

# Morris County Continuum of Care

## Youth Services Standards

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## Definitions

***Continuum of Care (CoC).*** A collaborative funding and planning approach that helps communities plan for and provide, as necessary, a full range of emergency, transitional, and permanent housing and other service resources to address the various needs of homeless persons. HUD also refers to the group of community stakeholders involved in the decision making processes as the “Continuum of Care.”

***Emergency Shelter Grants (ESG).*** The Emergency Shelter/ Grants program provides homeless persons with basic shelter and essential supportive services. Eligible activities include funding operational costs of the shelter facility, grant administration, and short-term homeless prevention assistance to persons at imminent risk of losing their own housing due to eviction, foreclosure, or utility shutoffs.

***Homeless Management Information Systems (HMIS).*** An HMIS is a computerized data collection application designed to capture client-level information over time on the characteristics of service needs of men, women, and children experiencing homelessness, while also protecting client confidentiality. It is designed to aggregate client-level data to generate an unduplicated count of clients served within a community’s system of homeless services. An HMIS may also cover a statewide or regional area, and include several CoCs. HMIS can provide data on client characteristics and service utilization. HUD will allow only one applicant for HMIS dedicated grants within a CoC.

***Homeless Youth.*** The US Department of Education, US Department of Housing and Urban Development and US Department of Health and Human Services each have varying definitions of homelessness. See “Appendix D – Key Federal Terms and Definitions of Homelessness Among Youth.”

***McKinney-Vento Homeless Assistance Act.*** The McKinney-Vento Act provides federal money for homeless shelter programs and established the Interagency Council on Homelessness. The most recent reauthorization of the McKinney-Vento Act provides increased protections and legislative support for homeless children and youths.

***Homeless Liaison.*** Under the McKinney-Vento Act, every LEA is required to designate a liaison for homeless children and youth. The LEA liaison coordinates services to ensure that homeless children and youth enroll in school and have the opportunity to succeed academically. See “Appendix E – Local Educational Agency Liaison Duties Under the McKinney-Vento Act.”

***Local Educational Agencies (LEA).*** A local educational agency means a public board of education or other public authority constituted within a State for either administrative control or direction of, or to perform a service function for, public elementary schools or secondary schools in a city, county, township, school district, or other political subdivision of a State, or for a combination of school districts or counties that is recognized in a State as an administrative agency for its public elementary schools or secondary schools.

## Continuum of Care Statement on Youth

The Morris County Continuum of Care recognizes that youth homelessness is a national crisis and is committed to building a homeless system that

1. Utilizes trauma informed models of service to provide safe spaces for youth imminently at risk or experiencing homelessness;
2. Enhances the scope of services to support the wholistic needs of youth imminently at risk or experiencing homelessness;
3. Centers the experiences of youth imminently at risk or experiencing homelessness by engaging youth in the system; and
4. Ultimately ends youth homelessness in our community.

The Continuum of Care requires all CoC and ESG funded agencies that serve families or youth up to 24 years of age in Morris County to designate at least one staff person and one backup to act as a Youth Advocate. The purpose of youth advocates is to ensure that the needs of youth are met and that the policies, initiatives, goals and strategies created by the Continuum of Care are carried out throughout the system and at the provider level.

## Youth Advocate Committee Mission and Goals

Mission:

To ensure that the needs of youth are considered in CoC policies and planning and that the rights of homeless youth are met.

Membership Profile:

Regular attendance (75% of meetings in the year) is mandatory for Morris County CoC and ESG-funded agencies and recommended for non-funded agencies. Agency representation by designated Youth Advocates is preferred.

Committee Goals:

- Partner with the larger Continuum of Care system to advance initiatives that will end homelessness in Morris County.
- Prepare policies, processes and training program to standardize the provision of youth housing services throughout Morris County.
- Provide communication and case conferencing opportunities for staff working with youth throughout Morris County.
- Engage community stakeholders in ending youth homelessness.
- Work with Homeless Liaisons and school districts to build safe spaces for youth affected by housing instability.

# Youth Advocate Role and Responsibilities

## Overview

The Youth Advocate is designated by the ESG or CoC-funded agency to fulfill the roles and responsibilities outlined in the Youth Advocate Standards. “Youth Advocate” is not a job title, but instead a role. The Youth Advocate may have a different job title depending on how each agency prefers to operationalize the position.

## Responsibilities

- Identify barriers affecting youth ages 0-24 years
- Ensure basic needs of youth are met
- Ensure that school-aged youth are registered for school and apply for free/reduced lunch, if applicable
- Assist families to register school-aged youth for aftercare and activities, if applicable
- Assist families to find affordable childcare, if applicable
- Complete assessments at intake and as needed for health, mental health, substance use, support system, violence and daily routine
- Provide referrals for job readiness training
- Provide assistance with transportation
- Ensure that families have materials and resources in their home language.

