Placement Unit Coverage During Weekends and Holidays

Rhode Island Department of Children, Youth and Families

Policy: 700.0175

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On occasion, the Department experiences a shortage of placement resources for children under the age of thirteen (13) who are in need of emergency placement. These shortages often occur during weekends and holidays. In order to secure an appropriate placement for these children, it may be necessary for specified staff normally assigned to the Division of Community Resources' Emergency Shelter Unit, to assist with the placement of these children on weekends and/or holidays.

The Administrator within the Division of Program Development, Contracts and Standards can identify those Social Caseworker II's and Casework Supervisor II, who on an overtime basis, may provide assistance with the emergency placement of these children during weekends and holidays. The designated Emergency Shelter Unit staff are to be contacted by the On-Call Administrator only when all available resources for a particular child in need of an emergency placement have been exhausted.

The availability of the Emergency Shelter Unit staff is limited to 8:30 a.m. to 9:30 p.m. on weekends and/or holidays. Response by the Emergency Shelter Unit staff is strictly voluntary, and they cannot be ordered to respond.

Related Procedure

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Procedure From Policy: 700.0175: Placement Unit Coverage During Weekends and Holidays

A. Resource List:
   1. By early evening on Monday-Thursday, the supervisor of the Emergency Shelter Unit will forward an updated list of available placement resources to the Call Floor Supervisor. This list is referred to as the "Group Resource List";
   2. On Friday and Holiday evenings, the supervisor of the Emergency Shelter Unit will forward the updated "Holiday Resource List" to the Call Floor Supervisor. This list is relevant for weekends, and holidays that fall on weekdays and/or weekends; and
   3. These lists identify available placement vacancies based on child information (sex, age, etc.) and any limitations prescribed by the license or by individual resources (overnight only, no drug involvement, etc.).

B. Coverage:
   1. The Administrator within the Division of Program Development, Contracts and Standards will identify those Social Caseworker II's and Casework Supervisor II assigned to the Emergency Shelter Unit, who on an overtime basis, are available to assist with the emergency placement of these children;
   2. Two Social Caseworker II's assigned to the Emergency Shelter Unit will provide primary coverage on a rotating basis:
      a. Availability for overtime coverage will be based on seniority. A staff member who refuses overtime shall not be offered it again until his/her name comes up in the seniority rotation;
      b. On Fridays and Holidays, the supervisor of the Emergency Shelter Unit will provide the Call Floor Supervisor with the schedule of the staff to be called in for emergency assistance;
      c. The overtime availability for the Emergency Shelter Unit staff is limited to 8:30 a.m. to 9:30 p.m. on weekends and/or holidays; and
      d. Response by the Emergency Shelter Unit staff is voluntary. They cannot be ordered to respond.
   3. In the event that the Social Caseworker II's are not available for overtime, the Casework Supervisor II may be called in for assistance on an overtime basis; and
   4. The Emergency Shelter Unit staff who assist in the emergency placement of these child(ren) on weekends and/or holidays will be compensated on the basis of call in time.

C. Emergency Placement of Children under the age of thirteen (13):
   1. During the designated hours on weekends and/or holidays, if after careful search, there are no available emergency placement resources, the Call Floor Supervisor will contact the On-Call Administrator who may

~~authorize a designated Emergency Shelter Unit staff member to assist the CPS Unit with the placement of these child(ren);~~

2. ~~Prior to contacting the On-Call Administrator, the Call Floor Supervisor must be certain that all known placements on the Resource List are unavailable, and that the child(ren) requiring emergency placement are under the age of thirteen (13); and~~
3. ~~If the child(ren) are over the age of thirteen (13), or the Emergency Shelter Unit staff are unavailable due to unscheduled work days (Monday-Thursday non holidays) or the emergency placement is outside of the scheduled hours (8:30 A.M. to 9:30 P.M.), the Call Floor Supervisor should follow DCYF policy.~~