STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
Bureau for Children and Families
**Commissioner's Office**
<u>**Youth Transition Plan Guide**</u>

1. Accessing the Youth Transition Plan Form

The WV Older Youth Transition Plan is a document which is reviewed and revised often. It can be edited in Microsoft Word, and saved in the FACTS Client File Cabinet. The format is easy to use.

The blank Youth Transition Plan Template can be found on the main West Virginia Department of Health and Human Resources Internet site.
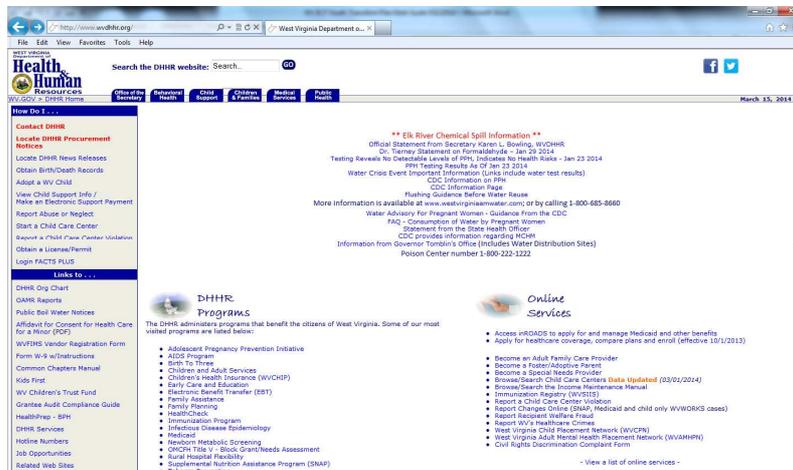
Scroll down the main page to the Ways to Make a Difference in a Child's Life area, and click on Youth Transition Plan link.
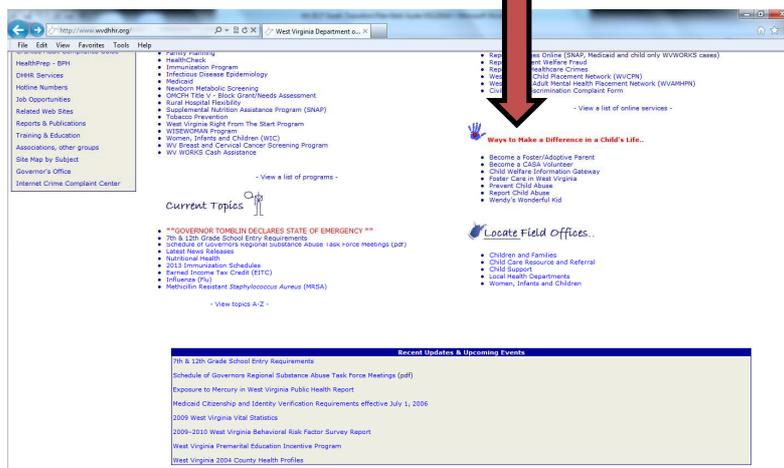
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When this word document opens, save it on your computer so that it is easily accessed. Tab through the form to fill in the blanks. Do not attempt to answer or fill in all of the blanks, because some of the responses will not be applicable when you are completing the Plan the first time.

After completing the Youth Transition Plan for a child, save the document with a unique file name.

2. Saving and Retrieving the Form in the FACTS File Cabinet

Open FACTS and go to the Case Record. Click on the FACTS Case File Cabinet, and then click on the Client tab.