## Qualifications

- Age 18 or older
- Meets training requirements as per P&P and completes regular training to improve knowledge and skills
- Good problem solver
- Exercises good judgment
- Exhibit good communication and active listening skills
- Recommended by agency
- Bilingual (English/Spanish) preferred
- Experience with youth population, personal or professional

## Training Standards

Required annual training through provider agency include:

- Substance Use Disorder
- Family Violence
- Suicide Prevention
- Crisis De-escalation

Required annual trainings provided by the CoC include:

- Sexual Health
- Sexual Violence
- How to complete a full assessment with a young adult
- Human Trafficking
- How to assist homeless families navigate the school system

Recommended elective trainings include:

- Trauma on the Brain
- Cultural Competency: Black and African American Youth
- Cultural Competency: Latino and Undocumented Youth
- Cultural Competency: LGBTQ Youth
- Cultural Competency: Young Men/Young Women
- Nurtured Heart
- Cyberbullying and Sexting
- Post-partum Depression

# Basic Standards for Serving Youth

These standards are the basic, minimum standards for serving youth populations. Agencies can opt to include additional service standards depending on program and special populations served.

## Intake and Assessment Standards

**Purpose:** Recommendations for the assessment of youth experiencing homelessness, housing insecurity or homelessness outside of the HUD definition have been compiled below. Utilizing the New Jersey Department of Children and Families Policy Manual ([https://www.nj.gov/dcf/policy\\_manuals/CPP-II-C-2-200\\_issuance.shtml](https://www.nj.gov/dcf/policy_manuals/CPP-II-C-2-200_issuance.shtml)) as a reference, the information is intended to maintain uniform assessment standards for agencies with designated Youth Advocates.

Per the New Jersey Department of Children and Families Policy Manual, "Assessment" means the gathering of information, evaluation of the information gathered to determine the client's service needs, and the determination of who shall provide the needed services." (N.J.A.C. 3A:11-1.3)

An assessment should begin based upon an initial determination of the immediacy of the needs of the youth and/or family for the service sought or required. The process of assessment includes obtaining facts and making observations which cover the relevant points. Risk assessment is an on-going process which does not end during initial assessment.

The purpose of an assessment is to:

- Evaluate the circumstances of the youth/family, and the community, including the youth's need for safety and protection;
- Identify whether youth welfare services are needed;
- Identify which specific services can meet the needs of the youth/family
- Identify who shall provide those services.

**Applicability:** The Youth Advocate ensures that the assessment process is completed by qualified case management staff with the guidance, direction, and support of their agency supervisor.

## **Activities:**

- Meet with the program participant through personal interviews within 5 business days of acceptance into the program.
- Re-assessments are completed semi-annually
- Address the following preliminary assessment questions to determine if services are needed under the umbrella of the agency's mission and capacity to render appropriate services to ensure the safety and well-being of the program participant:
  - Who needs services and why?
  - Who in the family wants services? For whom? Are they eligible?
  - Why are services needed?
  - Are the services available from other agencies?
  - What will the services accomplish?
  - What does the youth/family think services will accomplish? Are the expectations realistic?
  - Do youth/family members' motives, goals, or expectations clash with each other? Is anybody opposed to services?
  - Can the service be appropriately provided by an agency or service provider other than your agency?
  - Can a neighbor, extended family member, family friend, church member or parishioner, or other acquaintance be of help?
- Address the following assessment topics:
  - whether a youth has been abused or neglected and the risk of youth abuse or neglect;
  - the youth's medical, physical, educational, and psychological strengths and problems;
  - the youth/family's own strengths and weaknesses and their problems
  - the willingness of the youth/family to provide care and protection relative to their needs;

- the appropriateness of the requested or provided services and the projected outcome if the youth/family receives or does not receive the requested or indicated service;
- the availability of appropriate supports from relatives;
- availability of appropriate community and social service supports;
- the ability of the family to pay for or contribute to the cost of the services; and
- the degree to which the youth/family understand their rights, responsibilities, and services they may receive and their impact upon the family.
- the youth welfare service needs of the youth/family;
- whether services are needed on an emergency or ongoing basis;
- what youth welfare services the youth/family want;
- whether any services already provided are alleviating problems;
- whether the youth/family will accept or continue to accept services;
- what services are needed or continue to be needed to prevent homelessness
- what services are needed or continue to be needed to establish permanent housing
- what services are needed to reunify a youth with family (if safe and wanted)

**Documentation:**

- Intake form will be completed within 5 business days of program start date
- Intake documentation will be stored in the program participant's chart within 2 business days of completed intake interview.
- Relevant details will be updated in the program participant's HMIS and/or corresponding agency-specific data record within 2 business days of completed intake interview.
- The YA should further document the case plan in HMIS at least once every six (6) months after the initial documentation. In addition, a new case plan is required whenever a new risk factor is identified.

**Performance Measurement:**

- Program supervisor will review participant charts quarterly to ensure accurate and complete documentation.
- Case Manager will meet with program supervisor weekly and the Youth Advocate as needed to discuss concerns related to the program participant.

See "Appendix B – Sample Youth Intake 1" and "Appendix C – Sample Youth Intake 2" for complete assessment tool samples.

