

PROGRAM DESCRIPTION

PENTZ RUN YOUTH SERVICES, INC.

**Certified as a Specialized Setting for
Children and Youth**

**EMERGENCY SHELTER CARE
GROUP HOME
TRANSITIONAL LIVING**

A large, semi-transparent version of the Pentz Run Youth Services Inc. logo is overlaid on the page, centered behind the contact information. It features the same sun and swoosh design as the top logo.

P O BOX 1062

319 DALY STREET

DUBOIS, PA 15801

TEL (814) 371-1522

FAX (814) 371-1569

7 DAYS/WEEK – 24 HOURS/DAY



MISSION

To ensure the physical and emotional safety and wellbeing of youth in our care within a trauma sensitive environment that promotes dignity and respect. We are dedicated to helping youth find value and purpose in order to grow into self-sufficient, thriving young adults.



Pentz Run Youth Services, Inc. is a certified as a Specialized Setting for Children and Youth. Throughout the program description and, more specifically addressed in the attached Specialized Setting Policies, all of the standards and requirements are addressed. The Standards for specialized settings for children who are, or at risk of becoming sex trafficking victims and Standards for specialized settings for youth transitioning to adulthood are in the attachment.

At Pentz Run Youth Services Inc., we provide residential services to adolescent youth who are in need of out of home care for a variety of reasons including but not limited to homelessness, abuse, neglect, truancy, lack of supervision, drug & alcohol use, mental health concerns and illegal activity. We are currently in the process of becoming a Trauma Informed agency and are working with the Institute on Trauma and Trauma Informed Care at the University of Buffalo in order to complete our transition.

Our residential services encompass emergency shelter, group home, and transitional living services. These services are available within our 4 distinct units which are designed as a continuum for youth to advance toward independence.

Unit 1—Residential—18 beds—group and shelter—ages 10-17

Unit 1 is the first step in our continuum. It is fully staffed around the clock. This is for youth who are very young and coming into care for the first time, youth who are new to us and we are going to assess for long term placement, youth who require emergency shelter care, youth who may be waiting for a bed in one of our other units, or stepping down from another placement, etc. Youth will participate in groups focusing on coping skills, problem solving, anger management, self- reflection among other pertinent topics. They will also have access to many staff supervised group recreational activities, both on and off site.

Unit 2—Residential—8 beds—group/older youth ages 16-18

Unit 2 is the next step. It is also fully staffed around the clock. This is where youth are learning to focus more on their own independence. They are in need of learning the skills



to become self-sufficient adults, and they will work with staff to develop and hone those skills. They will focus more on learning how to cook and manage money, they will learn how to shop for groceries and how to prepare healthy meals and menus. Budgeting, home maintenance, higher education, medication education, and a variety of other independent living skills will become group topics. Recreational activities may be available with the group, but the ability to go out on their own will now be afforded to the youth. Time will be given to youth for use of electronics (phone/laptop) as well as alone time in the community. Normalcy will be the goal. The youth will be given the ability to make more choices, and this will be their starting point for independence and their chance to earn trust.

Unit 3—Step 1 Transitional Living—3 beds ages 18-21

Unit 3 is a 3-bedroom shared transitional living apartment. There are no staff in the apartment, but staff availability around the clock. Youth must be 18 years old for this unit since there will be others residing in the same apartment. These youth will essentially be living on their own. Each bedroom has its own bathroom with a shared kitchen/living room area. These youth are expected to follow the rules of the program, work, maintain their apartment and act as role models for the others in the facility. They will work on managing their time and schedules and learn to become self-sufficient. From here, they may go out on their own or move to Unit 4.

Unit 4—Transitional Living—2 beds ages 16-21

Unit 4 consists of two 1 bedroom apartments. There are no staff in the apartments, but staff availability around the clock. Again, these youth are living on their own. These are two individual apartments where the youth are expected to maintain the rules of the program, work, maintain their apartment and act as role models for the others in the facility. Prior to going out on their own, youth should be able to manage their time, schedules and medications.



