

**ATTACHMENT FOURTEEN**  
**Emergency Shelter Center Care**  
**Service Attachment**  
Effective July 1, 2019

**Definition:**

Emergency Shelter Center Care Service is defined as a short-term, staff-secure residential service designed to meet the basic needs of youth which includes personal safety, food, and shelter. The Subrecipient will make every effort to maintain the youth in his or her home school, or provide age appropriate education activities in lieu of school, and will keep all scheduled appointments, including medical appointments.

The Emergency Shelter Center Care Service is provided by trained staff who are awake and providing supervision to youth 24 hours a day, 7 days a week, including all holidays and weekends.

The Subrecipient shall ensure staff receive 12 hours of annual, ongoing training that enhances the staff's ability to meet the needs of all youth for whom they are providing care. Ongoing training shall include but is not limited to the necessary skills and knowledge for applying the Reasonable and Prudent Parent Standard and how to recognize signs of and respond to Human Trafficking.

Staff Secure means trained staff persons are physically near, readily accessible, aware and responsible for the movement and activity of each youth, and able to intervene when needed.

The Subrecipient shall comply with all of the applicable provisions of the Preventing Sex Trafficking & Strengthening Families Act of 2014 (P.L. 113-183/HR 4980) and provide services consistent with Neb. Rev. Stat. § 43-4706 regarding the Nebraska Strengthening Families Act. Such compliance shall include promoting "normalcy" for youth in its care through the use of the Reasonable and Prudent Parent Standard when making decisions involving the participation of the youth in age or developmentally-appropriate activities that provide opportunities for youth to grow emotionally, socially, and developmentally; and, to have the most family-like experience possible. The Subrecipient shall notify youth, both verbally and in writing, in an age and developmentally appropriate manner, of the process for making a request to participate in age or developmentally appropriate activities. The process shall also be displayed in an accessible, public place in the facility. During all hours of operation, the Subrecipient shall have a staff person present and on-site who is authorized to apply the reasonable and prudent parent standard for youth in care. The Subrecipient shall provide the names and coverage hours of the authorized staff persons to the DHHS Subaward Manager or designee within seven (7) calendar days following the execution of the attached subaward. The Subrecipient shall provide the DHHS Subaward Manager with any updates or changes in the authorized staff persons within seven (7) calendar days following such updates or changes.

The Subrecipient shall provide written input to support the planned transition of the youth to a permanent placement at the request of DHHS.

The Subrecipient shall develop and implement youth-specific plans of care designed to meet the unique and special behavioral needs of the youth, along with the educational and vocational goals of the youth. The Subrecipient shall conduct the Ansell-Casey Life Skills Assessment for youth 14 through 18 years old, and shall utilize the information obtained in the Ansell-Casey Life Skills Assessment, as well as other pertinent information, to assist the youth with meeting the goals identified in their Independent Living Plan. These plans of care shall be developed together with the youth, family, and DHHS case manager, and shall be monitored through monthly team meetings, as arranged by the DHHS. The Subrecipient shall coordinate with DHHS to develop and revise a discharge plan. The discharge plan shall be reviewed and revised, if needed, every 7 days during the youth's stay in the Emergency Shelter Center.

The Subrecipient shall collaborate with DHHS to proactively plan for the discharge of youth from Emergency Shelter Center. The Subrecipient shall use a trauma informed approach to prepare youth for transitions and will collaborate with DHHS to ensure that the most appropriate post discharge placement is available for the youth prior to discharge. When the youth's discharge is not planned, the Subrecipient will give DHHS a five (5) calendar day notice in writing. During the five (5) day period of time, the Subrecipient shall use a trauma informed approach to prepare the youth for the impending discharge and will work collaboratively with DHHS to determine the most appropriate post discharge placement for the youth. A five (5) calendar day written notice is not required when the Subrecipient and DHHS mutually agree that it is in the best interests of the child to move sooner.

The Subrecipient shall be responsible for transporting youth in its care to the youth's home school, activities, and services that are located within a 25-mile radius from the Emergency Shelter Center facility. Activities and services are expected to include visits with the youth's family members, pre-placement visits, behavioral health appointments, medical appointments, and extra-curricular activities. Emergency Shelter Center Care discharge planning activities and recommendations shall be developed collaboratively with team members.