Click on Import, and the Import Document box will open.
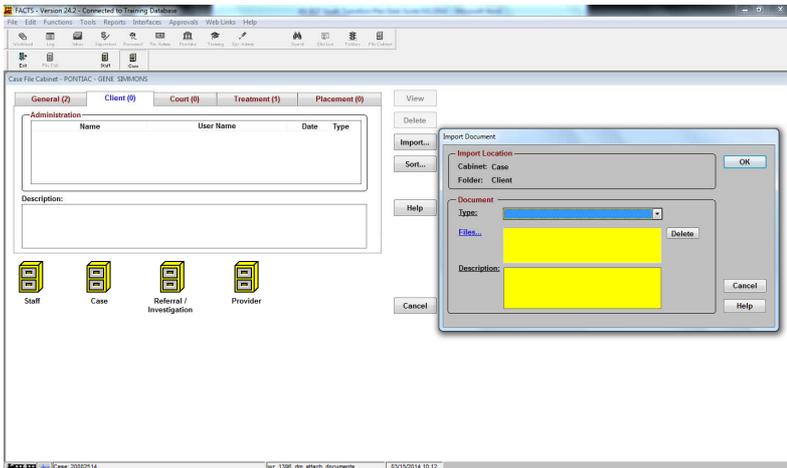
Pull down the Type pick list. Scroll down to Word Document and select by clicking on it. Then click on Files, change the Files of Type to MS Word Files 2007 (.DOCX) and locate the document in the drive where it was saved. Select that document.
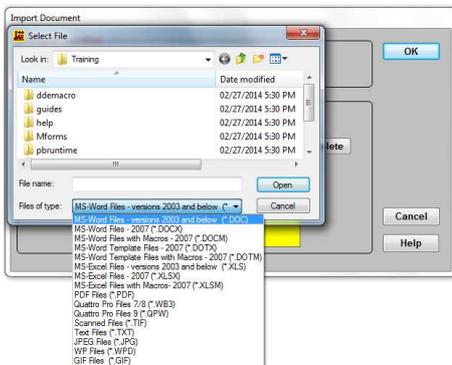
In the Description block, type in "Youth Transition Plan," the name of the child and the date.
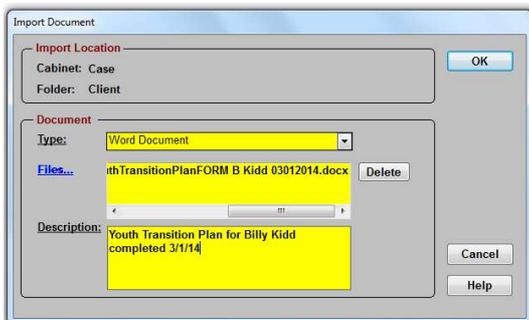
When revisions are ready to be made, the latest version can be retrieved from the FACTS Client File Cabinet, revised, saved, and uploaded back into the File Cabinet with a new Description entered.
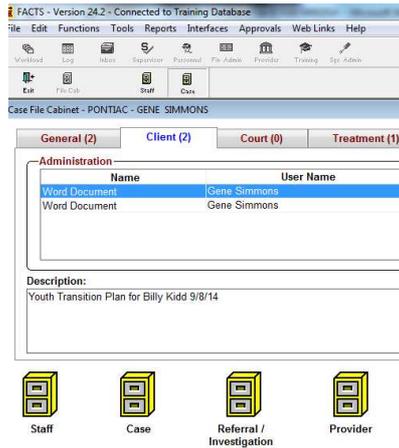
3. Completing Sections of the Youth Transition Plan Form

Tab through the form and complete or edit the general information about the youth and case.

The next section of the form references MODIFY participation. This section would be appropriate for youth 17 ½ or older.

MODIFY PARTICIPATION (youth ages 17+ pursuing post-secondary education)				
Current Modify Status:	☐ Active	☐ Referred/Pending	☐ Applied & Denied	☐ Not addressed
Modify Program Specialist Name:		Phone:	Email:	

MODIFY with CED is the Grant Funded program operated out of West Virginia University's Center for Excellence in Disabilities to provide on-going services to youth who are transitioning out of the foster care system. The program also provides technical assistance to the Department of Health and Human Resources, group foster care residential facilities, specialized foster care agencies, youth, foster parents, and the community on independent living services and transitioning services for youth aging out of foster care.

A good time to make a referral to the MODIFY with CED program is prior to the youth's graduation from high school or upon completion of a GED, or prior to the youth leaving care at 18 or older. The referral should be made about 6 months prior to a youth graduating from high school or a youth aging out of care. MODIFY Staff require 2-3 months to properly enroll and complete the necessary paperwork to ensure all of the supports are in place for college students, but referral should still be made at least 6 months prior to a youth graduating from high school or leaving care.

In addition, every youth who is looking to attend college should complete the on-line Free Application for Federal Student Aid at www.fafsa.ed.gov/ by March 1 to ensure they receive all available financial aid, including the WV Higher Education Grant.

The MODIFY with CED program uses a form that can be downloaded from the internet at: http://modify.cedwvu.org/referrals.php. In addition to completing the MODIFY Participation section of the form at age 17 ½ or older, the worker would complete a MODIFY Referral, and save that referral form to the FACTS File Cabinet.

The worker should save the Referral to MODIFY in the FACTS File Cabinet.

The next section on the Youth Transition Plan references specific data which must be entered in FACTS as well as checked on the Youth Transition Plan document.