## Case Management and Referral Standards

**Purpose:** Case management is the coordination of services for people with complex needs through individualized service planning and goal setting. The purpose of case management is to assist individuals in the achievement of goals.

**Applicability:** The Youth Advocate ensures that the Case Manager develops the service plan with the input of the program participant.

### **Activities:**

- Meet with the program participant through face-to-face interactions at least one hour per week, with additional hours dependent on assessment.
- Complete chart review and store chart as per agency chart retention standards
- Adhere to the Data Quality Standard Operating Procedures in all electronic communications to ensure confidentiality and privacy compliance.
- Create service/transition plans with the program participant using a person-centered approach. Services plans should include the participant's goals, timelines for achieving objectives and resources and supports needed. Service plans are to be updated at least quarterly.
- Monitor mental health and substance use indicators and complete screenings as needed based on case manager discretion.
- Provide referrals to the program participant based on the Youth Advocate's assessment. Facilitate referrals and provide support based on the participant's individual needs. Youth Advocate will follow up with participant on the outcome of the referral within five business days.

### **Documentation:**

- All interactions with program participant, including intermittent screenings and assessments and referrals, are documented in writing within two days of the interaction and are organized in date order, with most recent interaction appearing first, inside the participant's chart.
- Agency may determine format for progress notes. The Youth Advocate Committee recommends a Data, Assessment, Plan model.
- Relevant details will be updated in the program participant's HMIS and/or corresponding agency-specific data record within 2 business days of reported update.

### **Performance Measurement:**

- Program supervisor will review participant charts quarterly to ensure accurate and complete documentation.
- Case Manager will meet with program supervisor weekly and the Youth Advocate as needed to discuss concerns related to the program participant.

## Discharge/Termination Standards

**Purpose:** Discharge planning ensures that the program participant has achieved service plan goals and transitions successfully to an appropriate level of support. A discharge summary should be completed to provide qualitative and quantitative data on program outcomes that can be used to identify program gaps and barriers.

**Applicability:** The Case Manager is responsible for the development and coordination of the discharge plan and process with the guidance, direction, and support of their agency supervisor and the Youth Advocate.

### **Activities:**

- Meet with the program participant through verbal interview within 5 days before or after scheduled discharge date.
- Complete discharge summary using the following questions:
  - What is the reason for the discharge?
  - What feedback does the participant have about the services provided?
  - What progress has been made towards meeting service plan goals?
  - What services are required to ensure positive transition from program services?
  - What services will be offered to the participant post-discharge?
  - What services require a referral to the participant post-discharge?
- Complete chart review and store chart as per agency chart retention standards
- Update and terminate the participant's data record as per the Data Quality Standard Operating Procedures

### **Documentation:**

- Discharge summary will be completed and stored in the program participant's chart within 2 business days of completed discharge interview.
- Relevant details will be updated in the program participant's HMIS and/or corresponding agency-specific data record within 2 business days of completed discharge interview.

### **Performance Measurement:**

Program supervisor will review participant charts at program exit to ensure accurate and complete documentation and review case outcomes.



# School Engagement Standards

**Purpose:** Consistent attendance at school is in the best interest of the child as the school offers multiple supports including core subject education, guidance, physical and health education and socialization.

**Applicability:** The Youth Advocate is responsible for ensuring that homeless families are informed of their children's educational rights under the McKinney-Vento Act and that children are connected with community services, that the names of school-aged youth who are homeless are reported to the school district's Homeless Liaison and that school-aged youth remain enrolled in school during periods of homelessness and/or during the transition into permanent housing.

## **Activities:**

- Meet with the youth and parents/guardians as soon as possible to determine where the child will attend school.
  - In cases of domestic violence, assess for safety and help parents/guardians determine it is in the best interest of the family to remain in the school district
- Obtain a release of information for the school district
- Contact school district to inform school that family will be enrolling/provide letter of residency
- Provide school with child(ren)'s name, grade, previous district, child study team involvement, if applicable
- Assist with school registration, providing:
  - Enrollment form
  - Child's birth certificate
  - Immunization records
  - Residency letter
- Send Homeless Liaison
  - Parent name and DOB
  - Child's name and DOB
  - Date of program entry
  - Previous school attended
  - Child's age and grade level
  - Last known address
  - IEP, if applicable
- Coordinate school transportation
  - Obtain release of information form for the home school district as well as the transportation company
  - If the child will return to the home district, contact the district's superintendent's office and request to speak with the appointed Homeless Liaison.
  - Notify HL of the family's entrance into the program and the need for transportation. Some district's will request a PA-16 Emergency Assistance Program Referral Form be faxed.
  - Youth Advocate will follow up with the school district to ensure the transportation set up process is occurring in a timely manner. Follow up calls may also be made to the Morris County Educational Services Commission (973-540-8844) or to the assigned transportation company.
  - When transportation is arranged by the school district, provide youth/parent with the necessary information (i.e. bus stop, pick-up and drop-off times and phone number of transportation company)
  - Provide school with any copies of temporary or final restraining orders
  - Parent is responsible for contacting the transportation company and the school if transportation is not needed on a particular day (i.e. sick)
  - Inform the transportation company of child's upcoming exit date in order to clarify last day of transportation
- Follow up with schools and transportation companies upon family's exit from program
- Follow up with Child Study Team if the student has an IEP
- Follow up with the school social worker or guidance counselor regarding advocacy or service needs
- Provide student with school supplies