The admission procedures for each service are very similar and we will assist in helping you determine the most appropriate unit for the youth you are referring. However, in most cases, youth begin in unit 1, or possibly unit 2 in order to acclimate them to the facility and staff prior to moving on. In addition, youth have the ability to move through the units either forward (or back) depending on their needs and/or progress.

GENERAL ADMISSION

We are a co-ed Emergency Shelter, Group Home, and Transitional Living program for dependent and delinquent youth 10 through 21 years of age. Our staff-secure facility provides services for youth who require alternative and supportive living arrangements in a trauma informed environment. We have a total capacity of 31 beds. Up to 10 of the beds may be designated as shelter beds.

Referrals are accepted from Children and Youth Services and Juvenile Probation agencies. Admission is determined on an individual basis, without regard to race, color, creed, gender identity, sex, or national origin.

Referrals can be initiated by a telephone call. Staff will guide you through the admission process.

Approval for **Emergency Shelter** placement can be made over the phone once the intake is completed. The approval process for **Group Home** placement or **Transitional Living** requires an interview with the referred youth.

Pentz Run Youth Services does not accept youth who exhibit any of the following behaviors: profound intellectual disabilities, severe personality or mental health disorders, active psychosis, or youth who require a locked facility. Pentz Run Youth Services is a staff-secure facility. We also do not accept youth who are currently aggressive and/or assaultive (who may need physical restraint interventions), under the influence of alcohol or other drugs (who may be suffering withdrawal symptoms that require medical attention), or who are a danger to themselves or others. Sexual offenders are assessed on a case by case basis, please contact us. Acceptance for adolescents under the age of 12 will be limited to:



Length of proposed placement

Not wanting to separate siblings

The adolescent is physically mature for his or her age

EMERGENCY SHELTER—ADMISSION PROCEDURES AND CRITERIA

Pentz Run Youth Services is licensed for ten (10) Emergency Placement beds.

Referrals are accepted from County Children and Youth Agencies and Juvenile Probation Departments. Referrals are received on a 24-hour basis and are generally initiated through phone contact from the referring agency. Admission may occur immediately.

Admission is determined on an individual basis without regard to race, color, creed, gender identity, sex, or national origin.

The voluntary Placement Agreement/Court Order must be presented at the time of admission.

If not available at the time of admission, we must receive the document within 72 hours of admission. An updated Family Service Plan must be received within two weeks.

A youth who is currently in our Shelter Care program may be admitted to long term Group placement if the referring agency and staff at Pentz Run Youth Services feel that the resident would benefit from our program and a Group Home bed is available.

GROUP HOME/TRANSITIONAL LIVING—ADMISSION PROCEDURES

Pentz Run Youth Services is licensed for 26 residential and 5 transitional living beds between all 4 units.

Referrals are accepted from County Children and Youth Agencies and Juvenile Probation Departments. Referrals are received on a 24-hour basis and are generally initiated through phone contact from the referring agency.

Admission is determined on an individual basis without regard to race, color, creed, gender identity, sex, or national origin.

Following a request for placement, referring agencies will be asked to forward the below information for review.

1. A psychosocial history including family dynamics, presenting problem, and specific services that are being requested.
2. A current psychological evaluation.
3. School records.
4. Significant medical history.
5. Involvement with other agencies that would be pertinent in the development of the Individual Service Plan.

If, following a review of the information submitted, we feel that we may be able to meet the needs of the youth and the youth may benefit from our services, the referring agency is contacted and arrangements are made to interview and/or admit the youth. Following the interview, a decision will be made as to whether or not the program is appropriate for the youth and his/her specific needs, and the referring agency will be notified.

The voluntary Placement Agreement/Court Order must be presented at the time of admission. If not available at the time of admission, we must receive the document within 72 hours of admission. An updated Family Service Plan must be received within two weeks.

