

## TITLE

**PREPARATION AND COORDINATION OF YOUTH PLACEMENT**

## SCOPE

Provincial: Protection of Children Abusing Drugs Program

## DOCUMENT #

AMH-12-02

## APPROVAL AUTHORITY

Chief Program Officer, Provincial Addiction &amp; Mental Health and Correctional Health Services

## INITIAL EFFECTIVE DATE

November 22, 2022

## SPONSOR

Executive Director, Addiction Medicine Programs & Services,  
Provincial Addiction & Mental Health  
Executive Director, Mental Health Programs & Services,  
Provincial Addiction & Mental Health

## REVISION EFFECTIVE DATE

Not applicable

## PARENT DOCUMENT TITLE, TYPE, AND NUMBER

Residential Addiction Treatment and Detoxification Programs  
Policy (#AMH-08)

## SCHEDULED REVIEW DATE

November 22, 2025

**NOTE:** The first appearance of terms in bold in the body of this document (except titles) are defined terms – please refer to the Definitions section.

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**OBJECTIVES**

- To assist authorized **health care providers** to provide consistent information to **family/guardian(s)** regarding the Protection of Children Abusing Drugs (PChAD) program during the pre-application information session for the purpose of obtaining a Protection Order to admit a youth (person under 18 years of age) to a Protective Safe House (PSH).
- To provide direction to the **provincial PChAD team** and **contracted PSH staff** in coordinating the placement of youth at a PSH.
- To assist contracted PSH staff in using a consistent process for verifying Protection Orders.

**APPLICABILITY**

Compliance with this document is required by all Alberta Health Services employees, members of the medical and midwifery staffs, students, volunteers, and other persons acting on behalf of Alberta Health Services (including contracted service providers as necessary).

**ELEMENTS****1. Pre-Application Information Session**

- 1.1 Pre-application information sessions shall only be provided by health care providers who:

- a) have completed the relevant training; and
  - b) are authorized by a **Zone manager** responsible for PChAD operations or the **provincial PChAD manager** to facilitate the session.
- 1.2 The authorized health care provider facilitating the pre-application information session shall:
- a) follow the AHS *PChAD Pre-Application Information Session Checklist*;
  - b) provide the family/guardian(s) with the following information:
    - (i) available voluntary addiction treatment continuum of care options and the PChAD program;
    - (ii) legal right of the youth to have a Protection Order reviewed by the court, with legal assistance (e.g., lawyer, Legal Aid Society) at no cost; and
    - (iii) necessary items (e.g., pre-packaged [bubble packed] medications, including over-the-counter and herbal) to bring to the PSH;
  - c) gather contact information for the family/guardian(s);
  - d) provide the family/guardian(s) with the AHS *PChAD Confirmation of Attendance Letter*; and
  - e) instruct the family/guardian(s) to:
    - (i) complete and file the *Notice and Application for a Protection Order* form (Alberta) with the AHS *PChAD Confirmation of Attendance Letter* at any provincial court in Alberta and where to find court resources;
      - The *Notice and Application for a Protection Order* form (Alberta) includes the *Affidavit of Notice Regarding an Application for a Protection Order* form (Alberta) and request for an Apprehension Order. Family/guardian(s) should complete the request for an Apprehension Order if local law enforcement is required to transport the youth to the PSH (the youth must be located in Alberta).
    - (ii) notify (in person, by fax, email, or phone) the following, that an order has been filed upon receiving a court date (listed on page 3 of the *Notice and Application for a Protection Order* form [Alberta]) and no later than two (2) days before the court date:
      - AHS through the Provincial PChAD Bed Coordination Line (1-888-844-5395);

- any other relevant family/guardian(s) of the youth; and
  - other persons as directed by the court;
- (iii) obtain a certified true copy (with original stamp and signature) of the Protection Order from the court clerk and present the certified true copy to the PSH when admitted or to law enforcement when coordinating apprehension and transportation.

## 2. Coordination of Intake

- 2.1 The provincial PChAD team, upon receiving notice of an upcoming court date via the Provincial PChAD Bed Coordination Line (1-888-844-5395), shall:
- a) complete the AHS *Protection of Children Abusing Drugs (PChAD) Notice of Application for a Protection Order Form*;
  - b) remind the family/guardian(s) to contact the provincial PChAD team of the outcome of the court hearing and whether a Protection Order has been granted;
  - c) ask the family/guardian(s) about any concerns with admitting the youth to a particular PSH (e.g., known relatives, friends, conflicts of interest); and
  - d) remind the family/guardian(s) to:
    - (i) apply for an Apprehension Order at the court, if law enforcement is required to transport the youth to the PSH; and
    - (ii) obtain a certified true copy of the Protection Order from the court clerk after the court grants the Protection Order and before leaving the courthouse.
- 2.2 The provincial PChAD team, upon notice the Protection Order was granted, shall inform the family/guardian(s) they must:
- a) confirm bed availability;
  - b) bring any required medications in a pre-packaged bubble pack;
  - c) coordinate with local law enforcement if an Apprehension Order is granted; and
  - d) ensure that the certified true copy of the Protection Order accompany the youth to the PSH.
- 2.3 The provincial PChAD team shall email a copy of the AHS *Protection of Children Abusing Drugs (PChAD) Notice of Application for a Protection Order Form* to the applicable PSH.

- a) Contracted PSH staff shall respond within an hour of receipt of any concerns with admitting the youth to their facility.

### 3. Verification of Authenticity of the Protection Order and Youth Identification

3.1 Contracted PSH staff shall obtain:

- a) a certified true copy of the Protection Order from the family/guardian(s); and/or
- b) a certified true copy or photocopy of the Protection Order from law enforcement who have transported the youth to the PSH.