**Documentation:**

- All interactions with or on behalf of the student are documented in writing within two days of the interaction and are organized in date order, with most recent interaction appearing first, inside the participant's chart.
- All forms and correspondence are stored in the student's chart.
- Relevant details will be updated in the program participant's HMIS and/or corresponding agency-specific data record within 2 business days of reported update.

**Performance Measurement:**

- Program supervisor will review participant charts quarterly to ensure accurate and complete documentation.
- Case Manager will meet with program supervisor weekly and the Youth Advocate as needed to discuss concerns related to the program participant.

# Additional Standards for Serving Youth over 18 and Parenting Youth

## **Activities:**

- Complete additional assessments:
  - History of domestic violence – during initial intake
  - Self-sufficiency and parenting – during initial intake and regularly during case management sessions
  - Mental health and substance use – during initial intake and quarterly
  - Safe place to stay – during initial intake and quarterly
  - Community supports – during initial intake and quarterly
  - Employment – during initial intake
  - Education – during initial intake
  - Life skills assessment – during initial intake and semi-annually
  - Financial exploitation assessment – during initial intake
- Identify employment and education goals during service planning
- Provide life skills and financial skills training

## **Documentation:**

- All interactions with program participant, including intermittent screenings and assessments and referrals, are documented in writing within two days of the interaction and are organized in date order, with most recent interaction appearing first, inside the participant's chart.
- Agency may determine format for progress notes. The Youth Advocate Committee recommends a Data, Assessment, Plan model.
- Relevant details will be updated in the program participant's HMIS and/or corresponding agency-specific data record within 2 business days of reported update.

## **Performance Measurement:**

- Program supervisor will review participant charts quarterly to ensure accurate and complete documentation.
- Case Manager will meet with program supervisor weekly and the Youth Advocate as needed to discuss concerns related to the program participant.

# Mandatory Reporting Standards

## How and When to Report Child Abuse/Neglect

In New Jersey, any person having reasonable cause to believe that a child has been subjected to abuse or acts of abuse should immediately report this information to the State Central Registry (SCR). If the child is in immediate danger, call 911 as well as 1-877 NJ ABUSE (1-877-652-2873). A concerned caller does not need proof to report an allegation of child abuse and can make the report anonymously.

## What information will I be asked to provide to the hotline screener?

SCR screeners are trained caseworkers who know how to respond to reports of child abuse/neglect. Whenever possible, a caller should provide all of the following information:

- Who: The child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
- What: Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
- When: When the alleged abuse/neglect occurred and when you learned of it.
- Where: Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.
- How: How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.

## Do callers have immunity from civil or criminal liability?

Any person who, in good faith, makes a report of child abuse or neglect or testifies in a child abuse hearing resulting from such a report is immune from any criminal or civil liability as a result of such action. Calls can be placed to the hotline anonymously.

## Is it against the laws of New Jersey to fail to report suspected abuse/neglect?

Any person who knowingly fails to report suspected abuse or neglect according to the law or to comply with the provisions of the law is a disorderly person.

## What happens after I make the call?

When a report indicates that a child may be at risk, an investigator from the Division of Child Protection and Permanency (formerly Youth and Family Services) will promptly investigate the allegations of child abuse and neglect within 24 hours of receipt of the report.

## Appendix A – Youth Advocate Standards Agency Monitoring Tool

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**Agency Name:**

**Date of Monitoring:**

**Name of designated Youth Advocate:**

**Name(s) of designated Youth Advocate backup(s):**

**Has agency staff attended at least 75% of the Youth Advocate Committee meetings in the last year?** ☐ YES ☐ NO

**Training Log:**

<b>Training</b>	<b>Required/ Recommended</b>	<b>Staff Name and Date Completed</b>	<b>Staff Name and Date Completed</b>	<b>Staff Name and Date Completed</b>
Substance Use Disorders	Required			
Family Violence	Required			
Suicide Prevention	Required			
Crisis De-escalation	Required			
Sexual Health	Required			
How to complete a full assessment with a young adult	Required			
Human Trafficking	Required			
How to assist homeless families navigate the school system	Required			
Trauma on the Brain	Recommended			
Cultural Competency: Black and African American Youth	Recommended			
Cultural Competency: Latino and Undocumented Youth	Recommended			
Cultural Competency: Young Men/Young Women	Recommended			
Nurtured Heart	Recommended			
Cyberbullying and Sexting	Recommended			
Post-partum Depression	Recommended			

Chart Review:

