

SCOPE OF SERVICE:

Adolescent Diversion Units / Access Units are less structured and formalized than emergency shelters and shall include fully furnished living environments that include internet capability. Adolescent Diversion Units / Access Units will offer time limited use of individual spaces for youth in foster care. MDCPS will provide supervision via the use of approved caretakers 24 hours a day / 7 days a week as all youth must receive 24-hour supervision. The Partner Provider agrees to notify MDCPS when their staffing capacity to provide supervision of youth is in place.

Approved Partner Providers will also be expected to work with MDCPS to develop supervision schedules upon unit admission if required. Partner Providers are prohibited from the use of chemical restraints, physical restraints, and seclusion. Children up to 18 years of age cannot be served in the same facility as adults.

Use of this location will allow for a short-term placement solution and allow time for MDCPS to locate a more permanent placement for the child or youth. Short-term placement shall be considered three (3) to six (6) months. No child under the age of 10 shall be placed in an Adolescent Diversion Units / Access Units unless the child has exceptional needs that cannot be met in a foster home or another appropriate setting. Approved Partner Provider must be willing to allow for admission 24 hours a day / 7 days a week.

Overall Requirements:

1. Partner Provider agrees to provide safe, clean and furnished housing for up to 40 youth.
2. Partner Provider must provide each youth with, at least, **three cooked meals a day – to include snacks**.
3. Partner Provider must ensure that **educational enrichment support** is available for each youth (i.e., tutoring, transportation to and from school as needed).
4. Partner Provider must ensure that the **campus security** is in place 24 hours a day / 7 days a week.
5. Partner Provider will provide **office space** for MDCPS personnel to allow for ongoing collaboration and communication, and private visits with children.
6. Partner Provider will provide **space for training** of MDCPS personnel as well as contracted sitter service personnel.
7. Partner Provider must establish a **Community Living Handbook** that outlines guidelines and rules for campus living (i.e., visitation, emergency evacuations, campus security process, mealtimes, etc. The Community Living Handbook must also be reviewed with the youth and legal guardian during orientation/admission.
8. Partner Provider will coordinate with MDCPS to ensure each youth receives psychiatric medication consultation, at least, monthly. Such consultations may be performed via telehealth.
9. Partner Provider will coordinate with MDCPS to ensure that each youth receives required medical, dental, vision and mental health services.

10. Partner Provider will ensure each youth receives a psychiatric evaluation as needed, but at least annually.
11. Partner Providers must ensure that all volunteers that will be directly working with youth receive satisfactory background clearances. All volunteers that have been approved to transport youth must have a valid driver's license and active vehicle insurance.

Admissions:

1. The Partner Provider must have a written admission policy or procedures outlining the admissions process to include capacity to provide support to MDCPS in locating appropriate homes for youth placement twenty-four (24) hours – seven days per week to include holidays and weekends: to include provider's 24 hour on-call process for emergency admissions.
2. Each approved Partner Provider shall have established policies and procedures outlining the admissions process to include the capacity to admit youth 24 hours a day – 7 days per week, to include holidays and weekends. This policy must also include the provider's 24-hour on-call process for emergency admissions.
1. Each approved Partner Provider shall also adhere to existing regulations and laws related to mandated reporting and serious incidents.
2. Upon entry into the program an orientation will be held with the client and legal guardian/parent.

Discharges:

1. 1.MDCPS will notify the designated person at the approved Partner Provider prior to transferring the child out for a permanent placement.
2. 2.The youth may not be released from the provider's care until suitable placement is obtained unless the youth present as an immediate danger to self or others or other safety issues are present. Examples of immediate danger may include:
 - Refusal to comply with a written safety plan and safety contract.
 - Refusal to relinquish access to a weapon.
 - Repeated physical intimidation of others.
 - Sexually acting out behaviors that present a threat to others.
3. A youth who is sent to a detention center may be dismissed from the Partner Provider if there are charges that result in the youth being sent to detention, requires a need for acute care, or the youth continues to be a danger to self or others. Partner Provides shall collaborate with MDCPS to reassess the re-admission of youth on a case-by-case basis following the stabilization of youth.

4. Youth may not be discharged due to challenging behaviors. Challenging behaviors are defined as, but not limited to, fighting, non-compliant or defiant behavior, verbal altercations and/or minor property destruction.

Required Notification to MDCPS:

1. The provider must report all significant events and changes to MDCPS. The following changes must be reported before they take place:

- a. A change in ownership or sponsorship.
- b. A change in location.
- c. A change in the name of the Partner Provider.
- d. Any change in the structure of the living units of the facility.
- e. A change in ages of population served.
- f. A change in capacity, services, population served, or geographic area served.

2. The Partner Provider must make a report to Mississippi Centralized Intake and Assessment (MCIA) in the event of the death, abuse, severe accident, illness, hospitalization, runaway, kidnapping, suicide attempts, injury, neglect, exploitation or emergency medical attention of a child in care (Regularly scheduled doctor's visits such as dental, vision and / or psychiatric appointments are excluded and shall be updated in the client's file accordingly).

3. MCIA reporting options:

- a. MCIA Hotline at 1-800-222-8000
- b. Online Reporting Tool: www.mdcps.ms.gov
- c. Reporting timeframes. All reports to MCIA shall be made within eight (8) hours of becoming aware of the incident. Reports of elopement shall be made within one (1) hour of becoming aware of the elopement to the following partners:
 - Local law enforcement
 - MCIA Hotline (1-800-222-8000)
 - MDCPS Human Trafficking Coordinator –
MCI_HTIRNotifications@mdcps.ms.gov
 - MBI Statewide Human Trafficking Coordinator (ReportHT@dps.ms.gov)
 - A copy of any of the above must be kept in the child's file.

4. A provider must have written procedures for evacuation of the facility in case of fire, natural disaster, active shooter or any other evacuation event at the facility. The provider must notify MDCPS, by any means of communication possible, as soon as possible, but no later than twenty-four (24) hours, particularly if children are moved to another location.

