March 29, 2017

To: Residential Care Center Providers
    Group Home Providers
    Private Child Placing Agency Directors
    Shelter Care Agencies

From: Ron Hermes
    Bureau Director

RE: Mental Health Crisis Stabilization Services

The Department of Children and Families and the Department of Health Services have issued an updated joint memo, DCF Memo 2017-11i regarding the use of Out-of-Home Care (OHC) for crisis stabilization services. The memo explains how OHC providers may be utilized under the current statutes and administrative rules to deliver crisis stabilization services in an OHC setting. Under the new joint memo, shelter care facilities may now provide voluntary crisis stabilization services for up to 5 days. In order for a shelter care facility to start providing voluntary crisis stabilization, the shelter care facility must obtain approval from the Child Welfare Licensing Section.

Any child welfare licensed facility (group homes, residential care centers for children and youth, and shelter care facilities) that wants to provide crisis stabilization services must submit a written request via email to their licensing specialist. The request must contain the following information:

1. Updated program statement to include crisis stabilization services.
2. Updated policies and procedures addressing the following:
   a. How the facility will ensure the safety and well-being of residents receiving crisis stabilization services and ensure that providing crisis stabilization services will not adversely affect other residents in the facility.
   b. Documentation from a county agency indicating the facility has been included in the county crisis plan under DHS 34.

If you have any questions, please feel to contact your licensing specialist.

CHILD WELFARE LICENSING SECTION CONTACT:
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    Bureau of Permanence and Out of Home Care
    (262) 446-7856