INDIVIDUAL SERVICES

Our program utilizes a trauma-aware and youth-focused team approach within our units and with our community partners. The team works together to create a positive environment while residents work with their Primary Case Manager and staff to accomplish the goals identified on his/her Individual Service Plan or the Emergency Placement Plan. Upon admission, each youth is assigned a Bachelor's level, Primary Case Manager. The resident's needs are assessed and an Individual Service Plan is created with the Resident, Primary Case Manager, Care Coordinator, Placing Agency, Parent/Guardian and anyone else who may be a Stakeholder in the child's life. It is the Primary Case Manager's responsibility to implement the Individual Service Plan and, through weekly individual sessions with the resident, ensure that the goals are being met. The issues/goals identified in these sessions help determine the focus, or refocus, of the Individual Service Plan. In addition, monthly reviews of the Individual Service Plan illustrate progress toward the goals identified for each resident.



The Care Coordinator may provide additional services including facilitating Individual and Family Meetings depending on the resident's needs.

Guided Interaction Groups are held throughout the day to introduce new skills, maintain adherence to the rules, develop group unity and address accountability of behavior. These groups address the specific needs of the individual and/or group, which have been identified by the group or staff.

FAMILY SERVICES

Family involvement is a significant factor in determining the overall success of a resident's placement at Pentz Run Youth Services. We encourage families to actively participate in the child's service plan through communication and visitation. Family meetings are available weekdays, evenings, and weekends to provide resources to assist the family in providing positive parenting skills, effective communication skills, and to help identify family dynamics that have been ineffective in the past in order to help families replace them with positive actions. Appointments for family meetings may be made by contacting the program staff. Prior to initiating family meetings, the referring agency is contacted to obtain approval for family participation and to identify the specific type of resources needed by the family.

*Please also see Enhanced Family Involvement in Specialized Setting section

VISITATION

Residential Unit 1:

Agency approved family members are invited to visit on Saturdays and/or Sundays. Other visitation may be arranged if families are not able to visit on weekends. Family members are encouraged to contact staff to make arrangements prior to visitation.

All family visitations (on-grounds and off-grounds) require prior approval from the referring agency.

Residential Unit 2:

Similar to Unit 1, but may be more individualized to the resident and less restrictive.



Transitional Living Units 3 & 4:

Unrestricted visitation for approved visitors, however visitors do need to sign in and out.

*Please also see Visitation Time in Specialized Setting section

COMMUNITY SUPPORTIVE SERVICES

Pentz Run Youth Services uses the consulting services of a licensed psychiatrist and psychologist for psychological/psychiatric evaluations, diagnosis and treatment. We also utilize the local MH/MR agency and private providers for mental health and drug and alcohol counseling. Crisis Intervention services are available for emergency psychiatric needs. Our Care Coordinator acts as a liaison between Pentz Run and these providers to assure continuity of care.

Prior approval from the referring agency must be received before a youth becomes involved with community supportive services, unless a crisis situation exists and requires immediate intervention. Referring agencies are responsible for the cost of services not covered by private insurance or medical assistance.

EDUCATION

It is the goal of Pentz Run Youth Services to provide the least restrictive educational setting to the youth residing in our program. Each youth is evaluated to determine his/her needs and readiness to attend school in a community setting. The evaluating team consists of Pentz Run staff, local school representatives, referring agency, and parent/guardian.

Youth will attend school through the DuBois Area School District in the public school setting or, if absolutely necessary, through cyber services at Pentz Run. In some cases, where transportation is available, youth may be able to continue to attend school in their home school district.

In addition to class time instruction, our program provides youth the opportunity to participate in physical education, home economics and art. Structured study time is provided daily to complete homework and prepare for exams. All residents are required to participate.



Tutoring is available for those residents that may require or request further instruction.

Arrangements are available for residents who are interested in and qualify to receive his/her GED. The youth must have permission from his/her referring agency and parent/guardian to pursue their education in this manner.

We closely monitor all of our residents' academic activities whether they attend public school or participate in the cyber program. Staff maintains regular contact with school administration and teachers to provide immediate attention to any situation. Our focus on academics and school interactions helps to assure that the residents are successful in their academic endeavors.

