Reporting a Monthly Waitlist vs. Enrollment Holds

Oregon Department of Human Services
CHILD WELFARE

Waitlist

- 100% YSM utilization
- Referrals are placed on a list
    - Referring agent is notified enrollment is pending availability of an open slot.
    - Process for prioritization is created in collaboration with local branches based on age and circumstances (older youth, housing needs, ILP provider transfer, etc.).
- May indicate a YSM increase/amendment/additional local provider is needed if waitlist is consistent throughout the quarter.
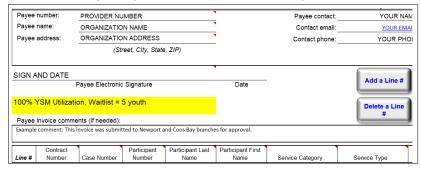
Enrollment Holds

- Not at 100% YSM utilization
- Referrals are placed on a list due to staffing issues
    - Referring agent is notified enrollment is pending until Provider's capacity to serve additional clients is increased.
    - Process for prioritization is created in collaboration with local branches based on age and circumstances (older youth, housing needs, ILP provider transfer, etc.).
    - Requires that Providers communicate timely with Youth Transitions and local branches regarding circumstances not allowing Provider to serve at/up to 100% YSM.

Process for Reporting Waitlists or Enrollment Holds

Waitlist

- Indicate 100% utilization has been reached.
- List amount of youth placed on waitlist (see example below):

Enrollment Hold(s)

- Indicate number of youth on Enrollment Hold
- Confirm Youth Transitions Contract Administrator has been notified of circumstances preventing 100% contract YSM utilization (see example below):