**For all households:**

- ☐ The program participant had an intake and assessment within five days of program entrance
- ☐ The program participant has had a reassessment every six months
- ☐ The chart includes an active service plan with a start date, anticipated date of completion and specific objectives
- ☐ Documentation of any referrals and post-referral follow up activities
- ☐ Progress notes are documented in a Data, Assessment, Plan format
- ☐ Documentation demonstrates regular case management sessions that focus on the service plan goal

**For households with school aged youth:**

- ☐ School-aged youth were enrolled in school during periods of homelessness and/or during the transition into permanent housing
- ☐ The names of school-aged youth were reported to the school district's Homeless Liaison
- ☐ The family was informed of their children's educational rights under the McKinney-Vento Act

**Discharged Charts:**

- ☐ Discharge summary completed within 5 days of discharge date and includes the following information:
  - Reason for discharge
  - Feedback from program participant
  - Service plan progress
  - Services provided or referred to post-discharge

## Appendix B – Sample Youth Intake 1

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Intake Date: \_\_\_\_\_  
MM/DD/YY

Time Interviewed: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Primary Worker: \_\_\_\_\_

### **CHILDREN UNDER AGE 18 LIVING IN THE HOUSEHOLD INFORMATION**

(This form needs to be filled out for each child)

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Birth date: \_\_\_\_\_ Age: \_\_\_\_\_  
MM/DD/YY

Social Security Number: \_\_\_\_\_ (999-99-9999 if unknown)

Gender: \_\_\_\_ 1 = Male 2 = Female 3 = Trans-Male 4 = Trans-Female

Ethnicity: \_\_\_\_ 1 = Hispanic/Latino 2 = Non-Hispanic/Latino

Race: [check all that apply] American Indian or Alaskan Native \_\_\_\_ Asian \_\_\_\_

Black or African-American \_\_\_\_ Native Hawaiian or Other Pacific Islander \_\_\_\_ White \_\_\_\_

### **EDUCATION INFORMATION**

Education Enrollment Status: \_\_\_\_\_ 1=Yes 2=No

If not enrolled, last date of enrollment (MM/DD/YY): \_\_\_\_\_

Type of school: \_\_\_\_\_ 1 = Public School 2 = Parochial or other private school  
3 = Day Care 4 = N/A

Student Body Age: \_\_\_\_\_

1 = Nursery/Pre-school

9 = Six Year High School

2 = Kindergarten

10 = High School Other than listed above

3 = Elementary school

11 = Special Elem/Sec School for Handicapped

4 = Middle School

12 = Special Elementary school for Handicapped

5 = Approved Junior High School

13 = Special secondary School for Handicapped

6 = Four Year High School

14 = Three-Year School

7 = County Voc-Tech School or Institute

15 = Adult Education School

8 = Evening High School (Approved)

16 = Evening School for Foreign Born (Approved)

Current School Grade: \_\_\_\_\_

**School County:** 14

1 = Atlantic

2 = Bergen

3 = Burlington

4 = Camden

5 = Cape May

6 = Cumberland

7 = Essex

8 = Gloucester

9 = Hudson

10 = Hunterdon

11 = Mercer

12 = Middlesex

13 = Monmouth

14 = Morris

15 = Ocean

16 = Passaic

17 = Salem

18 = Somerset

19 = Sussex

20 = Union

21 = Warren

**School District:** \_\_\_\_\_ **School Name:** \_\_\_\_\_

**Barriers to Enrollment:**

\_\_\_\_\_ None

\_\_\_\_\_ School records

\_\_\_\_\_ School Selection

\_\_\_\_\_ Transportation

\_\_\_\_\_ Immunization or other medical records

\_\_\_\_\_ Birth certificates

\_\_\_\_\_ Residency required

\_\_\_\_\_ Physical Examination records

\_\_\_\_\_ Legal guardianship required

\_\_\_\_\_ Other enrollment issues

**DAY CARE/TRANSPORATION ARRANGEMENTS**

**Center/School Name & Address**

**Phone #**

**Name and phone # of transportation company** \_\_\_\_\_

**MEDICAL INFORMATION**

**General Health:** \_\_\_\_\_

1 = Excellent \_\_\_\_\_

2 = Very Good \_\_\_\_\_

3 = Good \_\_\_\_\_

4 = Fair \_\_\_\_\_

5 = Poor \_\_\_\_\_

6 = Don't Know \_\_\_\_\_

**Currently Pregnant:**

Yes \_\_\_\_\_

No x

**If Yes, Due Date** \_\_\_\_\_

MM/DD/YY

**Any existing medical problems? Or past problems?**

**Date of last physical:** \_\_\_\_\_ **Date of last eye exam** \_\_\_\_\_ **Date of last dental exam** \_\_\_\_\_

**Any allergies? Yes No**



Any special dietary needs? \_\_\_\_\_

Does your child have updated immunizations? \_\_\_\_\_

(Obtain copy of immunization records)

Name, phone # and address of your child's physician.