**Target Population:**

The Subrecipient shall accept and serve youth who are age 10 through 18 years old or as otherwise referred by DHHS.

**Direct Care Staff to Youth Ratio:**

The Subrecipient shall provide Direct Care Staff to Youth Ratio in compliance with the applicable licensing standards outlined in 474 NAC 6-000.

**Length of Service:**

Emergency Shelter Center Care is a short-term service which shall not exceed twenty (20) consecutive days, unless otherwise approved by the Service Area Administrator.

**Staff Credentials:**

The Subrecipient shall adhere to the applicable licensing standards for staff qualifications as outlined in 474 NAC 6-000.

**Minimum Reporting Requirements:**

The Subrecipient shall provide a weekly written report to the referring case manager. The weekly report shall include the youth's name, information regarding the youth's strengths and needs, and all discharge planning information and efforts.

A written normalcy update report shall be submitted to the DHHS Subaward Manager within thirty (30) days of executing this subaward and by April 30, 2019 to specifically address:

1. Compliance with each of the nine plan requirements listed ~~above~~ below; and
2. Compliance with having a designated official who is authorized to apply the reasonable and prudent parent standard as well as notifying each child verbally and in writing of the process for making a request.

The Subrecipient shall maintain a written normalcy plan describing how the facility will ensure that all children have access to age or developmentally appropriate activities as well as a normalcy report regarding the implementation of the normalcy plan. In accordance with Nebraska Revised Statute 43-4706, the normalcy plan shall specifically address:

1. Efforts to address barriers to normalcy that are inherent in a childcare institution setting;
2. Normalcy efforts for all children placed at the child-care institution, including, but not limited to relationships with family, age, or developmentally appropriate access to technology and technological skills, education and school stability, access to healthcare and information, and access to a sustainable and durable routine;
3. Procedures for developing goals and action steps in the child-care institution's case plan and case planning process related to participation in age or developmentally appropriate activities for each child placed at the child-care institution;
4. Policies on staffing, supervision, permission, and consent to age or developmentally appropriate activities consistent with the reasonable and prudent parent standard;
5. A list of activities that the child-care institution provides onsite and a list of activities in the community regarding which the child-care institution will make children aware, promote, and support access;
6. Identified accommodations and support services so that children with disabilities and special needs can participate in age or developmentally appropriate activities to the same extent as their peers;
7. The individualized needs of all children involved in the system;
8. Efforts to reduce disproportionate impact of the system and services on families and children of color and other populations; and
9. Efforts to develop a youth board to assist in implementing the reasonable and prudent parent standard in the child-care institution and promoting and supporting normalcy.

**PERFORMANCE OUTCOME MEASURES:**

The Performance Outcome Measures below will be assessed monthly, quarterly, and at the end of the Period of Performance.

1. Average length of stay of all DHHS children will be less than 20 days.
2. 99% of children in care will experience no maltreatment.

**Established Rate:**

1. DHHS shall pay the Subrecipient **\$214.20 per day per youth** for Emergency Shelter Center Care services. The daily rate begins on the day of admission and will not be paid on day of discharge regardless of the time of day.
2. The Subrecipient may agree to provide transportation services beyond a 25-mile radius of the Emergency Shelter Center facility. If so, prior approval by the referring DHHS Case Manager is necessary.
3. DHHS shall pay the Subrecipient for non-medical transportation services provided to youth to community services beyond a 25-mile radius as authorized by the DHHS Case Manager. The rate of mileage reimbursement shall be in accordance with the State of Nebraska's travel expense policies, which are in effect at the time the expense is incurred. Travel expense policies are found in the State Accounting Manual:  
<http://das.nebraska.gov/accounting/nis/amcon.htm>.
4. The Subrecipient will access the Medicaid Transportation Broker to arrange transportation for medical transportation. If a state ward youth is not Medicaid eligible (not legally in the US), the Subrecipient is responsible for providing medical transportation for the youth within the 25-mile radius at no additional charge to DHHS.
5. DHHS shall pay the Subrecipient for medical transportation services provided to youth to medical services beyond a 25-mile radius as authorized by the DHHS Case Manager. The rate of mileage reimbursement shall be in accordance with the State of Nebraska's travel expense policies, which are in effect at the time the expense is incurred.