**Introduction:**

Comprehensive Community Based Youth Services (CCBYS) provides crisis assistance to youth who have run away from home or who have been locked out of their homes by parents or legal guardians. CCBYS agencies perform frontline crisis intervention, which includes:

1. an immediate assessment of the facts surrounding a crisis situation involving a youth,
2. consideration of safety risk,

c.) efforts to reunify the youth with his/her family or make arrangements for temporary safe shelter, and

d.) plans for follow-up services for the youth and family.

At the point of crisis intervention, (face to face, at the police station) the **CCBYS Crisis Safety Screen** (CCSS) or a department approved alternative safety screen **must** be completed for all mandated youth. The CCSS is designed to help the crisis worker assess if the youth and his/her parent or caregiver can remain together in their current living arrangement without substantial risk of harm.

***These instructions for completion of the CCBYS Crisis/Safety Screen should not supplant agency procedures but should direct the crisis worker to follow his/her agency’s procedures. The CCSS and corresponding agency procedures should be a point of training for every on-call worker.***

Once the CCSS is completed, the crisis worker **must** completethe Crisis Stabilization Plan (CSP). The Crisis Stabilization Plan replaces the Crisis Intervention Plan and must be developed for every youth taken into limited custody. By definition, the plan outlines the next steps to be taken to address the immediate crisis. The CSP includes information about where the youth will sleep that night, very basic information about the agency’s next contact with him or her and shall address any findings in the CCSS.

The CCBYS Crisis/Safety Screen and the Crisis Stabilization Plan are tools designed to assess and resolve crisis situations. They do not take the place of the YASI and the case plan which are much more comprehensive and address many other domains.

**Complete CCBYS Crisis/Safety Screen**

Crisis Intake of Mandated Youth

**Crisis Stabilization Plan:**

**Case Plan**

Follow up appt.

Crisis stabilized: Follow-up scheduled.

**YASI:** assesses up to 10 domains

**CCBYS CRISIS/SAFETY SCREEN (CCSS)**

1. **General Instructions**
2. The CCSS contains fifteen questions (areas of concern) which pertain to the youth’s current situation and three questions (areas of concern) which are historical in nature. The questions regarding the youth’s current situation are designed *to determine if the immediate crisis has been addressed adequately to enable the family to return home.* The historical questions are designed *to determine if the crisis situation is likely to reoccur immediately if the family returns home.*
3. Upon arrival at the police station (or other crisis location, such as school, home, etc.), the crisis worker should begin to complete the safety screen with information gathered from the police, other professionals who may be present, the youth and his/her family. The interviews with the youth and his/her family may be conducted separately as necessary. The crisis worker should record most accurate information possible, regardless of the source.
4. **Answering the Questions**
5. Each of the questions has an **“ANSWER”** section in which the crisis worker should record a brief answer. If more space is needed, the answers can be continued on the back of the form under “additional information”.



1. Each question also has four **CHECK BOXES**: Each question should have at least one of these boxes checked:
   * 1. NO ACTION NEEDED: indicates that this question is not an area of concern.
     2. IMMEDIATE ACTION NEEDED: Indicates that the **safety screening/planning process** **should be interrupted** and the situation handled as an *emergency.* Examples include calling for a police response and/or transport to hospital.
     3. NEEDS TO BE ADDRESSED BEFORE LEAVING CRISIS: While the question does not require an emergency response, the item is an area of concern OR has the potential to be an area of concern and needs to be addressed before the crisis intervention is completed.
     4. ADDRESS AT FOLLOW UP APPOINTMENT: The youth, family and/or counselor believe this area of concern is significant enough to require a more thorough response which would be addressed at a follow-up appointment.

* Family does not think this area of concern is severe enough to include in a CCBYS Crisis Stabilization Plan but wants to work on it during follow-up appointments. *For example, Johnny has obviously been drinking prior to crisis intervention but family is comfortable taking him home. They want to see you on Monday to talk about getting Johnny into rehab.* (Check only “ADDRESS AT FOLLOW UP.”)
* Area of concern was addressed immediately or prior to leaving crisis, but ALSO needs to be addressed in follow-up. For example, Johnny has obviously been drinking prior to crisis intervention. He is showing signs of alcohol poisoning and is transported to the ER. Parents want to meet with you on Monday to talk about getting Johnny into rehab. Check IMMEDIATE ACTION NEEDED *and* ADDRESS AT FOLLOW-UP.