\_\_\_\_\_

Insurance Information: \_\_\_\_\_

\_\_\_\_\_

**YOUR CHILD'S MEDICATION (prescription and OTC)**

Medication/Dose/Frequency	Date Started	Doctor	Purpose/Effectiveness	Side Effects
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Has your child been in the hospital in the last year for a medical reason? Yes No

If yes, for what? When? Where? \_\_\_\_\_

\_\_\_\_\_

Is your child on the WIC program? Yes No

**MENTAL HEALTH INFORMATION**

Has your child ever been diagnosed with a mental illness? Yes No.

If so, when/where? \_\_\_\_\_

Past Psychiatric Medication/Outcome \_\_\_\_\_

\_\_\_\_\_

Has your child ever been hospitalized for mental health concerns? Yes No When? Where? \_\_\_\_\_

\_\_\_\_\_

Has your child ever received counseling? Yes No

If yes, who was the counselor? \_\_\_\_\_

Do you feel your child could benefit from counseling? Yes No Explain \_\_\_\_\_

\_\_\_\_\_

When your child is angry or feeling stressed what seems to help him/her? Drawing \_\_\_\_\_

Has your child been diagnosed with any learning disabilities? Yes No

If yes, what is the diagnosis? \_\_\_\_\_ Treatment? \_\_\_\_\_

Are there any behavior problems we should know about your child? Yes No

If yes, what are they? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### SUBSTANCE USE

Has your child ever had a problem with drugs or alcohol? Yes No

Last time used: Alcohol \_\_\_\_\_ Drugs \_\_\_\_\_

History of use: \_\_\_\_\_

\_\_\_\_\_

TREATMENT HISTORY Outpatient/Inpatient Substance Abuse Treatment

Facility/Name/Location	Reason for Treatment	Dates (from-to)	Phone #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### DOMESTIC VIOLENCE / SEXUAL ABUSE

Has your child ever been a victim of domestic violence? Yes No

If yes, please explain: \_\_\_\_\_

When did the domestic violence occur? \_\_\_\_\_

Has your child ever been a victim of sexual abuse? Yes No

If yes, please explain: \_\_\_\_\_

When did the sexual abuse occur? \_\_\_\_\_

#### LEGAL INFORMATION

Has your child ever been arrested? Yes No

If yes, why: \_\_\_\_\_

What was the outcome? \_\_\_\_\_

Does your child have any warrants out for his/her arrest? Yes No

If yes, for what? \_\_\_\_\_

Any other legal issues? \_\_\_\_\_

**ABSENT PARENT INFORMATION**

**Name**

**Address**

**Phone #**

\_\_\_\_\_

**Visitation**

\_\_\_\_\_

(If there is a CSP/ visitation order obtain a copy)

I attest that the information provided to (*agency name*) is true, and I understand that if I falsify information, I may be asked to leave the program. I have read and understand the guidelines and agree to follow them while in the program. I understand that if I am accepted into the \_\_ (program name) \_\_\_\_\_ program I will work together with my social worker to develop and follow an agreed upon service contract.

**Guest Signature:** \_\_\_\_\_

**Guest Signature:** \_\_\_\_\_

**Staff Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Appendix C – Sample Youth Intake 2

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### A) Demographic Information

1. Name \_\_\_\_\_
2. Date \_\_\_\_\_
3. DOB \_\_\_\_\_
4. Phone \_\_\_\_\_
5. Email \_\_\_\_\_
6. Age \_\_\_\_\_
7. Gender \_\_\_\_\_
8. Race \_\_\_\_\_
9. Ethnicity \_\_\_\_\_
10. Have you ever been married? \_\_\_\_\_
11. Are you currently in a relationship? \_\_\_\_\_
12. Do you have any children of your own or that you are responsible for?  
\_\_\_\_\_
13. Is there anything related to your religion, culture, gender, or sexual orientation that you would like us to be aware of? \_\_\_\_\_

### B) Case Management Data

#### 1. Education

- a. What is the highest grade you have completed? \_\_\_\_\_
- b. Are you currently in school? \_\_\_\_\_
- c. What is the name and location of your school?
- d. What is your major or what are your educational goals? \_\_\_\_\_  
If currently in school, are you using any on-campus resources to support your academic goals?

\_\_\_\_\_  
\_\_\_\_\_

- e. If currently in school, are you receiving any type of financial aid? \_\_\_\_\_

\_\_\_\_\_

- f. If currently in school, what types of jobs can you get with your degree? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- g. What was or is high school like for you academically?

\_\_\_\_\_

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h. What did or didn't you like about school in the past?

i. Have you ever had any difficulty passing classes or keeping up with school-work?  
Why? \_\_\_\_\_

j. Have you ever had an IEP? If yes, was it for learning or behavioral challenges?

k. Have you ever had a 504 Plan? If yes, what was it for?

## 2. Employment

a. What is your dream job 5 years from now? Do you know what steps you would need to take in order to get that job?

b. What is your dream job right now? What do you need to do to get that job?

c. When you were a kid what did you want to be when you grew up?

d. Do you have a resume? Have you ever written one?

e. Do you have a cover letter? Have you ever written one?

f. Have you ever been on a job interview? If yes, how did it go?