EDUCATIONAL/RECREATIONAL SUMMER PROGRAM

The residents at Pentz Run Youth Services continue to learn as they enjoy the summer.

Included is a non-credit educational component that also includes a variety of field trips as well as guest speakers whose presentations are learning based.

LIFE SKILLS TRAINING

Residents are involved in an extensive Life Skills Training Program, designed to prepare youth for life on their own. Training consists of day-to-day individual or group instruction as well as practical experience. With staff guidance and supervision residents plan menus, may go grocery shopping, prepare meals and maintain the kitchen and dining area. Residents are also responsible for their own laundry and keeping their bedroom, restroom and living area in order. Residents also have the opportunity to experience community involvement through volunteer work. Most consistently, we volunteer at a local soup kitchen each week.

With placing agency approval, we provide residents the opportunity to set up employment interviews. If hired, we arrange transportation to and from the resident's place of employment. We assist the residents in opening and maintaining checking and/or savings accounts with the money they earn.



Included in our Life Skills Training Program are the following: health and nutrition, hygiene and grooming, communication skills, leisure time management, career planning, budgeting and banking, appropriate employment related behaviors, community resources, apartment search/furnishing and maintaining a home or apartment. The staff provide the residents with the information they need to complete these skills, while assisting them as they work to master them on their own.

While life skills are provided in all units, as youth advance they also have the opportunity to further hone their skills. For example, they may have the opportunity to attain their driver's license and even own a car. The older youth will have the opportunity to work with staff from an Independent Living Program to even further develop their skills.

RECREATION

Pentz Run Youth Services utilizes the existing resources of our community. This includes the local gyms, athletic complexes, theatres, public library, state parks and activities offered at the local Penn State Campus. A basketball court and large outdoor area is located on the grounds of Pentz Run Youth Services along with a garden maintained by the residents. The residents go on recreational and educational field trips throughout the year.

Pentz Run Youth Services follows Reasonable and Prudent Parent Standards to assure that residents are afforded opportunities to participate in a variety of activities. Residents are permitted to attend a variety of community and school activities/events, based on their age and developmental appropriateness to the activity.

RELIGIOUS ACTIVITIES

Each resident may participate in religious activities of a bona-fide religion. If a resident chooses to attend worship services, transportation will be arranged. Prior approval from the referring agency and parent/guardian must be received. Online options are also available to the residents.



Local faith-based groups offer weekly services to Pentz Run residents who choose to participate. These services are offered here at Pentz Run so the residents don't need to leave to participate.

MEDICAL, DENTAL, VISION AND HEARING SERVICES

Medical Services:

Professional medical care by local health care professionals is available to all residents. A licensed physician performs a health examination on all residents within the first fifteen (15) days of admission. Emergency medical treatment is provided by local hospitals. A licensed physician is accessible to provide physicals and attend to the medical needs of the residents. Referrals to specialists are made as needed for additional medical services. Prior approval from the referring agency must be received before a resident receives additional non-emergency medical services. The placing agency is responsible for the cost of any medical treatment not covered by private insurance or medical assistance.

Dental, Vision and Hearing Services:

Residents that are placed for thirty (30) days or more receive an exam or screening by a licensed professional within one month of admission, unless the resident has had an exam within the last six months and we receive verifying documentation. The documents must be received within the first thirty (30) days of admission. After the initial examination, the resident will receive examinations as scheduled and according to the American Academy of Pediatrics "Guidelines for Health Supervision."

TRANSPORTATION

Transportation may be provided for residents to court hearings and other supportive services. Pentz Run Youth Services may provide transportation upon admission and discharge if the resident is willing and cooperative and staff are available. We ask that we be notified at least three business days in advance if requesting Pentz Run Youth Services to transport.



Pentz Run will transport residents to all medical, dental, vision, mental health, D&A and other routine and specialized appointments. Mileage will be billed for any appointments, aside from court, that are beyond a 50 mile radius.

