

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

June 8, 2004

What's Inside

- Exit Plan for older youth
- Policy revisions – Section 4, Chapter 21.8
- Exit Plan Interview OneForm CS-ILP-7

MEMORANDUM

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, CHAFEE INDEPENDENT LIVING PROGRAM STAFF, AND CHILDREN'S DIVISION STAFF

FROM: FREDERIC M. SIMMENS, DIRECTOR

SUBJECT: EXIT PLANNING FOR FOSTER CARE YOUTH

SECTION 4.21.8: EXIT PLAN INTERVIEW

FORMS MANUAL: INTRODUCTION OF EXIT PLAN INTERVIEW OneForm, CS-ILP-7 AND INSTRUCTIONS

REFERENCE: CHILDREN'S DIVISION

## DISCUSSION:

The purpose of this memorandum is to advise staff of the requirement to begin exit planning for all youth ages 17 and older and for those who will be leaving foster care. The goal of an exit plan interview is to identify and arrange for anticipated service needs for older youth who will soon be exiting foster care. Youth who have a comprehensive plan are better equipped to transition successfully from foster care to self-sufficiency.

Exit planning should be viewed as a collaborative effort with the youth, Case Manager, and other FST members to ensure needed services are in place for the youth or the youth has been made aware of how to access services in the community prior to leaving custody. The Case Manager is responsible for meeting with their youth to complete the exit plan interview. If the youth resides outside their county of jurisdiction, the Case Manager must coordinate with the service county to ensure the exit planning is addressed. An exit interview must take place:

- At least 6 months prior to the youth leaving custody;
- For all youth at ages 17 or older; and
- Annually for all youth over the age of 18 who remain in care and custody of the Division.

Effective with the date of this memorandum, the exit interview shall be completed using the Exit Plan Interview OneForm, CS-ILP-7. The Case Manager shall complete the top section of the form consisting of basic identifying information on the youth. The remaining sections of the form shall be completed with the youth. A discussion of these important issues prior to release from foster care will allow both staff and the youth to work together to identify and obtain needed services and supports.

The Exit Plan Interview OneForm, CS-ILP-7, can serve as an attachment for the youth's case plan, providing additional information on current placement, detailed educational information, employment, and support systems. The CS-ILP-7 OneForm shall be filed in the Chafee section of the case record.

**NECESSARY ACTION:**

1. Review this memorandum and SECTION 4.21.8: EXIT PLAN INTERVIEW with all Children's Division staff.
2. Copy and distribute or download and print the CS-ILP-7 OneForm as needed. This form will NOT be available at the warehouse.
3. All comments and questions regarding this memorandum should be cleared through normal supervisory channels.

FMS/LB/LT:js

Attachments