DHHR Specific Status Checks			
Tribal Membership Eligible	□N/A	□Completed	□Referred/Pending
NYTD Survey (at age 17, 19 & 21)	□N/A	□Completed	□Referred/Pending
Advanced Directives (17 yrs & 3 months)	□N/A	□Completed	□Referred/Pending
Credit History Check (16 yrs & annual)	□N/A	□Completed/Date:	□Referred/Pending
□*Negative Credit History Check Finding & Referred for further action*			

The "Tribal Membership Eligible," refers to the selection in FACTS under Race. In general, a person's race is determined by how they define themselves. American Indian or Alaska Native would be selected in FACTS when a person identifies themselves as having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment. Rarely will an individual in West Virginia have the necessary Certificate of Degree of Indian Blood (CDIB) to claim Tribal Membership. While the secondary selection of a tribe is required in FACTS, the Tribal Membership Eligible most often will be Not Applicable on the form.
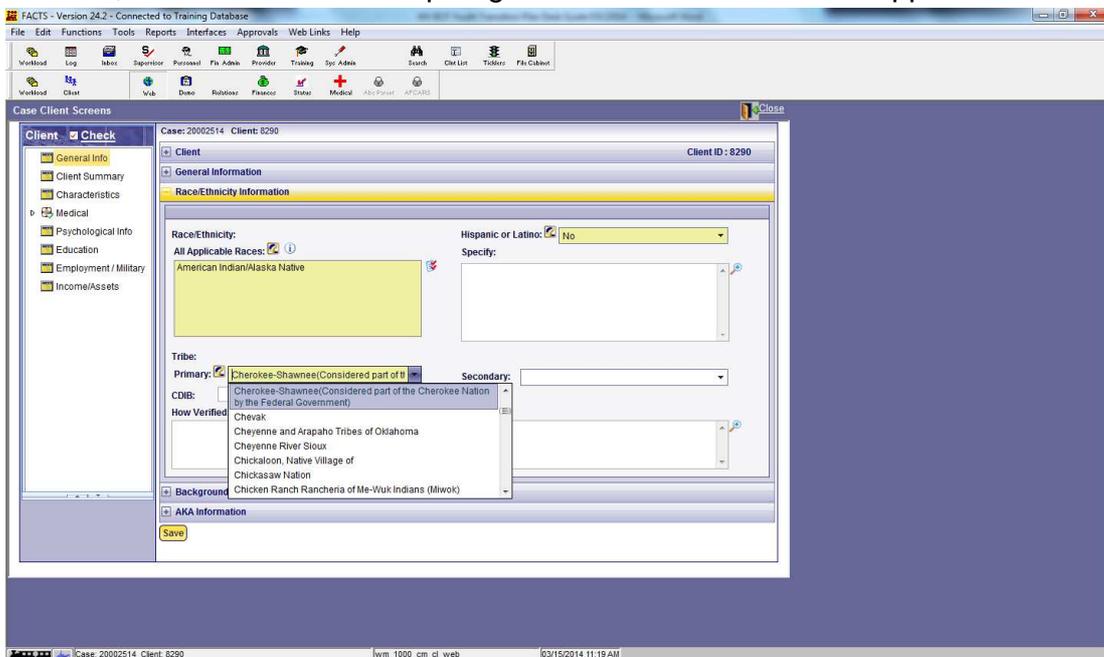
The next block in the DHHR Specific Status Checks section of the form, refers to NYTD Survey. The National Youth in Transition Database (NYTD) Outcome Survey is completed with the youth and entered into the FACTS Youth Transitioning Outcome Survey screen by the worker. The Survey is done at 17, 19 and 21 years of age. The survey can be administered over the phone, in person, or even printed as a blank form and mailed to the youth with a return envelope. The worker is responsible for entering the data into FACTS in the Youth Transitioning Case Plan screens.

The next block in the DHHR Specific Status Checks section of the form, refers to the Youth Transitioning Policy which states that upon the youth's 17th birthday the worker will convene an MDT to discuss progress in life skills, educational progress and goals, preparations for independence, employment goals, and the topic of Advanced Directives. If the youth chooses to "execute" an advance directive, the youth may consult with an attorney or other professional to do so. Just as a parent who has not had their rights terminated, retains the right to consent to elective surgery (Foster Care Policy 1.9.kk), workers and supervisors must consult with parents before proceeding. Any advance directive, medical power of attorney, or other documents of this nature should be document tracked in FACTS and noted on the Youth Transition Plan.

Document Tracking is part of the Web Screens under the Case Other area in FACTS. The worker selects Other as the Document Category, and leaving the "Standard" box checked, can select from the drop down: Advance Directive Document, Appointment of a Health Care Surrogate, or Power of Attorney Document.