STAFFING

Staff providing direct care includes the Residential Supervisor, Care Coordinator, Primary Case Managers and Residential Staff Workers I and II. Typically two to three staff are on duty during primary care hours. Awake staff are on duty during sleeping hours. Staff ratios may be increased according to the number of residents and/or to maintain the health, safety and welfare of the residents.

All Primary Case Managers as well as the Residential Supervisor and Care Coordinator and Executive Director are required to have, at minimum, a bachelor degree. Many of the residential staff workers I and II also have degrees or college credits related to the field.

Staff attend many trainings throughout the year on a variety of topics with the main focus being on trauma-informed care. This enables them to remain up-to-date in effective methods of care and to keep their skills current. We are also in the process of becoming a Trauma Informed agency and the entire staff is going through specific Trauma focused trainings through the University at Buffalo.

It is the goal of Pentz Run Youth Services' staff to provide a supportive and safe environment so that each resident may find success and feel positive about themselves. Staff members meet frequently to discuss each resident's progress towards his/her goals and to determine if the outcomes meet the criteria indicated on the Individual Service Plan.

To ensure continuity of care, our staff work closely with each resident's referring agency, family, and other supportive services that may be involved.

The Executive Director, Assistant Director, Care Coordinator, Residential Supervisor and Primary Case Managers meet regularly to review issues regarding each resident's Individual Service Plan.



Pentz Run Youth Services also employs support staff including an Office manager, a Medication Administration Trainer and a Fiscal/Human Resources manager. These staff help to ensure that the programs run in an effective and efficient manner.

BEHAVIOR ACCOUNTABILITY

Pentz Run Youth Services has developed a behavior accountability system that teaches the residents that they are responsible for their actions and provides them the skills to develop socially acceptable behaviors. Through the use of accountability, positive reinforcement and individualized behavioral goals, the youth are guided towards developing positive behavior patterns.

Residents who are required by their referring agency to perform community service have the opportunity to do so while residing at our facility.

An alarm system and video surveillance is in operation at Pentz Run Youth Services to aid in the safety and supervision of the residents.

All staff are trained to verbally and therapeutically diffuse crisis situations.

DISCHARGE

Shelter Care:

Generally the resident's discharge is decided by the referring agency. The length of stay of Emergency Shelter Care may not exceed thirty (30) days. After 30 days a resident may, if appropriate, rollover to group home care. The decision to "rollover" is one that must be made prior to day 30 and must be a team decision.

Group Home:

Generally the resident's discharge is a shared decision between the staff of Pentz Run Youth Services, the referring agency, the resident and parent/guardian. The decision is based upon the attainment of the Individual Service Plan goals.

Occasionally there may be a resident who presents a continued threat to the health and safety of themselves and/or others or causes serious disruption to the daily structure of the program.



For those youth, a termination of placement may occur. The referring agency will be notified and a request will be made to remove the youth from placement. If the disruption or behaviors are of a serious nature, the referring agency may be asked to remove the resident immediately. A resident absconding from Pentz Run Youth Services **does not** automatically terminate the resident's placement. The incident will be discussed with the referring agency and a decision will be made to either continue the youth's placement at Pentz Run Youth Services or to terminate the placement.

It is the goal of Pentz Run Youth Services to make every effort to assure a smooth and successful transition upon discharge.

Transition between units, requires a "change of placement" meeting and approval from placing agency since each unit has its own license.

TRANSITIONAL LIVING

Program Description

Many youth who have been in foster care or other out of home placements have not had the support systems necessary to learn skills needed to live on their own. Often, these youth who have been protected by agencies for years, suddenly find themselves on their own with no support. The goal of the Transitional Living program is to assist these youth in learning the necessary skills to live on their own while still providing them with supervision, guidance and structure. Youth will have the opportunity to "learn while doing" as they begin practicing independent living skills.

