

- Developing a simplified individualized plan of service for each young adult in accordance with their CPS Transition Plan and/or active IEP by a professional treatment team that meets regularly to assess the young adult's ongoing needs and progress;
 - Basic Level of Care (LOC) young adults will receive a service plan that remains in effect until they emancipate from Refuge House care. This plan will be updated is the CPS transition plan or the IEP are updated or changed in any way.
 - Moderate LOC young adults with receive a yearly service plan with an update every six months and or the month prior to a LOC read.
 - Specialized LOC young adults will receive a new service plan every 90 days.
- Attempting to provide resources for social and recreational opportunities;
- Attempting to support a young adult to meet his/her medical, emotional, psychological and psychiatric needs through a variety services;
- Transitioning to independence including attending college or vocational or technical training; and
- Attending high school, a program leading towards a high school diploma, or GED classes.

*As defined in applicable sections of TAC §700.316. Those participating in the Voluntary Extended Foster Care or Return to Foster Care programs are also eligible for forms of Medicaid which may include traditional Medicaid, STAR, and/or STAR/Superior Health Network)

References

§749.333, §749.1101, §749.1103, §749.1105, Contract Term 6.A, Contract Term 7, Contract Term 8, Contract Term 25.C

ADMISSION POLICY

Refuge House maintains an on-call Intake Department employee (Child Placement Management Staff) and accepts placement requests and makes placements (children and young adults) 24 hours a day, 7 days a week. Refuge House coordinates with the Centralized Placement Unit (CPU) to ensure placements provide the least restrictive environment for a child or young adult. For routine placements, if possible, Refuge House coordinates with DFPS to arrange a placement time that is the least disruptive for the child/young adult. In the case of emergency placements, Refuge House makes every attempt to place the child/young adult as soon as possible, in order to minimize the length of time the child/young adult is without a safe family environment.

Refuge House does not make any placement decisions on behalf of foster/adoptive parent(s). Refuge House will make every effort to ensure that each placement referral is evaluated to determine the most appropriate placement within an agency home based upon the known factors at the time of referral. Refuge House provides all known information to the foster/adoptive parent(s) in order for all parties to make the most appropriate placement decision, and each conversation with prospective foster/adoptive parents is documented on the Initial Intake Information Form. Every placement decision involves information about a child, young adult, or sibling group, in addition to family dynamics and foster/adoptive parent experience. Foster/adoptive parents are expected to be available to participate in the matching process and must be present at all placements. Refuge House attempts to conduct the matching discussions

and secure placement approval from foster/adoptive parents within 20-30 minutes of receiving a placement request.

Refuge House gathers and documents known information to be included in the Initial Intake Information Form in order to make better matching decisions and provide the most accurate and pertinent information to the foster/adoptive parents. Refuge House will initiate an admission assessment that includes an initial evaluation of an appropriate placement for a child/young adult and will ensure that the information necessary to facilitate service planning is obtained, including information that may not have been available at the time of placement.

Refuge House only accepts placements of children through the contracts issued by DFPS and children of ages and genders requiring the service types specified on the license issued by RCCL. If information indicating that the services or other attributes of the child becomes known at a later date, are not within the agency's license, and was not available to Refuge House prior to placement, Refuge House will contact DFPS immediately and determine on a case by case basis if removal from the agency home is necessary.

Young adults will also be considered for placement under the RH contract issued by DFPS. This population is not regulated by RCCL

ROUTINE PLACEMENTS

Routine placements are arranged in advance between DFPS, Refuge House, and foster/adoptive parents. Every attempt is made to schedule routine placements in a manner that is the least disruptive to the child's or young adult's schedule. Routine placements are reviewed and approved by CPMS in advance. Refuge House prepares the child's or young adult's file in advance of the placement and coordinates the time and location of placement with the DFPS worker. A routine Full Admission Assessment must be completed by the time of placement, with an Updated Admission Assessment being completed within 15 days of placement.

For routine placements, Refuge House provides opportunity for a child/young adult and foster/adoptive parent(s) to meet prior to placement and to have meaningful interaction with an opportunity to ask questions and exchange information about rules and expectations in the home. Children/young adults and foster/adoptive parents are given the opportunity to meet individually and privately with the case manager to determine if this is a good fit. The discourse is appropriate to the intellectual age of the child/young adult. Refuge House case manager will discuss with the child/young adult, in a fashion appropriate to the child/young adult's intellectual and emotional age, the circumstance that made the placement necessary. The pre-placement visit and discussion is documented and recorded in the client's record, including the child/young adult's understanding why in foster care and response to the placement and the discussions about the placement. Documentation of the information shared with foster/adoptive parents, information that was not shared and the justification for not sharing, and how the placement is capable of meeting the child's or young adult's needs will be kept in the child/young adult's file.

EMERGENCY PLACEMENTS

Refuge House accepts placement calls 24 hours per day, 7 days a week. When a placement call or e-mail is received, Refuge House assesses the availability of beds and appropriateness of placement for a given child, young adult, or sibling group as soon as possible, regardless of time, day or night. If a potential family is identified, the Refuge House Intake Department attempts to contact the family immediately and discuss the potential placement(s) and available information with the family to determine a potential match for placement. When a placement is secured, Intake On-Call Department arranges placement between foster/adoptive family, DFPS caseworker, and Refuge House on-call worker. The child/young adult's file is prepared the first business day after emergency placement. The Emergency Admission Assessment must be completed the day of the child/young adult's admission, Full Admission Assessment within 10 days of admission, and an Updated Admission Assessment being completed within 15 days of admission. Refuge House will share any additional information obtained regarding the child/young adult with the foster/adoptive parents within 10 days of completing the Full Admissions Assessment. Documentation of the information shared with foster/adoptive parents, information that was not shared, a justification for information not shared, and how the placement is capable of meeting the child's or young adult's needs will be kept in the child/young adult's file.

Children receiving treatment services who came into the care of Refuge House as an emergency placement may not continue in Refuge House care for more than 30 days after the date of their admission, unless the child has received the required psychological, psychiatric, psychometric, or physician's evaluation. The completed evaluation must indicate manifestations of the child's disorder requiring treatment services. All evaluations must be signed, dated, and documented in the child's record.

UNACCOMPANIED EMERGENCY PLACEMENT

In the event that an unaccompanied child/young adult in the care of DFPS presents for emergency placement, Refuge House may accept the child/young adult for placement and shall immediately notify DFPS to determine instructions and to initiate documentation. DFPS will complete the required forms within the next working day but may immediately move the child/young adult.

VOLUNTARY EXTENDED FOSTER CARE PLACEMENT

A Voluntary Extended Foster Care placement applies to a child/young adult that is currently receiving foster care services prior to their eighteenth birthday who wishes to extend foster care services as a young adult. To accommodate children/young adults who wish to voluntarily extend their foster care services on their eighteenth birthday, Refuge House maintains policies to guide and educate children/young adults about the Voluntary Extended Foster Care Program. Refuge House case manager will communicate with the child/young adult and DFPS to determine if Voluntary Extended Foster Care is applicable. If the child/young adult wishes to extend foster care services, Refuge House case manager will obtain the required Voluntary Extended Care Agreement from CPS, which must be signed by the young adult applicant.

VOLUNTARY RETURN TO FOSTER CARE PLACEMENT

On a case by case basis, Refuge House may care for young adults ages 18-21 who meet eligible criteria for Voluntary Return to Foster Care services. Refuge House Intake Department will