Residential Meeting Minutes

Date of Meeting: 5-5-22

**Caring for Black/Brown Hair – Natalie Jeffries of Firefly and Child Alliance:** 

Natalie Jeffers joined to talkl about Tips for Black/Brown hair and to provide information on licensed stylists who specialize in black/brown hair. Please reference the above attachments tips for the care of black/brown hair care for youth in care.

**Services Hub ESC Bed Availability – Crystal Whitis:**

DCS Management has reported that there is dramatic increase of logging into the Service Hub.

Ninety percent of providers are using the Service Hub.

Please contact [Crystal.Whitis@dcs.in.gov](mailto:Crystal.Whitis@dcs.in.gov) to notify Crystal if the automated emails are being sent to the incorrect recipients.

DCS is encouraging ESC providers to update their Bed Availability every 48 hours.

Service Hub allows FCMs to view:

1. Exclusionary criteria
2. Program/agency names
3. Service types offered
4. License types
5. Staff ratios.

**Competency Attainment Request for Proposal – Don Travis:**

Regarding Indiana State Code: IC 31-37-26

This state code references youth who are determined to not be competent to stand trial. Per this statute, the court can determine whether or not a child can attain competency in either 90 or 180 days with a Competency Attainment Service. There are plans for a Request for Proposal (RFP) to be released for Competency Attainment Services.

If you have questions, please reach out to: [Donald.Travis@dcs.in.gov](mailto:Donald.Travis@dcs.in.gov)

**High Acuity Youth Needs Assessment – Crystal Whitis:**

All needs assessments were successfully completed with providers in April. Crystal Whitis thanked the provider staff for their time and cooperation with the assessment. A future meeting will be held to discuss the assessment data.

**Aftercare Service – Lakeshia Edwards of Campagna Academy:**

LeKeesha Edwards shared information about the Aftercare Services offered by Campagna Academy and what their program looks like. See the attachment below for more details.

Questions? Please contact Lekeesha Edwards: ledwards@cahope.org



**Extension Process of Diagnostic and Evaluation – Andrea Hoffman:**

We want to make sure we are following the extension request process that is outlined in the Program Service Category/Contract. Any youth who have completed the 30-day/60-day Diagnostic & Evaluation but are still residing in the care of the residential provider, will need to have an extension request processed. This includes youth whose diagnostics are fully completed and submitted to the referral source. It is important that these extension requests be seen by Central Office.

Extension requests should be submitted to: [Andrea.Hoffman@dcs.in.gov](mailto:Andrea.Hoffman@dcs.in.gov)

This applies to DCS and Probation youth. Please do not request that FCM or Probation Officer enter another ICPR to cover this.

**Urgent Discharge Notification Form:**

Urgent Discharge Notification Forms are necessary for Residential Treatment Programs for 30-day Discharge Notices and for Emergency Shelter Care Programs for 5-day Discharge Notices.

Required use of the Urgent Discharge Notification Form will begin 5/9/22. This form is given to the Escalation staff in DCS central office and the local office so that staffing can begin quickly regarding next step’s for the youth.

Link to the Urgent Discharge Notification Form: [Urgent Discharge Notification](https://forms.office.com/pages/responsepage.aspx?id=ur-ZIQmkE0-wxBi0WTPYjbw5g-0Ko39MpabqTKV3ZG5UN0NGRVZRRzNVNlRSSDVBNk40UUQ1T0ZLTy4u)

Next Residential Meeting: June 2, 2022 from 2 to 3 EST.