

	INDIANA DEPARTMENT OF CHILD SERVICES	
	PROBATION SERVICES MANUAL	
	Chapter 2: Placements	Effective Date: 9/30/2016
Section 2: Emergency Shelter Care	Version: 1	

GUIDANCE

Emergency Shelter Care

IC 31-37-22-5

Placement of child in public or private facility for children

Emergency Shelter Care Placements may be entered under “ESC Referrals” and/or the “Placements” page, depending on whether there was a court order for the youth to be removed from the home and placed in a facility.

To add a placement, click on the “Placements” section and answer the question, **“Was the youth placed into an emergency shelter care program WITHOUT a Court Order AND released to a parent/guardian/ custodian prior to the emergency shelter care placement being authorized by a Court Order?”**

- “Answer “YES”: If the youth was placed in Emergency Shelter Care without a court order (e.g. by Law Enforcement) and there was no court order that sanctioned the removal (i.e. at a Detention Hearing within 48 hours of the removal), the answer to the question is “No” and only the “ESC Referrals” grid is displayed. Continue to the instructions immediately below for this process.
- Answer “NO”: If the youth was legally removed from home, either by a court order at the time of placement or at a Detention Hearing within 48 hours of the placement, the answer to the question is “Yes” and the “Placements” grid is displayed. The court order must include findings that it was in the child’s **best interest** to be removed and would be **contrary to his/her welfare** to remain in the home, that **reasonable efforts** were made to prevent the removal OR no reasonable efforts were required due to the emergency nature of the situation and that the responsibility for **placement and care** was given to the Probation Department. Continue to Section 2: Initial Placement for instructions on this process.

Once “Yes” is selected, the only action that can be taken is to click on the blue “Add ESC Placement Referral.” This will allow the PO to enter an ICPR for the ESC stay without having to provide the income, hearing, and permanency plan information. As this is not a legal removal, eligibility for federal funding is not required.

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Manage Placements

Any changes made to Placements on this page may result in the automatic invalidation and/or editing of the associated ICPRs. It will be necessary then to review these ICPRs to ensure that they are correct.

* Was the youth placed into an Emergency Shelter Care program WITHOUT a court order AND released to the parent/guardian/custodian prior to the Emergency Shelter Care placement being authorized by a court order? No Yes

ESC Referrals Add ESC Placement Referral

Referral ID	Start Date	End Date	Provider Name	Print	Delete
No items to display					

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Placements

Placement ID	Person	Resource	Relationship	Start Date	End Date	Delete
No items to display						

Save Close

This will take you to the Referral Wizard where the ESC placement can be entered.

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Referral Wizard:

Session Services for Children - Emergency Shelter Care (no Court Order for Removal)
A referral should be created for this placement only if there has NOT been a court order for removal from the home.

Select County: Marion

Source: Probation

Source ID: 100000906027

Description:

Case County: Marion

Current User: Test PO 3

Enter Service Dates:

Current Date: 07/19/2016 Start Date* End Date*

Referred Persons	Role	Birth Date	Age	CANS
Abby Basic (CB ID: 10003458713 KT ID: 2158130884)	Child	01/01/2001	15	

Select the provider from one of the following:

ALLEN COUNTY

Save Cancel

It is critical that both the date and time be set on the Start Date and End Date fields for an ESC. Use the calendar to set the date and the clock to set the time. Provider payment is based on the number of hours that the youth remained in this setting. Then select from the drop down the provider of the shelter care. These are listed alphabetically; scroll to find and select the appropriate provider.

Upon clicking "Save", the ICPR is created and the data is saved to the Placement tab. If services need to be authorized for the youth/family, simply return to the Case

Information page to use the KT Service Referral wizard. A single case can be used to authorize both services and the ESC placement.

If the youth were to be legally removed at a later time when the case is still open/active with an ESC and/or services, simply change the answer to “NO” that the child is now being legally removed and placements can be added to the case as well.

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Manage Placements

Any changes made to Placements on this page may result in the automatic invalidation and/or editing of the associated ICPRs. It will be necessary then to review these ICPRs to ensure that they are correct.

* Was the youth placed into an Emergency Shelter Care program WITHOUT a court order AND released to the parent/guardian/custodian prior to the Emergency Shelter Care placement being authorized by a court order? No Yes

ESC Referrals				Add ESC Placement Referral	
Referral ID	Start Date	End Date	Provider Name	Print	Delete
13208939	07/19/2016	07/21/2016	YOUTH SERVICES CENTER OF ALLEN COUNTY 30048 (Under parent company Allen County Youth Services Center)		

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Placements						
Placement ID	Person	Resource	Relationship	Start Date	End Date	Delete

Page 0 of 0 10 items per page No items to display

Save Close

If the ESC placement referral has been created in error or it is later determined that it was a legal removal and needs to be created as a placement, simply click the delete circle on the right hand side of the ESC grid to delete the ICPR and set the answer to “No” for: *“Was the youth placed into an emergency shelter care program WITHOUT a Court Order AND released to a parent/guardian/ custodian prior to the emergency shelter care placement being authorized by a Court Order?”*