

Information for Placing Agencies

The Binkley House Emergency Youth Shelter is intended to be used to provide services to runaway and homeless youth or when families are experiencing a crisis or require extra support to maintain safety. We are also used as an alternative to detention for youth who are involved in the juvenile justice system or a short-term option for youth who are Wards of the State and are awaiting another placement. Our program is not to be used as a punishment or a punitive action; we appreciate and request your cooperation in framing residents' stays as an opportunity to learn or work on critical skills, build connections, and promote solutions.

There are guidelines and expectations of which you will want to be aware. We understand you interface with multiple providers and appreciate that many have similar rules. We ask that you continue to read the information below and to let us know if you have any questions or concerns.

Admission Criteria

Race, ethnicity, religion, income, gender identity, and sexual orientation are not taken into consideration in terms of eligibility for admission. We do however have several stipulations we must follow to ensure the safety of our residents, continuity of care, and service delivery.

- Only children ages 8-17 are considered for admission.
- A child must have an I.Q. of at least 70 to be considered for admission.
- A child must not be considered a physical threat to themselves or anyone else at time of requested admission.
- Children who are under the influence of alcohol or other drugs at the time of requested admission are reviewed on a case by case basis; if a child is not coherent at the time of requested admission, they will be referred to medical services in lieu of shelter services.
- There may also be other stipulations depending on if your client has been admitted to the shelter in the past.

Required Prior to Admission

- For all youth from outside of Monroe County (Indiana) or any counties immediately bordering Monroe County, we will need a written transportation agreement that outlines what kinds of appointments and commitments

transportation will be provided for and by whom. The Residential Coordinator will facilitate the completion of this document.

- Depending on the information available during the referral process, please be aware that we may request different types of documentation (IEP, discharge summaries from other facilities, medical treatment documents) to help us ascertain if our shelter would be a good fit for the prospective resident.

Important Timelines

- We are a 21-day emergency shelter, not a treatment, residential, mental health, or detention facility.
- We are able, in some circumstances, to request an extension of services. If you need an extension this is expected to be communicated to the youth's Counselor by Day 15 of the youth's stay. You will be asked for the reason, anticipated plan, and the number of days requested.
- If a young person is a resident in our care, but leaves for 4 or more hours at a time (for a visit, appointment, etc.) you will be expected to complete & sign an *Extended Temporary Exit* form. You should provide the Counselor with as much advance notice as possible.
- If a young person is with us more than 30 days we need to provide proof of a physical exam from a professional medical staff. If the youth has had a physical in the 3 months preceding their stay, please send us documentation.

Counselor

- Each resident will be assigned a counselor. The counselor is a Master's level clinician (or Master's level intern) and will be the primary contact if you have questions or concerns during your child's stay. If you have not heard from your client's assigned counselor within 72 hours, please call 812-349-2506 to schedule an appointment or phone session.
- Counselors will provide short-term, solution focused services to help support the family in addressing concerns that led to placement. Counselors can schedule individual and family sessions on weekdays, with daytime and evening hours available.
- We believe connections and continuity are important. We will do our best to ensure contact with existing providers, including counselors, while your client is a resident in the shelter.
- Aftercare options, including follow-up sessions and referrals to community agencies (as applicable), will be discussed as a part of your child's exit planning.
- The counselor is the person you should contact for any questions and/or concerns you have regarding your client's needs, such as transportation to appointments, medication, bringing in clothes, school issues, visitation, or counseling needs.

Requests

- If a youth is prescribed a medication for a mental or physical health diagnoses you must bring the medication with a doctor's note or prescription bottle that details how it is to be administered. You must also ensure that if the medication is running low you have plans for refilling it; we want to avoid all unnecessary interruptions in their medication regimen.
- We ask that you not tell young people that they will only be at the shelter for a few days or set an expectation of a specific exit date if it has not been confirmed. We understand it can be difficult to say when something is unknown or we don't have the information we know they want to hear. In our experience, however, it is a disservice to the youth and makes it more difficult for our team to successfully partner with them during their stay.
- Youth in our care are encouraged to contact their FCM and PO when they have questions or concerns. We ask that you communicate updates and appointments to the youth's Counselor in addition to your client.

Phone Calls and Visitation

- As the Placing Agency, you have the right to confirm your client's approved phone contacts during their stay. Please communicate with the assigned counselor to make any changes.
- As the Placing Agency you have discretion to approve visitors. Please note that visitors under the age of 18 must be supervised by an adult family member.
- If you would like to approve a visit for your client off of shelter grounds discuss this with your client's counselor on a weekday, at least 24 hours before the visit. Unless the visit is therapeutic or medical, we generally stipulate that the resident must be on Level 2 of our behavior management program before the counselor would consider granting such an outing. These outings are not standard policy and will be granted on a case-by-case basis.
- During such an outing, the person to whom the youth is released is responsible for maintaining supervision of the resident, and should return the resident at or before the agreed upon time.
- Any visitors who appear under the influence of drugs or alcohol will not be permitted to visit in the shelter or take a child out of the shelter for a visit.
- Visitors may not smoke on the premises. Residents are not permitted to smoke or possess smoking materials during their stay at the shelter. We also request that you do not allow your client to smoke when in your care on an approved outing from the shelter.
- Bringing your client food and beverages while they are in the shelter is discouraged; however, if you do bring in such items they will need to be eaten in the foyer and cannot be taken into the shelter or visit room.

Personal Belongings

- Residents do not need money while at YSB.
- Residents are permitted to have 5 complete sets of clothing, 1-2 sleep outfits, 1 or 2 pairs of shoes, and one jacket or coat as needed. It is a good idea for kids to have a pair of slippers while in the shelter. All clothing is labeled with the child's initials in the tags. Clothing is laundered nightly. Clothing requiring special care will be returned.
- Once a resident has 5 outfits and the other necessary items, they will not be allowed to trade these items in for new ones or have any extra items brought in, with the exception of hygiene products. The only other exception is if the season changes while the child is in the shelter or if it has been two weeks' since the child has entered the shelter.
- Residents are also allowed to have some other personal possessions, such as hygiene products and school supplies. All items must be checked in by YSB staff.
- Pillows, bedding, personal radios, TV's, movies and video games are already provided by the shelter and are not to be brought in by residents.
- Residents are responsible for their personal possessions. The shelter is not liable for items lost, stolen or damaged.
- If a child has an item that holds special significance or helps with their comfort, please let us know. We may be able to work with you to make accommodations.