3.2 Contracted PSH staff shall follow Section 3.1 unless approved by a Zone manager responsible for PChAD operations or the provincial PChAD manager.

3.3 Contracted PSH staff shall confirm the following information on the Protection Order matches the information on the PChAD tracking form:

- a) the order has been signed by a clerk;
- b) identifiers for the youth;
- c) the date the order was granted and its expiry date;
- d) the docket number; and
- e) any other modifications to the Protection Order.

3.4 If a discrepancy is identified as described in Section 3.3, contracted PSH staff shall verify the order with the family/guardian(s) or the court. Contracted PSH staff may request assistance from the provincial PChAD team.

3.5 Contracted PSH staff shall confirm the youth's identification in accordance with the AHS *Individual Identification and Facility Access Procedure* (AMH) and the AHS *Patient Identification Policy* using at least two (2) identifiers.

### 4. Notification of Admission

4.1 Contracted PSH staff shall notify the provincial PChAD team and the youth's family/guardian(s) if not present at the time of arrival within 24 hours after the youth is admitted to the PSH.

### 5. Facilitating Prioritization and Requests

5.1 All special requests shall be facilitated by the provincial PChAD team, in accordance with the AHS *Appropriate Prioritization of Access to Health Services Policy*.

- a) Youth who are pregnant shall receive priority for the next available appropriate bed.

- 5.2 The provincial PChAD team shall work with the family/guardian(s) and contracted PSH staff to coordinate complex admissions of youth (e.g., simultaneous admission of siblings, court orders limiting contact with a youth already admitted) where there is a potential impact on the safety and/or treatment of the youth(s). Strategies to mitigate these situations include, but are not limited to:
- a) deferral of an admission; and
  - b) admission to an alternate PSH.
- 5.3 The provincial PChAD team shall facilitate interfacility transportation of a youth to an alternate PSH if a circumstance is identified during or post admission that negatively impacts a youth's safety and/or treatment at a PSH (e.g., unsafe or complex relationship with a new or previously admitted youth).

## 6. Documentation

- 6.1 The *Notice and Application for a Protection Order* form (Alberta) shall be saved in the provincial PChAD database.
- 6.2 The AHS *PChAD Pre-Application Information Session Checklist* shall be included in the youth's **health record**.
- 6.3 **Records** of the youth's stay, including a copy of the Protection Order, shall be kept together using site-specific processes at the PSH and then moved to the youth's health record in adherence with AHS *Records Management Policy* and AHS *Scanning and Digitization Policy*.

## DEFINITIONS

**Contracted Protective Safe House (PSH) staff** means any person employed by a contracted service provider, inclusive of health care professionals, staff, students, volunteers, and other persons, and providing services to youth prior to and during admission to a Protective Safe House as part of the Protection of Children Abusing Drugs program.

**Family(-ies)** means one or more individuals identified by the patient as an important support, and who the patient wishes to be included in any encounters with the health care system, including but not limited to, family members, legal guardians, friends, and informal caregivers.

**Guardian** means, for a minor, as defined by the *Family Law Act* (Alberta), a divorced parent with custody of the minor, or a person appointed pursuant to a will, personal directive, court order, agreement or by authorization of legislation (e.g., *Child, Youth and Family Enhancement Act* [Alberta]).

**Health care provider** means any person who provides goods or services to a patient, inclusive of health care professionals, staff, students, volunteers, and other persons acting on behalf of or in conjunction with Alberta Health Services.

**Health record** means the collection of all records documenting individually identifying health information in relation to a single person.

**Provincial PChAD manager** means the individual(s) who has the delegated human resource authority for directly planning, monitoring, and supervising direct (employee) reports and whose area of responsibility includes the provincial PChAD program.

**Provincial PChAD team** means any person who works with the Alberta Health Services provincial Protection of Children Abusing Drugs program, inclusive of health care professionals, staff, students, volunteers and other persons acting on behalf of or in conjunction with Alberta Health Services and is responsible to support the coordination of youth into and from Protective Safe Homes.

**Record** means documents, data, or information of any kind, in any medium (e.g., paper, digital, and audio-visual media), and in any format (e.g., documents, spread sheets, databases, emails, blogs, wikis, and website pages) created, received, recorded, and maintained by Alberta Health Services as part of its services or business. This definition includes health records but does not include computer software or any mechanisms that produce records.

**Zone manager** means the individual(s) who has the delegated human resource authority for directly planning, monitoring, and supervising direct (employee) reports and whose area of responsibility includes PChAD operations.

## REFERENCES

- Alberta Health Services Governance Documents:
  - *Appropriate Prioritization of Access to Health Services Policy (#1167)*
  - *Individual Identification and Facility Access Procedure (#AMH-08-02)*
  - *Patient Identification Policy (#PS-06)*
  - *Records Management Policy (#1133)*
  - *Residential Addiction Treatment and Detoxification Programs Policy (#AMH-08)*
  - *Scanning and Digitization Policy (#1191)*
- Alberta Health Services Forms:
  - *Authorization to Provide Information Sessions and to Provide Guardian with Written Confirmation of Attendance (#20069)*
  - *Protection of Children Abusing Drugs (PChAD) Notice of Application for a Protection Order (#19824)*
- Alberta Health Services Resources:
  - *PChAD Confirmation of Attendance Letter*
  - *PChAD Pre-Application Information Session Checklist*
- Non-Alberta Health Services Documents:
  - *Affidavit of Notice Regarding an Application for a Protection Order Form (Alberta)*
  - *Notice and Application for a Protection Order Form (Alberta)*
  - *Protection Of Children Abusing Drugs Act (Alberta)*
  - *Protection of Children Abusing Drugs Regulation (Alberta)*

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