

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

May 21, 2015

**What's Inside:**Transition and  
exit planning  
reminders and  
new tools

## M E M O R A N D U M

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS,  
SPECIALISTS, SUPERVISORS, AND CENTRAL OFFICE STAFF

FROM: TIM DECKER, DIRECTOR

SUBJECT: Transition and Exit Planning

## DISCUSSION:

The purpose of this memorandum is to remind staff of the importance of transition and exit planning. Transition planning involves using a set of tools and services designed to meet the individual needs of the youth. These tools and services are to be developed in conjunction with the youth, the youth's supportive adults and other Family Support Team members to assure successful adulthood for the youth. Transition planning and exit planning should be viewed concurrently for all youth 14 and older.

Two events have recently highlighted this topic. Children's Division participated in the pilot National Youth in Transition Database (NYTD) Assessment Review in August and received feedback on independent living services provided to older youth, including documentation of those services. In addition, [H. R. 4980](#) "Preventing Sex Trafficking and Strengthening Families Act" was passed in October which addresses transition planning for older youth. Some of the items in this legislation are changes in federal requirements but were previously implemented in CD policy.

Per policy, all youth 14 and older are required to have a transition plan which is the Adolescent Family Support Team (FST) Guide and Individualized Action Plan (IAP) Goals. H. R. 4980 changed the federal mandate from age 16 to age 14. States will be reporting on efforts that are being made to meet this requirement.

H.R. 4980 also changed the requirement of transition planning from "independent living" to "successful adulthood." CD policy currently requires transition planning tools be completed with all youth 14 and older regardless of case goal, however some of the youth reviewed in the pilot NYTD Assessment Review did not have a transition plan completed or the plan had not been updated in the [timeframes](#) per policy.

Independent living life skills services provided are captured in FACES in the NYTD Older Youth Services and Financial Expenditure screen and reported every six months to Administration for Children and Families. If a youth has not been referred to Chafee or

is not in a CD contracted Transitional Living Program, then life skills services need to be provided and documented by the case manager. During the pilot NYTD Assessment Review, services were noted in case narrative but not recorded on the NYTD Older Youth Services and Financial Expenditure Screen and vice versa. Step by step directions for entering services was provided in [CD10-108](#).

The Adolescent FST Guide and Individualized Action Plan Goals, Strengths Needs/Assessment and Casey Life Skills Assessment are all tools needed for a referral to be completed. These tools are required federal documents for transition planning separate from the referral process. They should not be viewed as being completed only for referral purposes but rather for engagement of the youth in the process of transition. These documents are to be updated regularly as a living record changing with the youth's needs. Referral for life skills services is one part of the continuum of transition and exit planning.

Another component of H.R. 4980 is providing youth with original birth certificate, social security card, health insurance information, medical records, and a driver's license or equivalent state-issued identification card. Information on transition/exit planning is available as a [PowerPoint presentation](#) entitled exit planning on the CD intranet, and in the [Child Welfare Manual](#). The [exit packet](#) is available on the CD intranet.

Documentation of youth reviewing these documents and exit packet material is completed on manual activities as well at case closure in FACES. Documentation should also be occurring on the youth's transition plan, the Adolescent FST Guide and Individualized Action Plan Goals.

Additional information from the Pilot NYTD Assessment Review and H. R. 4980 will be forthcoming as policy is developed to align with federal requirements and best practice.

To assist with successful transition planning for older youth, two charts, OY Services by Age and OY Tasks by Age, have been developed. These tools will assist the case manager with tasks specific to older youth beginning at age 14 and services available based on age and will be available on the intranet in the [Older Youth Program index](#) section. A checklist developed by the 32<sup>nd</sup> Circuit is now located in the [exit packet folder](#) on the CD intranet to assist with federal mandates, CD policy, and Council on Accreditation Standards regarding exit planning. The three tools are available in [e-forms](#) and referenced in the Child Welfare Manual in the [Older Youth Program section and Exit Plan section](#).

#### **NECESSARY ACTION**

1. Review this memorandum with all Children's Division staff.
2. Review revised Child Welfare Manual chapters as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to:

<p><b>PDS CONTACT</b>  Sally A. Gaines  (573)522-6279  <a href="mailto:Sally.A.Gaines@dss.mo.gov">Sally.A.Gaines@dss.mo.gov</a></p>	<p><b>PROGRAM MANAGER</b>  Amy L. Martin  (573)751-3171  <a href="mailto:Amy.L.Martin@dss.mo.gov">Amy.L.Martin@dss.mo.gov</a></p>
<p><b>CHILD WELFARE MANUAL REVISIONS</b>  Section 4 Chapter 21.3 <a href="#">Older Youth Program</a>  Section 4 Chapter 21.7 <a href="#">Exit Plan</a></p>	
<p><b>FORMS AND INSTRUCTIONS</b>  OY Services by Age  OY Tasks by Age  Exit Packet Checklist  Casey Life Skills Assessment</p>	
<p><b>REFERENCE DOCUMENTS AND RESOURCES</b>  <a href="#">CD10-108</a>  <a href="#">PowerPoint presentation</a></p>	
<p><b>RELATED STATUTE</b>  <a href="#">H.R. 4980, the Preventing Sex Trafficking and Strengthening Families Act</a>  Foster Care Independence Act (1999)</p>	
<p><b>ADMINISTRATIVE RULE</b>  45 CFR Part 1356 Chafee National Youth in Transition Database; Final</p>	
<p><b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b>  <a href="#">PA-FKC 13: Transition to Adulthood</a></p>	
<p><b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b>  <a href="#">Item 10: Other Planned Permanent Living Arrangement</a></p>	
<p><b>PROTECTIVE FACTORS</b>  Parental Resilience: N/A  Social Connections: <a href="http://dss.mo.gov/cd/info/cwmanual/philbase.pdf">http://dss.mo.gov/cd/info/cwmanual/philbase.pdf</a>  Knowledge of Parenting and Child Development: N/A  Concrete Support in Times of Need: <a href="http://dss.mo.gov/cd/info/cwmanual/philbase.pdf">http://dss.mo.gov/cd/info/cwmanual/philbase.pdf</a>  Social and Emotional Competence of Children:  <a href="http://dss.mo.gov/cd/info/cwmanual/philbase.pdf">http://dss.mo.gov/cd/info/cwmanual/philbase.pdf</a></p>	
<p><b>FACES REQUIREMENTS</b>  NYTD Older Youth Services and Financial Expenditure screen  Adolescent Family Support Team (FST) Guide  Individualized Action Plan (IAP) Goals  Strengths Needs/Assessment</p>	