1. The columns “IMMEDIATE ACTION NEEDED” and “NEEDS TO BE ADDRESSED BEFORE LEAVING CRISIS” are shaded. If any of the shaded boxes are checked, those issues must be included on the Crisis Stabilization Plan (CSP). See instructions for the Crisis Stabilization Plan.
2. Each questionhas an **“ACTION TAKEN”** box in which crisis worker should record the action taken by the agency, family and/or other responder during the crisis call related to the item. If more space is needed, the answers can be continued on the back of the form under “additional information”. The actions taken should be consistent with agency policies.
3. **Unusual Situations:**
   * + 1. **Emergency Situations:** If immediate action is required and family is therefore unable to complete the Safety Screen and CCBYS Crisis Stabilization Plan, the crisis worker should sign the Safety Screen and indicate the reason and action under “Additional Information.” A signature indicating that it was an emergency situation constitutes a completed CCBYS CRISIS/SAFETY SCREEN for the purposes of eCornerstone input. In this situation, the crisis worker is still required to complete page one of the Crisis Stabilization Plan and put it in the client’s file.
       2. **Averted Psychiatric Lockout:** If a youth’s case was opened prior to his/her discharge from a psychiatric hospitalization and the crisis was averted, the crisis worker should sign the Safety Screen and indicate the details of the case under “Additional Information.” A signature indicating that it was an averted psychiatric lockout crisis constitutes a completed CCBYS CRISIS/SAFETY SCREEN for the purposes of eCornerstone input.
       3. **Returning Clients:** If any youth returns as a mandated client, the CCBYS CRISIS/SAFETY SCREEN must be redone and page one of the CSP should be completed. Pages two and three of the CSP should be completed as necessary.
4. **Signatures:** After completing the CCBYS Crisis/Safety Screen, the interviewer should sign and date the form on the bottom of the second page.

**CRISIS STABILIZATION PLAN (CSP)**

1. **General Instructions**
2. Following the CCBYS Crisis/Safety Screen, and before the youth and/or family leave the site of intervention, the crisis worker must develop a written Crisis Stabilization Plan, with input from the youth and family, briefly outlining the next steps to be taken to address the immediate crisis.
3. The CSP is comprised of three parts:

* **Page one** **“Current Crisis Information”** gathers information about the current crisis including demographics, the presenting problem and information about how the crisis was resolved, as well as information about the agency’s next contact. **Page one must be completed for all mandated youth.**
* **Page two “Planning Worksheet”** is designed to help the worker and the family begin to identify family strengths and resources, as well as identify potential obstacles to the planning process. These strengths and resources will be used to develop a predetermined set of strategies, social support activities, and help-seeking behaviors that family members can use to avoid conflict and physical aggression.
* **Page three (Strategies and Sources of Support)** outlines what actions the parent/youth should take during times of conflict and emotional stress and/or if a family member feels an unsafe situation might occur. It is a therapeutic technique that provides families with something more than just a referral. Page three should be written from the youth and family’s point of view. It is designed to be copied and sent home with the family. **Pages two and three must be completed for any mandated youth for whom a safety concern was identified on the CCSS.**

