As there is an emergent and periodically unmet need to secure placement for high needs youth. The recent decertification of out of state STRTPs as well as the current Health crisis have reduced the availability of placements for high risk youth as beds are limited. In these situations, short term housing in hotels may be necessary as a bridge to placement.

Additionally, many STRTPs and RFA approved homes have begun requiring Rapid COVID-19 tests to demonstrate a negative result before accepting placement. If the result is positive, it may be necessary to temporarily house a youth in a hotel with round the clock supervision.

Potential Team members

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| --- | --- |
| WHO | ROLE / Responsibility |
| Child’s SW | Provide updated CNSP to Placement team. Complete placement paperwork. Get recent photo and accurate description of youth in case they leave. Responsible for Collecting all information and communicating to the team as needed |
| SW Supervisor | Provide support to SW in completion of CNSP, Placement Paperwork.Contact identified Staff persons able and willing to stay with youth in Hotel. Create schedule. Inform team of schedule. |
| SW Manager | Support SW Sup and communicate to Sr. Managers. Approve bed hold up to 10 days if youth is in a hotel pending acceptance by identified placement or if under quarantine. |
| Sr. Manager | Approve Hotel expenses. Act as Liaison with Fiscal dept. as needed. Provide regular updates to Exec team. |
| Placement Supervisor | Hold Day shift Credit card. Provide support to REPS / placement staff |
| Placement Coord. | Identify and secure potential placements. |
| VCBH | Provide mental health support to youth while in hotel setting under quarantine. |
| READY Team | Provide secondary youth-centered support. Coordinate security of basic or other needs; i.e. clothing, activities, mentoring support. Coordinate use of approved CSEC funds for approved expenses. Support Social Worker, as needed. Consult on CSEC and high-risk related youth, including patterns, needs, likes, etc. Update missing youth report as needed. Monitor social media. coordinate with outside partners such as forever found, |
| Night Shift Sups | Credit card issued for afterhours hoteling. Find coverage for shifts at hotel is staff calls out. |
| On Call Manager | Remain informed of the situation. Trouble shoot as needed. |
| Public Health Nurse | Arrange meal service, Provide PH guidance, clearance letter as needed, medical support |

Steps to be taken once the it has been determined there are no available placements for a child, or child must quarantine prior to placement and it is therefore necessary for the child to stay in a hotel with staff supervision.

1. Consultation between worker and supervisor.
	1. Social Worker will identify which members of the above team need to be mobilized immediately.
		1. Consider who needs to receive notifications VS. participate in meetings
		2. If youth is CSEC or high risk notify READY Program
	2. Supervisor:
		1. Notify Program manager
			1. Program manager will brief Sr. Manager
		2. Schedule an immediate Zoom / Teams meeting.
			1. Determine frequency of ongoing meetings and send invitations to team members
	3. Placement Coordinator will continue to seek placement until a placement resource is identified.
		1. If a bed hold is required, will seek approval from appropriate manager.
2. Hotel Reservation: Consideration the type of hotel suite as well as the geographic location and whether it is appropriate for the particular youth. Do they frequently leave placement? Where do they typically go? Are they likely to leave via a window on a bottom floor? etc.
	1. Day Shift: Placement Supervisor will initiate Hotel reservation at Residence inn or other Hotel for 2-bedroom suite (1 for youth / 1 for Staff use).
	2. After Hours: After Hours Supervisor will do the same.
3. Supervisor will retrieve list of staff volunteers to stay with youth at Hotel site from F Drive Hoteling Folder
	1. In the event that this occurs after hours, the Nightshift supervisor will call up a Standby worker to cover until 8am the following morning and then seek assistance from staff volunteers.
4. If the child is displaying symptoms of Covid 19 (Or if Placement is contingent on test), he/she will be taken to a Rapid testing site or Urgent Care to have COVID test administered.
	1. If Negative: Hoteling until Placement is secured
	2. If Positive:
		1. PPE:
			1. Large Hoteling Kit to will be retrieved from nearest regional office by first staff person assigned to Hotel. Kit will include full PPE for staff and youth, sanitation supplies (wipes, spray, paper towels, etc.)
		2. Sanitation – Rooms should be sanitized at the beginning of each shift and as needed
		3. A confirmation test will be completed following day.
		4. SW will consult with Public Health to determine Quarantine Clearance Time Lines
		5. For any staff exposure, See Existing Protocols, Internal Tracing procedures
		6. SW will work with Public health to receive quarantine clearance letter after 10 days.
5. Social Worker will contact Public health to get food train started at the hotel for the child and staff.
6. If the child leaves the hotel:
	1. Staff that was with the minor at the time will file a missing person report
		1. What was youth wearing
		2. Mental health diagnosis
		3. Description – tattoos, markings, piercings, hair color, etc.
		4. Whom did they leave with?
		5. Where might they be going?
		6. Do we have picture?
		7. Possessions
		8. Vehicle.
		9. At risk of Sexual exploitation?
	2. Staff that was with the minor at the time will send email notifying the team of the youth’s missing status.
	3. Staff will complete their shift at the hotel in the event the minor returns, and will email the team with any updates.
7. In the event the youth has an ongoing social worker and needs placement After Hours, the assigned ongoing social worker and supervisor and or their program manager will resume all responsibilities the following workday.