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g. Have you ever done any type of job training or earned any certificates?

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h. Are you working right now? If yes, tell me about your job (how long have you been there, what is your role, what do you like/not like about it?)

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i. Have you ever been laid off or fired from a job before?

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j. How many jobs have you had in the last year?

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### 3. Finances

a. Do you have a checking account? A savings account?

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b. Do you have a credit card?

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c. Do you know what your credit score is? Do you know how to find it or what its for?

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d. Do you have any debt and if so would you be open to support around budgeting and learning about financial literacy?

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e. Do you have a driver's license or a permit? Is not, is this a goal you are working towards?

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f. Do you have a car? If yes, do you own or lease? What is your monthly car payment?

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g. Have you ever created a budget?

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h. Is there anything specific you would like to save for?

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i. How do you think you are now with managing money?

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j. Do you consider yourself more of a spender or a saver? Why? Tell me more about that.

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#### 4. Housing

a. Where do you live right now?

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b. Who do you live with?

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c. How long have you been at your current residence?

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d. How are you paying for your current housing?

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e. How long can you stay at your current residence?

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f. Where do you plan to live next/if you are not accepted into this program, do you have a backup plan of where you can stay?

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g. What is your ideal housing situation 3 years from now?

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#### Relationships:

1. Is there anyone or anything in your life that ever makes you feel unsafe?

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2. What are the 3 most important qualities to have in a romantic partner? In a friend?

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3. What does a healthy relationship look like to you?

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4. How do you know if you're not being treated right?

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5. What couple is your ideal relationship? (Could be someone you know or a fictional couple from TV, movies, books). Describe their relationship and what it is about that relationship that you admire.

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6. What qualities do you think would make someone a good boss?

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**Coping Mechanisms & Mental Health / Wellbeing:**

1. Who is your support system?

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2. How do you unwind?

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3. On a scale of 1-10, how stressed do you feel right now? Is there anything that we can do to help you feel more at ease?

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4. What causes you the most stress in your life?

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5. Tell us about the last time you had a lot of fun.

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6. What is something you have done in the last month that you are proud of?

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7. Do you ever hear voices that are not your own telling you to do things?

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8. Do you ever hear voices that are not your own criticizing you?

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9. Do you ever sleep all day or have no energy to do anything?

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10. How often do you start a task and not finish it? If so what do you think gets in the way?

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11. Do you ever have trouble concentrating?

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12. Are you ever up all night?

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13. Over the past six months, have you noticed any big changes in your appetite?

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14. When you're having a bad day, what are some skills that you use to cope with it?

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15. When was the last time you felt sad? How did you manage those feelings? How often do you feel sad? Did you reach out to anyone for support during these times?

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16. When was the last time you felt angry? How did you manage those feelings? How often do you feel angry? Did you reach out to anyone for support during these times?

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17. What kinds of situations that you come across in your day to day life upset you or bother you? How do you handle it?

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18. Have you ever had a psychiatric or substance related hospitalization?

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19. At any point in your life have you had thoughts or taken steps to end your life? Or have you ever gone to bed hoping that you would not wake up in the morning?

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20. Do you currently have any thoughts of harming yourself or taking your life? Or have you recently gone to bed hoping that you will not wake up in the morning?

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21. Does anyone in your family struggle with any mental health issues? Has anyone in your family been hospitalized for psychiatric or substance reasons?

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**Substance use:**

1. How often do you drink alcohol?

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2. About how many drinks will you have at one time?

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3. What are the situations when you normally drink? (for example, just hanging out at home, or only at a bar, etc.)

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4. How often do you smoke marijuana?

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5. Do you smoke alone or with others?

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6. How does smoking help you? Do you smoke for pain relief, anxiety, recreationally, or other?

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7. What other types of drugs (over the counter or otherwise) do you use to help you? What do you use them for?

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8. Have you ever missed school, work, or an important event because of your drinking or drug use?

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9. Have you personally ever tried to cut down or control your own use of alcohol or drugs?

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10. Has anyone else ever told you they thought you should cut down your use or alcohol or drugs?

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# Key Federal Terms and Definitions of Homelessness Among Youth

Homelessness is defined in a number of different ways. Below are federal definitions and key terms that are used when talking about youth who have run away and/or are experiencing homelessness.

## U.S. Department of Education (ED)

**Subtitle VII-B of the McKinney-Vento Homeless Assistance Act** defines *homeless children and youths* as follows:

The term "**homeless children and youths**" —

- A. means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 11302(a)(1) of this title); and
- B. includes—
  - i. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
  - ii. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 11302(a)(2)(C) of this title);
  - iii. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
  - iv. migratory children (as such term is defined in section 6399 of title 20) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

42 U.S.C. § 11434a(2)

**Subtitle VII-B of the McKinney-Vento Homeless Assistance Act** defines *unaccompanied youth* as follows:

The term "**unaccompanied youth**" includes a youth not in the physical custody of a parent or guardian.