The Transitional Living program is designed specifically for youth ages 16-21 who are in need of intensive support services in order to gain independence. The semi-supervised transitional living setting provides youth with room and board while they are working to reach their goals. Support staff are available to the youth 24 hours a day to assist them with daily needs, learning to manage an apartment on their own and transportation to and from appointments, school and/or work. The Youth live on their own in the apartment. This program is not recommended for youth who are unable to be left alone.

We continue to follow 3800 PA Department of Public Welfare regulations in order to maintain a quality, consistent and licensed program. The youth will receive all necessary medical, dental,



vision and mental health services and will have an Individual Service Plan to identify goals. The program is designed for long-term care allowing the youth to develop all the skills necessary to avoid homelessness in the future as well as completion of continuing education or job training.

The program is open to youth transitioning from Pentz Run's group home as well as other youth who may be referred and meet the eligibility requirements. These are the youth who need assistance in the transition to adulthood because they lack traditional support systems. Many youth in the CYS, foster care, and/or Juvenile Justice systems lack the necessary supports to make a smooth transition. Our Transitional Living services were developed with these youth in mind. They are the ones who need to focus on learning to live on their own.

The services concentrate on those skills needed to sustain a residence independently including: job skills, cooking, cleaning, budgeting, self-care, time management, decision making and many other important elements of independent living.

Goals:

During their stay, the youth will learn to maintain a home on their own while also building employment and social skills as well as exploring options for higher education. The expected transition for the youth would be for them to go out on their own. Often, they are eligible for additional services with continued support from Pentz Run through the Independent Living Program. The length of time that a youth is able to stay at the Transitional living facility will vary depending on their needs and goals. With approval from their placing agency and the youth's continued desire to remain in the program, youth can stay until the age of 21. During their time in the program, they must continue to meet specific educational/vocational and/or treatment criteria as well as follow the rules and structure of the program.

Admission Criteria:

- Youth must be 17-21 years old and in need of independent living assistance.
- Youth must be able to live in a semi-supervised setting where they will be spending the majority of time on their own.
- Youth must have the ability and motivation to learn independent living skills.
- Youth must be able to live harmoniously with a roommate.
- Youth must have employment and/or educational goals.
- Youth must be able to perform basic activities of daily living such as personal care and light cleaning/cooking.
- Youth must be willing to cooperate with the program and all aspects of treatment.
- Youth must not be using alcohol and/or drugs.

- Youth must be able to adequately complete a training program demonstrating competency in the following areas:
 - Health
 - General safety/internet safety
 - Fire safety
 - Money management
 - Transportation skills

*Also see Admission Criteria for Older Youth in Specialized Setting Section.

Aftercare:

Aftercare services are available to residents and their families upon the resident's discharge from Pentz Run. Parents or guardian and/or referring agency will be responsible for the cost of participating in the Aftercare Program, as this is not included in placement fees.

The program focuses on maintaining stability in the home and a successful return of the youth to his/her family or other caretaker. Pentz Run staff will work with the youth and their family to continue building on the skills developed while in placement. These skills may include: developing and maintaining structure, maintaining organizational and independent living skills, communication and parenting skills for the primary caretaker. A Pentz Run staff person will do routine home visits of approximately 1-2 hours per visit. The number of visits weekly can be tailored to the specific resident/family but, generally, during the first two weeks after discharge, staff will visit the home twice a week. Thereafter, staff will visit once a week, until appropriate community and family skills are maintained without intervention from staff or until other in-home services are in place.

Aftercare services also include individual and family interventions. This service should not be used in place of intensive family or mental health counseling, but rather as an additional support, supplement, and/or in the interim while awaiting other in-home services.

Benefits of using Pentz Run's Aftercare Program:

- staff who already know the youth and family
- ability to see youth and family in their own home
- continuity between skills learned in placement and reinforced at home
- do not need a doctor's recommendation
- services can start within one week after discharge
- ability to make/follow through with referrals for more intensive services



- assist family in following through with medical and/or mental health referrals
- assist family with reintegration of youth into the community, school, etc.