**Process to accept alternative safety screens**

DHS will begin requiring use of the attached CCBYS Safety Screen instrument beginning July 1, 2014. Also beginning July 1, 2014, DHS will no longer accept the YASI Pre-screen as an acceptable safety screen.

Providers will have the ability to request an exception to the use of the CCBYS Safety Screen, provided that they can demonstrate how their tool covers ALL of the elements of the DHS tool.

If an alternative safety screen is not approved in writing prior to July 1, 2014, the Provider will be required to use the attached CCBYS Safety Screen tool.

The Provider may submit a safety assessment for approval at any time. The following is the process to be utilized to request an exception.

Submit an electronic version of the proposed safety screen to [dhs.youthservicesinfo@illinois.gov](mailto:dhs.youthservicesinfo@illinois.gov) with the subject, “CCBYS – SS Request”.

* Include a letter, on Agency letterhead, requesting approval. Include information as to why you wish to use this particular tool. Justify/explain how it captures all of the required information from the DHS tool.
* Highlight all of the items in the proposed screen tool that correspond to each of the elements of the required CCBYS Safety Screen.

The proposed screen will be reviewed. Part of the review process may include contacting the Provider for explanations and asking for additional information.

* If approved, the Bureau Chief will issue an approval letter within approximately 10 business days, and email it to the Provider. DHS and the Provider will keep a copy of the approved screen on file. DHS will keep a hard copy, and will post the Approval Letter in the Agency’s file in the Transformation Master Folder. The agency may begin use of the approved tool upon receiving the approval letter.
* If denied, the Bureau Chief will issue a denial letter within approximately 10 business days, explaining why it was not accepted. This letter may also include suggested revisions to make the screen acceptable. Until the screen is approved, the Agency is required to continue use of the DHS Safety Screen.
* Once approved, the tool will not need to be re-approved unless the Agency desires to make changes to the tool. The agency may repeat this process at any time for approval of changes to the original tool.

If you have questions regarding the above process, please contact the CCBYS Program Administrator or email [dhs.youthservicesinfo@illinois.gov](mailto:dhs.youthservicesinfo@illinois.gov) with the subject, “CCBYS – SS Question”.