42 U.S.C. § 11434a(6)

## U.S. Department of Housing and Urban Development (HUD)

HUD defines homelessness for their program into four categories. The categories are:

### Category 1: Literally Homeless

Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- (i) Has a primary nighttime residence that is a public or private place not meant for human habitation;
- (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or

- (iii) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution

### **Category 2: Imminent Risk of Homelessness**

Individual or family who will imminently lose their primary nighttime residence, provided that:

- (i) Residence will be lost within 14 days of the date of application for homeless assistance;
- (ii) No subsequent residence has been identified; and (iii) the individual or family lacks the resources or support networks needed to obtain other permanent housing

### **Category 3: Homeless under other Federal statutes**

Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

- (i) Are defined as homeless under the other listed federal statutes;
- (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;
- (iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; and
- (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers

### **Category 4: Fleeing/Attempting to Flee Domestic Violence**

Any individual or family who:

- (i) Is fleeing or attempting to flee their housing or the place they are staying because of domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions related to violence that has taken place in the house or has made them afraid to return to the house, including:
  - Trading sex for housing
  - Trafficking
  - Physical abuse
  - Violence (or perceived threat of violence) because of the youth's sexual orientation;
- (ii) Has no other residence; and
- (iii) Lacks the resources or support networks to obtain other permanent housing.

## **U.S. Department of Health and Human Services (HHS)**

### **The Runaway and Homeless Youth Act (RHYA)**

RHYA (42 U.S.C. §5732a) defines HOMELESS YOUTH as individuals who are *“less than 21 years of age...for whom it is not possible to live in a safe environment with a relative and who have no other safe alternative living arrangement.”* This definition includes only those youth who are unaccompanied by families or caregivers. This definition is used in connection with the Basic Center Program and the Transitional Living Program.

For the **Basic Center Program**, the homeless youth is an individual who is less than 18 years of age, or is less than a higher maximum age if the state where the center is located has an applicable state or local law (including a regulation) that permits such higher maximum age in compliance with licensure requirements for child- and youth-serving facilities.

For the **Transitional Living Program**, the age is defined as 16-21 years of age, or 22 years of age if previously in care, under certain circumstances.

In addition, the Basic Center Program serves:

Runaway Youth —The term ‘runaway’, used with respect to a youth, means an individual who is less than 18 years of age and who absents himself or herself from home or a place of legal residence without the permission of a parent or legal guardian.

AND

Youth at Risk of Separation from the Family —The term ‘youth at risk of separation from the family’ means an individual— (A) who is less than 18 years of age; and (B) (i) who has a history of running away from the family of such individual; (ii) whose parent, guardian, or custodian is not willing to provide for the basic needs of such individual; or (iii) who is at risk of entering the child welfare system or juvenile justice system as a result of the lack of services available to the family to meet such needs.

Finally, the **Street Outreach Program** (which attempts to outreach and refer youth to the above-mentioned transitional living and runaway youth programs) has this definition of youth who are the target of outreach:

Street Youth —The term ‘street youth’ means an individual who— (A) is— (i) a runaway youth; or (ii) indefinitely or intermittently a homeless youth; and (B) spends a significant amount of time on the street or in other areas that increase the risk to such youth for sexual abuse, sexual exploitation, prostitution, or drug abuse.



## LOCAL EDUCATIONAL AGENCY LIAISON DUTIES UNDER THE MCKINNEY-VENTO ACT

Under the McKinney-Vento Act, every local educational agency is required to designate a liaison for homeless children and youth. The local educational agency liaison coordinates services to ensure that homeless children and youths enroll in school and have the opportunity to succeed academically. Under the law, the liaison must be able to carry out the duties included in the law.

This short document describes those duties. A tool for liaisons to assess their capacity to carry out these duties may be found [here](#).

Each local educational agency liaison for homeless children and youths shall ensure that—

- (i) homeless children and youths are identified by school personnel through outreach and coordination activities with other entities and agencies.
- (ii) homeless children and youths are enrolled in, and have a full and equal opportunity to succeed in, schools of that local educational agency.
- (iii) homeless families and homeless children and youths have access to and receive educational services for which such families, children, and youths are eligible, including services through Head Start programs (including Early Head Start programs), early intervention services under part C of the Individuals with Disabilities Education Act, and other preschool programs administered by the local educational agency.
- (iv) homeless families and homeless children and youths receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services.
- (v) the parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
- (vi) public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents or guardians of such children and youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to the parents and guardians of homeless children and youths, and unaccompanied youths.
- (vii) enrollment disputes are mediated in accordance with this law.
- (viii) the parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin, and is assisted in accessing transportation.
- (ix) school personnel providing services under this law receive professional development and other support.
- (x) unaccompanied youths—
  - (I) are enrolled in school;
  - (II) have opportunities to meet the same challenging State academic standards as the State establishes for other children and youth, including through implementation of partial credit procedures; and
  - (III) are informed of their status as independent students and are able to obtain assistance from the local educational agency liaison to receive verification of such status for purposes of the Free Application for Federal Student Aid (FAFSA)