


**DEPARTMENT OF HUMAN RESOURCES
SOCIAL SERVICES ADMINISTRATION
311 WEST SARATOGA STREET
BALTIMORE, MARYLAND 21201**

DATE: May 15, 2015

POLICY #: SSA-CW # 15-27
(Supersedes Policy SSA # 09-28)

TO: Directors, Local Departments of Social Services
Assistant Directors, Local Departments of Social Services
Child Welfare Administrators/Caseworkers
Lisa L. Coordinators

FROM: 
Deborah Ramelmeier, Executive Director
Social Services Administration

RE: Short-Term Placement Beds/Admissions/Discharges

PROGRAMS AFFECTED: Out-of-Home Placement Services

ORIGINATING OFFICE: Placement Services and Inter-Agency Initiatives-Placement
and Supportive Services

ACTION REQUIRED OF: All Local Departments

REQUIRED ACTION: Implement Policy and Procedures

ACTION DUE DATE: Immediately

CONTACT PERSON: Anita T. Wilkins, Program Manager
Placement Services and Inter-Agency Initiatives
410-767-7119
Anita.Wilkins@maryland.gov

Jack Altfather, Supervisor,
Placement and Supportive Services
410-767-7789
Jack.altfather@maryland.gov

Heather Sopher, Special Needs Coordinator Placement and
Supportive Services
410-767-7787
heather.sopher@maryland.gov

PURPOSE:

This policy directive provides instruction for the utilization of short-term placements which may be utilized by local departments of social services case managers. The policy is intended to provide guidelines for the utilization of beds for short-term placement at Arrow Child and Family Ministries, The Children's Home, and Brook Lane's Stone Bridge. This policy directive outlines the procedures and admissions criteria that case managers are to follow during the admission and discharge of children to/from these short-term placements and is intended to serve youth who require a temporary (60 day) step-down placement from an acute psychiatric hospital and who are awaiting their recommended permanent appropriate placement, or youth who are at risk of being admitted to a psychiatric hospital as a diversion.

BACKGROUND:

Short-term placements were developed to prevent youth who are awaiting their recommended placement from remaining at a psychiatric hospital beyond the established discharge date who are awaiting their recommended placement; to serve youth to prevent an acute psychiatric hospitalization; or as a diversion for youth who are at risk of being admitted to a psychiatric hospital as a diversion.

Authority:

- Human Services Article, MD. Ann. Code §§ 4-204 and 4-205;
- COMAR 14.31.03;
- COMAR 14.31.05; and
- The Lisa L. settlement agreement

DEFINITIONS:

In this policy, the following terms have the meanings indicated.

- Short-term placement refers to a setting used to provide services to youth who require a short term (60 day) step down placement from an acute psychiatric hospital and who are awaiting their recommended permanent placement; intended as a diversion for youth who are in danger of being admitted to a psychiatric hospital; or for youth who are pending a more restrictive level of care/placement, i.e., an RTC.
- RTC means Residential Treatment Center.

IMPLEMENTATION:

Local department staff is required to send an email notification to the Placement Services and Inter-Agency Initiatives Office at SSA to place a youth in a bed for a short-term placement at Arrow Child and Family Ministries, The Children's Home, and Brook Lane's Stone Bridge. Upon SSA notification, the local department may proceed with the placement process. In an extreme emergency, the local department may place the youth prior to notifying SSA. Short-term placements are designed to offer a temporary stay (60 day) pending the availability of a recommended placement. If a child in DHR's custody is recommended for an RTC, the local department is expected to make every reasonable effort to place the child in an RTC directly from the hospital to circumvent the need for an interim placement.

CONTENTS OF THE EMAIL TO NOTIFY SSA OF THE USE OF A BED AT AN ALTERNATIVE PLACEMENT FOR PSYCHIATRIC RESPITE:

- Name of Youth
- Youth's Date of Birth
- County
- DSS Case Manager and Phone Number
- DSS Supervisor and Phone Number
- Youth's Prior Placement
- Reason(s) Necessitating Use Of A Short-Term Placement
- Recommended Placement
- Discharge/Placement Plan from the Short-Term Placement (if known) or Anticipated Date of Discharge
- Name of the Short-Term Placement
- Youth's Date of Admission to the Short-Term Placement

MAIL ADMISSIONS AND DISCHARGE NOTIFICATION FROM THE LOCAL DEPARTMENT:

ADMISSION:

- Send an email notification/confirmation to Placement Services and Inter-Agency Initiatives Office at SSA within 24 hours of a youth's admission to the Short-Term Placement.
- Update the placement in CHESSIE within 24 hours of a youth's admission to Arrow Child and Family Ministries, The Children's Home, or Brook Lane's Stone Bridge.

DISCHARGES:

- Send an email notification to Placement Services and Inter-Agency Initiatives Office at SSA within 24 hours of a youth's discharge from the Short-term placement.
- Update the placement in CHESSIE within 24 hours of a youth's discharge from the Short-term placement.

SSA EMAIL ADDRESS: heather.sopher@maryland.gov

LENGTH OF STAY:

- The **maximum** length of stay in the short-term placement at Arrow Child and Family Ministries, The Children's Home, and Brook Lane's Stone Bridge is not to exceed **60-calendar days**.
- **If a child requires a stay beyond 60 calendar days, the Case Manager must complete and fax (#410-333-0127) a Request for Extension, Short-Term Placement form to SSA by the 55th calendar day.**
(See Attachment A)

In addition, if a child stays in a short-term placement beyond the 60 calendar days, the case manager must provide a written summary, detailing the progress to place the youth, to SSA via email every 20 days thereafter.

Please share this information with your child welfare staff members. You may contact the Placement Services and Inter-Agency Initiatives at 410-767-7130 for any policy clarification.

A LIST OF SHORT-TERM PLACEMENTS AND CONTACT INFORMATION MAY BE FOUND ON THE SSA NET.

ATTACHEMENT B: REQUEST FOR EXTENSION, SHORT-TERM PLACEMENT MAY BE FOUND ON THE SSA NET.

Request for Extension

Short-Term Placement (Attachment A)

- Name of youth _____ DOB _____
 Brook Lane's Stone Bridge The Children's Home Arrow
- Date of Admission _____ 60th day's Date _____
- Recommended Placement _____
- Estimated date of admission/ bed availability _____
- Reason(s) for delay in discharge

- Additional barriers preventing a timely discharge

Notification to SSA completed by _____

Date _____

Phone _____ Email _____

FOR SSA USE:

Date Received: _____

SSA Staff _____ **Date** _____

A LIST OF SHORT TERM PLACEMENT CONTACT INFORMATION:

- The Children's Home, 205 Bloomsbury Avenue, Catonsville, MD 21228: phone # 410-744-7310, fax # 410-455-0071, contact Yvette Lucas
- Arrow Child and Family Ministries: 1605 Cromwell Bridge Road, Baltimore, MD 21234: phone # 410-882-9133, fax 410-663-7092, contact Stanley Benn
- Brook Lane's Stone Bridge, 13218 Brook Lane Drive, Hagerstown, MD 21742: phone # 301-733-0331, fax # 301-733-4038, contact Admissions/Discharge Coordinator