



Emergency Services · Group Care · Foster Care & Adoption · Counseling · In-Home Services

Youth Homes Online Portal Instructions

Youth Homes offers multiple programs for youth and their families, so we have created a new online portal to submit applications for these services. There are different applications on the portal for our multiple programs. Below is a guide of what applications should be submitted based on the service you are interested in. The more complete the application is, the faster we are able to provide services, so please complete the applications with as much information as possible. If you are faxing additional information, please include the name of the person you are sending documents to and for what services.

1. For Therapeutic Group Care or Shelter Care: Fill out both the Standard Application and the Group Care Supplemental Applications.
 - a. Supporting documents for Therapeutic Group Care can be emailed to Kade Anderson at kanderson@youthhomesmt.org, faxed to (406) 721-0034, or submitted through file transfer at <https://okta.loginmt.com/>, formerly EPASS Montana, to kanderson@youthhomesmt.org
 - b. Supporting documents for Shelter Care can be emailed to Dan Corradini at dcorradini@youthhomesmt.org or faxed to (406) 721-0034.
 - c. Supporting documents for Tom Roy Guidance Home can be emailed to Jeff Morren at jmorren@youthhomesmt.org or faxed to (406) 721-0034.
2. For Dan Fox Family Program Services: Fill out the Dan Fox Care Programs Supplemental Application first. Based on the service you are applying for, there are instructions to let you know which application to complete next.
 - a. For Outpatient Therapy: Complete the Standard Application.
 - b. For Home Support Service: Complete the Standard Application.
 - c. For Therapeutic Foster Care: Complete the TFC Youth Application.
3. For Supervised Visitation or Family Based Services: There are PDF instructions for applications on the right hand side of the portal under PDF Forms. However, we only accept referrals from CFSD caseworkers and do not accept private applications for supervised visitation. Contact information for who to send the state 050 form is located in this PDF.
4. For Transitional Living Services: There are PDF instructions for applications on the right hand side of the portal under PDF Forms. Contact information for who to send the DPHHS-CFS-134 (TLS referral) form is located in this PDF.
5. Incomplete applications will not be reviewed. You can see your incomplete applications under Online Forms, Continue/Update Existing Application. The application will be labeled as incomplete. Click the Submit Form button at the end of the completed application for it to be submitted for review. You will get an email notification letting you know we have received your application.