

Kids Central, Inc. Independent Living Program Procedure

Series:	Youth Independent Living Services	
Policy Name:	Transition Planning for Youth in Out of Home Care	
Policy Number:	600	
Origination Date:	03/11/2009	Revision Date: 10/03/2017
Regulation:	F.S. 39.6035 (1)-(4); YIL 3.01, 3.03, 4.01, 4.03-4.05, 5.01, 5.03, 7.04, 7.06-7.08, 8.03, 9.02-9.08	
Attachments:	Transition Plan; Daniel Memorial; My Decision to Opt Out of Foster Care; Checklist for Primary Case Manager; Checklist for Secondary Case Manager	

Procedure:

Identifying and Assigning the Target Population

- The Independent Living (IL) Administrative Assistant will pull a report from FSFN twice a month in order to identify any youth in licensed care ages 16 and 10 months through age of majority (18th birthday).
- For youth entering out of home care after their 17th birthday, an Independent Living Coordinator (ILC) will be assigned to the case as soon as possible.
- IL Supervisor will determine assignment based on case load numbers, location of youth and expertise of ILC. Consideration will be provided to an ILC who has had previous history with the youth.
- Administrative Assistant will assign an ILC as secondary to the youth's FSFN case.
- The IL Administrative Assistant will track the assignment of youth on the tracker titled "17-year-old log" which is located in the IL Shared Docs.

Transition Planning Meetings

- ILC will contact the Primary Family Care Manager to inform them of the initiation of IL services.
- ILC will contact the youth's current placement to schedule an Initial Transition Planning Meeting to be conducted in the youth's preferred language and preferred location when at all possible and speak to the youth to determine who they want present at the meeting.
 - No person shall, on the basis of race, color, religion, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any program or activity receiving or benefiting from federal financial assistance
- ILC will Notify Primary Family Care Manager of the date, time and location of the youth's initial transition plan (attendance is mandatory)

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- ILC will use one of the following forms “Transition Plan for Youth in Licensed Care” or “Transition Plan for Youth in Relative/ Non Relative Care” which is located in IL Shared Docs under Transition Planning Meeting.
- The transition plan must address how the youth will access the following services:
 - Housing
 - Health Insurance
 - Education
 - Workforce Support
 - Employment services
 - Keys to Independence
- During the initial transition plan meeting the action items with set due dates will be assigned to the Primary Family Care Manager and ILC will give the youth a Daniel Memorial Life Skills Assessment to be completed. Once the assessment is completed the ILC will score the form and provide the associated skills plan to the youth’s caregiver to assist the caregiver with identifying and teaching the needed life skills.
- The completed Transition Plan will be filed with the court within 180 days of the youth turning 17. Upon request ILC will provide Primary Family Care Manager with a status; preferably in conjunction with their 17 year old JRSSR.
- Transition Plans that have been completed after the youth’s 17th birthday will be submitted to CBCIH by the ILC or IL Administrative Assistant upon development and/or request by CBCIH.
- The ILC will ensure the following orders are requested from the Primary Family Care Manager /ACM or CLS if applicable:
 - Order to Have Disability of Non- Age Removed For the Purposes of a Minor Executing Agreements or Depository Financial Services
 - Order for Disbursement of Money and Property in Trust for Youth who is turning 18
- The youth will be assessed in collaboration with Primary Family Care Manager, GAL, ILC and caregiver to include confirmation about services the youth may have received.
- The ILC will assist the youth in developing a comprehensive plan that facilitates youth-community connections and promote a coordinated response to youth interests and needs
- The Transition Plan and Action Items will be reviewed periodically with the youth and updated when necessary before 17 ½ Judicial Review as long as the youth remains in care.
- A Final Transition Planning meeting will be held and completed along with being filed with the court within 90 days of the youth turning 18.
- If the youth chooses to enter Extended Foster Care the transition plan will serve as the application to Extended Foster Care. The permanency goal will be ‘Transition from licensed care to Independent Living’
- If a youth chooses not to enter Extended Foster Care upon their 18th birthday, the ILC will assist them with completing the “My Decision to Opt Out of Foster Care” form and will file the signed form with the court along with the Final Transition Plan.

Independent Living Coordinators Role and Responsibility

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- The assigned ILC will coordinate with the youth, caregiver, GAL if assigned, Primary Family Care Manager and any other person(s) that the youth wishes to be involved when setting a date and time for a Transition Planning Meeting.
- The time, date and place must be convenient for the youth and any individual whom the youth would like to include.
- The meeting shall be conducted in the youth's primary language.
- All Transition Planning Meetings will be held face-to-face with the youth with the following exceptions:
 - Youth is incarcerated
 - Youth lives outside of circuit 5
 - Youth is in a facility that will not allow access
 - Youth requests the meeting be held via phone (relative or non-relative placement only)
- The assigned ILC will submit the Transition Plan and JR summary once requested by the FCM to the IL Supervisor for final review and approval.
- Once the IL Supervisor has approved the Transition Plan and JR Summary the ILC will complete the following process:
 - The ILC is responsible for ensuring that the Transition Plan is emailed to the appropriate Children's Legal Services Representative for filing with the court.
 - The ILC is responsible for ensuring that the completed Transition Plan is emailed to the Primary Family Care Manager and their supervisor and has been uploaded into the appropriate FSFN file cabinet for each youth.
 - The ILC is responsible to provide a copy of the completed Transition Plan to the Youth and Caregiver.

Primary Family Care Manager's Role and Responsibility

- The assigned Primary Care Manager will attend the youth's Initial and Final Transition Plan.
- Primary Care Manager is responsible for completing all action items assign during the Initial Transition Plan meeting.
- Primary Family Care Manager is responsible for requesting the IL summary for 17 ½ JR.

Approved By:

John Cooper, Chief Executive Officer

Date