1. The CSP will provide the basis for the agency’s initial case management for the youth. The CSP should be revised as needed.
2. If the parent or the youth was identified as a potential abuser (questions 6 and 8 on the CCSS), pages two and three of the CSP should be done separately. If completing the plan with the youth and parent together jeopardizes the safety of the youth or parent for any other reason, crisis stabilization planning should be done separately.
3. Other CCBYS Crisis Stabilization Plans**:** If at any time during the course of agency involvement, a counselor may complete the relevant portions of the CCBYS Crisis Stabilization Plan for any client or family for whom he/she has concerns.
4. If immediate action was required and therefore, the family and youth are not available to complete the Crisis Stabilization Planning process, the worker must fill out and sign page one of the CSP.
5. **Page one: Current Crisis Information (must be completed for all mandated youth)**
6. **Youth Information:** The crisis worker shall record the youth and his/her caregiver’s name, address and phone numbers, as well as the youth’s date of birth. “Caregiver” can include parents, other relatives or other persons who have the responsibility for the youth’s care. The crisis worker shall record the relationship of the caregiver to the youth.
7. **Crisis Response Information:** The crisis worker shall record his/her name, the date, the time of the initial call, and his /her arrival time at the site as well as the name of the site. The worker will also record the name and phone number of the police officer (or other professional) involved in the crisis call. If limited custody is taken by the police or by the CCBYS agency, the crisis worker should circle “Y” and ensure that a copy of the limited custody form is placed in the youth’s file.
8. **Presenting Problem:** The crisis worker should check the box for one of the three listed options: absent from home without parental consent, parents will not allow youth to return home or beyond the control of the parent. Crisis worker should outline the details of the current crisis.
9. **CCBYS Crisis/Safety Screen:** If a CCSS was completed, the crisis worker should circle “Y”. If any of the shaded boxes were checked on the CCSS, circle “Y” next to “Were there findings?” If there were findings, pages two and three of the CSP must be completed.
10. **Crisis Stabilization Plan:** Worker should indicate who was present during the completion of the plan.
11. **Narrative of Crisis Intervention:** Worker should record the details of the crisis intervention, what actions were taken, how it was resolved, etc.
12. **Crisis Resolution:** Worker should check the appropriate box indicating where the youth went as a result of the crisis intervention. Worker should record the name, address and phone number of the person/agency with whom the youth will be staying.
13. **Plan for Next Contact:** Worker will outline the details of the agency’s next planned contact with the youth and his/her family.
14. **Signatures:** The Crisis Stabilization Plan must be signed by the youth, the case worker, and members of the immediate family who are available. If the youth and/or family member(s) refuse to sign the CSP, a note to this effect must be made on the plan and kept on file at the agency.
15. **Page two: Planning Worksheet (to be completed for youth with findings on the CCSS)**
16. **Safety Plan Findings:** If any of the shaded boxes are checked on the CCSS, it is considered a finding and must be addressed in the CSP. The worker should check the box or boxes that correspond with the questions on the CCSS for which there were findings.
17. **Narrative:** The worker should provide relevant details about the findings that have been identified. The worker may also use this space to detail other concerns the youth/family may have.
18. **Planning Questions**: This section is designed to help the worker and family *begin* to think about potential sources of support /strategies and potential obstacles which may impact the plan. It is not critical that every question be answered as written. The worker may add additional questions or comments as appropriate. (Think “worksheet” rather than “report.”)
19. **Page three: Strategies and Sources of Support (to be completed for youth with findings on the CCSS)** Page three should be completed from the youth’s and family’s point of view. If the parent or the youth is unavailable or unwilling to complete this portion of the planning process, the worker should complete it with whichever family member(s) is (are) willing to do so.
20. **Emergency Contact Numbers:** Worker should fill in appropriate emergency contact numbers including phone number for the CCBYS Agency.
21. **List at least two people:** Worker should fill in the names of the people the parent (or caregiver) identifies as sources of support and the names of the people the youth identifies.
22. **List at least two activities:** Worker should fill in the activities the parent (or caregiver) identifies as calming and the activities the youth identifies as calming.
23. **Strategies:**

|  |  |
| --- | --- |
| **Area of Concern**: (Example) Aggression; Johnny and mom start arguing. Mom is afraid Johnny will hit her. | **Parent Action:** I will go in my room and call my friend. |
| **Youth Action:** I will go in my room and listen to music. |

1. **Area of Concern:** Worker will list the areas of concern identified on the CCSS. Worker will include a statement describing the specifics of the concern: “Johnny and mom start arguing. Mom is afraid Johnny will hit her.”
2. **Parent Action:** Based on the information on the planning sheet and the identified resources, worker and parent (caregiver) will determine what strategy the parent will use if the area of concern arises.
3. **Youth Action:** Based on the information on the planning sheet and the identified resources, worker and youth will determine what strategy the youth will use if the area of concern arises.
4. There may be more than one strategy for an area of concern. Worker will just relist the area of concern; add a new descriptive statement and new parent/youth actions.
5. **Signatures:** Because Page three is designed to be copied and sent home with the family, the worker will have the youth and parents (or caregivers) provide signatures as acknowledgement of their agreement with the strategies. The worker should sign and date as witness.
6. **Copy to be sent home:** The worker shall arrange for a copy of page three to be sent home with the family.