The last block in the DHHR Specific Status Checks section of the form, refers to running a Credit History Check for the youth. According to Foster Care Policy (5.19), each child in foster care under the responsibility of the State who has attained 16 years of age receives without cost a copy of any consumer report (as defined in section 603(d) of the Fair Credit Reporting Act) pertaining to the child each year until the child is discharged from care, and receives assistance (including, when feasible, from any court-appointed advocate for the child) in interpreting and resolving any inaccuracies in the report. Verification of an inactive credit history should be Document Tracked in FACTS. If a credit history is found for a child, the worker should involve the child's attorney in having that record corrected and any open accounts zeroed out and closed.

The Miscellaneous section on the Youth Transition Plan covers Social Security Insurance, Title 19 Waiver, and referral to Adult Services. While these are just checkmarks on the Youth Transition Plan Form, the worker should also complete section in FACTS and other paperwork when these three aspects are relevant to the case.

MISC.								
SSI Eligibility:	☐	N/A	☐	Active	☐	Referred/Pending	☐	Not Addressed
Title 19 Waiver Eligibility:	☐	N/A	☐	Active	☐	Referred/Pending	☐	Not Addressed
Adult Protective Services:	☐	N/A	☐	Active	☐	Referred/Pending	☐	Not Addressed

Specifically, on the Transition Plan Screen in the Youth Transitioning FACTS Case Area, the Additional Supports Required for Transition Plan, asks the worker to document and explain SSI Eligibility/Title 19 Waiver Eligibility:

- Adult Services involvement
- Division of Rehabilitative Services involvement
- Legal Guardianship or Conservatorship involvement:

4. Current Academic Standing

The Current Academic Standing Page is a snapshot of the progress of the child in school. The Education Screens in FACTS provide a history of the child's academic progress. The inset grid on the Education Screen builds over time. If in a single year progress is made through credit recovery so that the child is back on track a new record can be added with the Functioning Grade Level equaling the Current Grade Level. If the student's progress declines, that can be recorded as a new record with the Functioning Grade Level indicating how far the child is falling behind based upon the school's records. The Education Details Tab should always be completed, even if an IEP is not necessary for the child. When a child does not meet the criteria for an IEP, that choice should be selected from the drop-down pick list.

In FACTS, there is a second place where the IEP should be recorded.
The Services Screen in the Youth Transitioning Case Plan also asks if an IEP is in place, and this selection is printed to the Case Plan. Not Applicable is a choice for this mandatory field.

Completing the Current Academic Standing page on the Youth Transition Plan is simply clicking in the appropriate boxes, which puts an X in the box. Clicking on the box again removes the X.

The Pre-Grade 12 Level should indicate if the child is in Middle School or High School. Not Applicable (NA) would mean the child is not in school or is in Elementary School. The type of school can also be selected: Alternative, On-Grounds School, or Other.

To select Adult GED, type an anticipated completion month and year.

The Currently Accessing block on the form is for financial aid the child applied to receive. Every youth who is looking to attend college should complete the on-line Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov/ by March 1 to ensure they receive all available financial aid, including the WV Higher Education Grant. Education and Training Vouchers (ETV) are available to Youth adopted from foster care or placed in legal guardianship through the state after age 16 and has not yet reached 21 years of age or former foster youth, who aged out of care at 18 or older and has not yet reached 21 years of age. ETV can be extended to youth up to age 23 if the individual is enrolled and making satisfactory progress on his/her 21st birthday. Former foster youth may apply for the West Virginia Foster Care Tuition Waiver at the financial aid office of the public college or university where they have been accepted. A letter on DHHR letterhead signed by a Department Manager (Supervisor, Community Service Manager, Program Manager, or MODIFY with CED Staff), will be required as proof that the child was in foster/residential care placement one year prior to High School graduation or GED completion.

Academic Strengths and Needs blocks on the form permit the worker space to record the academic plan, achievements and barriers. The textboxes provide ample room to explain the details of the educational plans. Hard returns will move the rest of the form down the page without reformatting.

The Transition Needs grid can include goals for Housing, Driver's License, Employment, Day Care (for youth with children), and other important steps which must be accomplished before the youth can live independently. Before completing this grid, the worker should review the rest of the Youth Transition Plan to see if another area on the form addresses the goal. An example would be an identified goal of having a Checking Account, and that goal is part of the Finance & Money Management page.

