCF. If the youth runs away, the clock pauses and will resume if the youth returns within 30 days. If the youth does not return within 30 days, the clock stops and resets to zero. The clock also stops and resets to zero when a youth is placed in an approved or licensed home or facility.

Procedure

Facility Staff Responsibilities

Facility Staff will initiate the creation of the YWR and the Teams folder (DSS-TrSCF-Youth Wellness Report Teams folder) where the YWR will be updated. Facility staff will complete Part A of the YWR within 24 hours of a youth beginning overstay status at the TrSCF. Facility staff will then send an email to the assigned Social Worker (SW) and Social Work Supervisor (SWS) separate

from the Teams notification email, advising the Teams folder and YWR have been created and to update and complete the YWR in the Teams folder on a daily basis.

The YWR is to be kept in the child's folder in the DSS-TrSCF Youth Wellness Report Teams channel. Detailed instructions can be found here: [Youth Wellness Report Directions](#). Additionally, Part B is to be completed by facility staff on a daily basis once a youth is in overstay status while at the shelter. This information is to include the following:

- **Educational Services/Experience**-information on where the youth attends school/any education information gathered or provided by the youth.
- **Mental Health Services/Assessment**-What Mental Health (MH) services information was provided, has a MH provider contacted youth is in shelter, etc.
- **Medication Management**-What medication is the youth prescribed, what medication are they needing, do they have a JV220 on file and provided.
- **Medical Examination/Services**-Were they taken to receive medical care, who is their doctor, last doctor visit, are there any medical concerns.
- **Other Services: (Commercially Sexually Exploited Children (CSEC) /Sexual Orientation Gender Identity Expression (SOGIE) and Extracurricular)**-Have support services been contacted for support, do they have someone they are working with, do they play any sports or have any activities that a schedule needs to be worked out for.
- **Most recent Child and Family Team (CFT) Meeting**-Date of most recent CFT or if one is scheduled.
- **Transitional Plan/CFT recommendation for placement type:** When is the transitions CFT, has it already occurred, has Facility staff been invited to attend.
- **Runaway Plan completion:** Information on if the youth is a habitual runner, did they come to the shelter after being on the run. Is there a runaway plan on file, is there a scheduled meeting to complete a runaway plan, known history of AWOL's from shelter (recent stay)
- **Connection with assigned Social Worker while at the Shelter (date):** Dates and method of contact by SW.
- **Scheduled Visits Relatives/Siblings:** Information on when visits are schedule to take place and if visits do take place.
- **Court Appointed Special Advocate (CASA) connection:** CASA worker name and information, any contact that occurs or is scheduled to include date and method.

In Part C, the Facility staff will complete the following sections:

- Transitional Shelter Care Facility: (Facility staff complete this section and review info)
 - **Family Finding/Mentor/Non-Related Extended Family Member (NREFM):** What information have you been provided by the youth or

otherwise about FF/mentors/NREFM. Have you provided this information to the ongoing SW/SWS for possible placement options.

- **Youth's Voice:** Important to include the Youth's Voice here, what are their wants, thoughts on placement.

Furthermore, once the youth no longer has an open stay in the shelter, Facility staff will save the completed YWR in the youth H drive folder (TRSCF) and delete the YWR and child folder from the Teams folder.

Assigned Social Worker Responsibilities

The assigned Social Worker (**ER or Case Management Social Worker**) will complete the following sections in Part C and will have it reviewed by their Social Work Supervisor.

- **Assigned SW**
 - **Assessment of return to parent/guardian:** What information is known about the parents, history and what is their status as of completing the YWR.
 - **Family Finding: (assessments/status/conversations):** What family finding efforts have been completed, who we have contacted, have we done assessments or contacted those relatives.
 - **Compelling Reason placements: (list names/assessments/status:** "Compelling Reason" means a decision to place a child with an applicant prior to approval as a Resource Family based upon the best interest of the child, to include maintaining a child's family-like connections.
 - **Care Provider search/matching & results (list each effort/ status/and feedback from care provider):** What are the RFA search efforts, what has been done with the information and placement options provided. **What are the specific efforts of the assigned Social Worker.**
 - **California Department of Social Services (CDSS) TA Call:** Has one been completed to help with ideas for case management or ideas for placements, when was it, when is it scheduled, outcomes.
 - **Other Efforts:** What have your other case management efforts been, please be detailed.
- **Tribal Placement-**If youth is a Native Child what efforts have been made, including tribal placement, notification of tribe, notifying the tribe etc..
- **Reason for Overstay:** Specify reason for overstay or barriers to placement.

The assigned Social Worker will complete part D daily as long as the youth is in the shelter and on overstay status. Each overstay day will be documented separately by the day number of overstay and the date.

Family Finding (FF) Responsibilities

The FF unit will complete the following section in part C

- **FF unit:** (FF unit complete this section and review) Information provide by the FF unit. What efforts have been made, what family has been located, has this been provided to the ongoing SW/SWS, when was the last search.

Social Work Supervisor Responsibilities

The SWS will complete the following section in part C as well as review the form as a whole to make sure entered information is correct.

- **SWS:** (SWS complete this section and review info) Information on how you have supported FF efforts as well as other placement efforts to find a placement that meets the child's needs.

The SWS will review and ensure part D is completed daily as long as the youth is in the shelter and on overstay status.

Division Chief (DC) Responsibilities

The DC will complete the following section in part C as well as review the form as a whole to make sure entered information is correct.

- **DC:** (DC complete this section and review info) Information on how you have supported the work the SW/SWS have done, what leadership efforts have been made to help located a meaningful placement.

The DC will review and ensure part D is completed daily as long as the youth is in the shelter and on overstay status.

Resource Family Approval (RFA) Responsibilities

RFA will complete following section in part C.

- **RFA:** Have any applications for placements been received, what is pending certification if any.

Resource Family Support (RFS) Responsibilities

The following section in part C will be provided by the RFS worker when requested.

- **RFS:** Will provide their search efforts when requested by the assigned SW/SWS/DC in a separate document to be attached to the YWR.