

POLICY # 209	SUBJECT: SERVICE COORDINATION REGARDING DEPENDENT YOUTH
EFFECTIVE DATE: October 1, 2003 REVISION DATE: June 16, 2020	Page 1 of 3
Approved By: Josette Manning, Cabinet Secretary	

I. PURPOSE

The purpose of this policy is to ensure that active Department of Services for Children, Youth and Their Families (DSCYF) case managers are working as a team with youth and families in order to prevent dependency, and, if dependency has been established, to promote family reunification.

This policy pertains specifically to those youth who:

- A. Have successfully completed residential treatment but whose parents/guardians are unable or unwilling to have the youth return home, or
- B. Are currently in a detention center, detention alternative, inpatient psychiatric hospital, or mental health crisis bed and whose parents/guardians are unable or unwilling to plan for the youth.
- C. Are active with the Department and at risk of becoming dependent.

These youth will be considered department youth and case planning will be coordinated and resources shared.

II. POLICY

- A. The Division of Family Services (DFS), the Division of Prevention and Behavioral Health Services (DPBHS), and the Division of Youth Rehabilitation Services (DYRS) will serve mutual youth and families in the spirit of collaboration, recognizing each division's unique expertise.
- B. DFS, DPBHS, and DYRS will develop interdivisional service plans.
- C. DFS, DPBHS, and DYRS understand that individual behaviors are likely a symptom of underlying issues or concerns that have not been adequately addressed. Planning efforts should include identification of strengths, needs, and opportunities to promote resilience.
- D. For youth who have significant behavioral health needs, the operating divisions will work together to serve youth in the most appropriate setting. Divisional funding streams and contracts will not be used as barriers to accessing the most appropriate services.

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- E. The forum for accessing all department services will be the Department's Collaborative Consultation and Resource Team (CCRT), comprised of staff from all four divisions. This team will meet regularly to review the needs of youth who have significant behavioral health needs and assist case management teams in identifying the best available resource options that match the youth and family needs. All divisions active with the youth and family will participate in this collaborative consultation process.

III. PROCEDURES

- A. Case managers are required to follow these steps for youth that meet the criteria mentioned in section I of this policy:
1. If active, DFS will be responsible for case planning, family assessment and provision of services to the family and other youth in the home, in collaboration with any other active division.
 2. If DFS is not active, DPBHS and/or DYRS will engage families in treatment and discharge planning for their youth. If it becomes clear that, despite family engagement, the youth will not be able to return home, the placing division will support the family in developing an alternate discharge plan for the youth. If the team is unable to identify an appropriate family resource, a referral for dependency will be made to the DFS report line via phone by dialing 1-800-292-9582 or online at https://kids.delaware.gov/fs/fs_iseethesigns.shtml. The reporter will submit the attached DSCYF Dependency Checklist form electronically to the report line or assigned case manager.
 3. Whenever possible, the hotline referral will be made 90 days prior to the expected date of discharge. If less than 90 days, the referral should be made as soon as the need is identified. The Dependency Checklist steps must be completed prior to making the referral. The following information should be provided when the referral is made:
 - a. Immediate family members names and dates of birth
 - b. Names and dates of birth of other interested parties
 - c. Addresses
 - d. Family history to include substance and/or domestic abuse, and/or violent or criminal activity
 - e. Current and/or prior department involvement, including names and contact information for all active case managers
 - f. Current and relevant historical service information

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4. DFS will utilize the SDM® screening tool to process the referral. Once screened in and assigned, an interdivisional planning meeting will be convened to determine the most appropriate services for the youth and family.
5. DFS will follow their policies and procedures to work with the youth and family towards reunification or an approved alternate permanency plan. DYRS and DPBHS will continue to provide appropriate services.
6. The CCRT co-chairs will be notified by the DFS representatives that a youth is in need of a collaborative consultation and schedule accordingly.