



CESAR A. PERALES
 Commissioner

[An Administrative Directive is a written communication to local Social Services Districts providing directions to be followed in the administration of public assistance and care programs.]

ADMINISTRATIVE DIRECTIVE

TRANSMITTAL NO.: 84 ADM-23
 [Family & Children Services]

TO: Social Services Commissioners

SUBJECT: Access to Records in Young Adult Shelters
 Receiving Federal Runaway and Homeless Youth
 Act or State Division for Youth Funds

DATE: June 29, 1984

SUGGESTED
 DISTRIBUTION: Social Services Districts
 Young Adult Shelters

CONTACT PERSON: Any questions concerning this release should be directed to Linda Neeb, Social Services Program Specialist, Division of Family and Children Services, Telephone 1-800-342-3715, extension 4-0014.

I. Purpose

The purpose of this administrative directive is to clarify the procedural steps that this Department will be taking for reviewing client specific case records in Young Adult Shelters receiving Federal Runaway and Homeless Youth Act or State Division for Youth Funds.

II. Background

In recent years much attention has been focused on the problem of runaway and homeless youth in New York State. It has been estimated that there are currently some 400 youths in need of temporary shelter each day in New York City alone. Counties outside New York City also report a growing need for services for this population. New York State has undertaken major steps in recent years to reshape its youth services systems. Both the State Child Welfare Reform Act of 1979 and

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Social Services Law and Other Legal References	Bulletin/Chapter Reference	Miscellaneous Reference
		450.20(b)	SSL 460-c(4) SSL 460-c(1)		

DSS-296 (REV. 8/82)

the State Runaway and Homeless Youth Act of 1978, as well as the Federal Runaway Youth Act of 1974, have influenced the expansion of community-based services to disadvantaged youth. Many of these community-based services, however, are limited to youth up to age 16 or 18 leaving an older homeless population in need of services.

The Young Adult Shelter regulations were developed with the intention of bridging the gap between the Division for Youth Runaway Shelter regulations and the Department's Adult Shelter regulations, and focusing on services for youth between ages 16 and 21.

The Young Adult Shelter regulations provide standards for not-for-profit corporations or local social service districts seeking to provide temporary residential care and a systematic short-term program of supportive services to destitute or homeless persons between the ages of 16 and 21.

As part of the Young Adult Shelter program, the Department is responsible for supervision and inspection of each certified facility. Part 450.20(b) of the Young Adult Shelter regulations allows the Commissioner and his/her designee full access to resident's case records. This provision of the Young Adult Shelter regulations differs from the Federal Runaway and Homeless Youth Act and Division for Youth Shelter regulations which prohibit disclosing client identifying information.

III. Program Implications

Young adult shelter providers may be funded by federal and/or State Division for Youth Runaway and Homeless Youth Program funds and, in these cases, are subject to federal and/or State Division for Youth Runaway Shelter funding regulations. If state or federally funded Young Adult Shelters allow the Department full access to records, they could lose these funding streams, which are a major source of revenue for many of the young adult shelter providers. In order to resolve this conflict in the "access to records" provisions, certain procedural steps have been agreed upon by both the State Division for Youth and the Department.

IV. Required Action

Young Adult Shelter Providers that are funded through Federal Runaway and Homeless Youth Act or State Division for Youth shall follow the procedural steps specified below regarding the Department's access to client specific records:

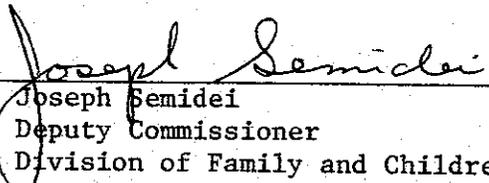
1. Providers will not be requested by Department inspectors to provide access to identifying information in client records under normal monitoring situations.
2. Providers shall provide the Department's inspectors with full access to client specific records in situations where the inspector "deems necessary in the discharge of his (or her) duties" pursuant to Section 460-c(4) of the Social Services Law. This provision for full access to records also applies to non-shelter placed youth who may be receiving services through non-shelter services components.

Some examples of situations that would be deemed as necessary to require the inspectors full access to records include, but are not limited to, the following:

- a. youth in question is the subject of a report of suspected child abuse or maltreatment
- b. the department has received a complaint or pursuant to a routine inspection the inspector ascertains that conditions which threaten the health and safety of the resident exists
- c. consent to full access to records is provided by the youth; this consent should be in writing
- d. the court orders full access to records
- e. it is necessary as part of a fiscal audit where non-identifying information is not sufficient, in order to comply with state and/or federal audit requirements.

V. Effective Date

The procedural steps described herein regarding access to records in federally funded Young Adult Shelters will be effective June 1, 1984.



Joseph Semidei
Deputy Commissioner
Division of Family and Children Services

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The following information was obtained from the files of the
Department of the Interior, Bureau of Land Management, on
the subject of the above-captioned land.

The land in question is situated in the
County of _____, State of _____.

The land is owned by _____
and is being offered for sale to the public.

The land is situated in the
Township of _____, Range of _____, Section of _____.

The land is being offered for sale to the public
at the following price per acre:

_____ dollars per acre.

The land is being offered for sale to the public
at the following price per acre:

_____ dollars per acre.

The land is being offered for sale to the public
at the following price per acre:

Department of the Interior
Bureau of Land Management
Washington, D. C.