Youth in foster care are required to complete a life skills assessment at the age of 14 or as soon as the youth enters foster care, if they are greater than 14 years old. A new life skills assessment is required to be completed by youth in foster care annually. The Life Skills Attainment page of the Youth Transition Plan form captures the Casey Life Skills progress. In addition to clicking the appropriate check boxes and recording the date on the form, screens in FACTS must also be completed.
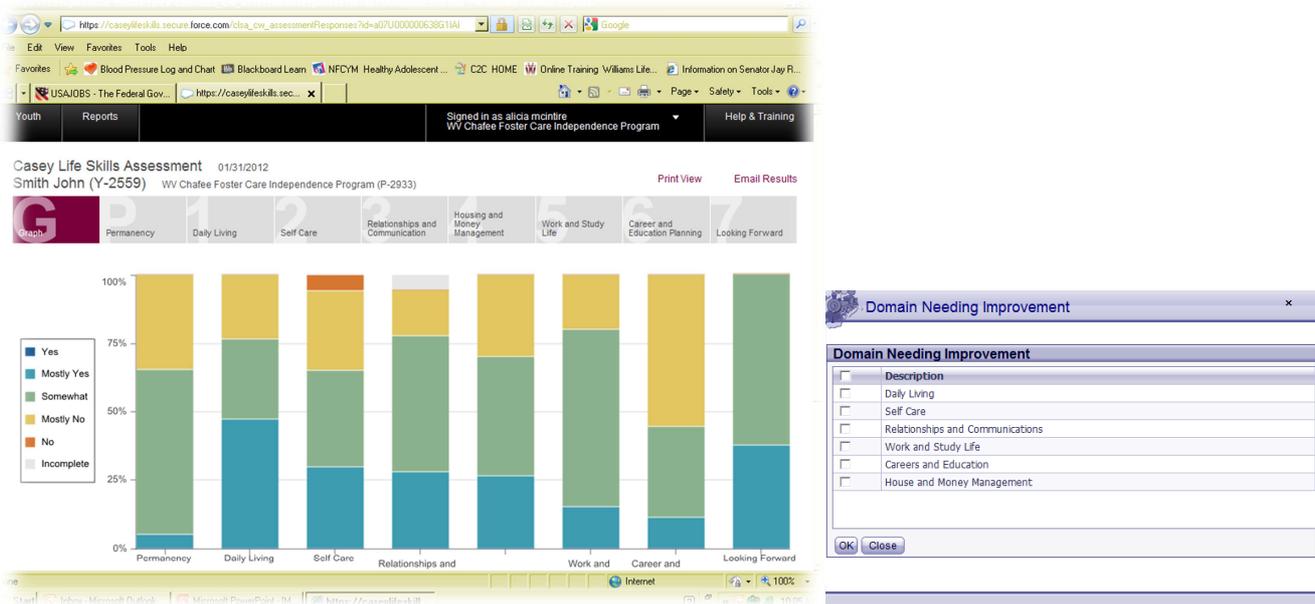
With the colorful Casey Life Skills Assessment Score Report in hand, the worker will complete the Life Skills Assessment screens in the Youth Transitioning Case Plan in FACTS.

- Select Casey Life Skills Assessment from the Type pull-down menu.
- Enter the date the youth completed the Assessment
- Clicks open the Domains Needing Improvement and select those areas which on the score report are largely Somewhat, Mostly No or No.
  - This example would be Self-Care, Relationships, Housing, Work, & Career.
  - Permanency and Looking Forward are not Domains, but should be addressed in the conversation with the youth when building the Learning Plan.

The youth(s) worker, in collaboration with the youth(s) foster/adoptive parents or the foster care agency staff, must develop a personalized transition plan for each youth no later than 60 days following the youth(s) 14th birthday or entrance into foster care if the youth is already age 14 or older.

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The plan must specify the individual needs of each youth and the strategies planned for assuring his full developmental potential is achieved. The Casey Life Skills Assessment Learning Plan embedded in the Youth Transition Plan form can be completed with the youth and caregivers to determine how the young person is going to build those skills needed to live independently.

The youth should select one Primary Skill Area (also called Domains) at a time and up to three Secondary Skill Areas to learn during a 90 day timeframe. This part of the plan would be revised every 90 days while the youth is continues to gain valuable life skills. Links to activities that the caregivers may use to teach life skills can be found on the BCF's Youth Transitioning to Adulthood website at the bottom of the page (http://www.wvdhhr.org/bcf/children_adult/foster/YTA.asp).

With this part of the form completed, the worker can easily document the plan on the Youth Transitioning Screen in FACTS.
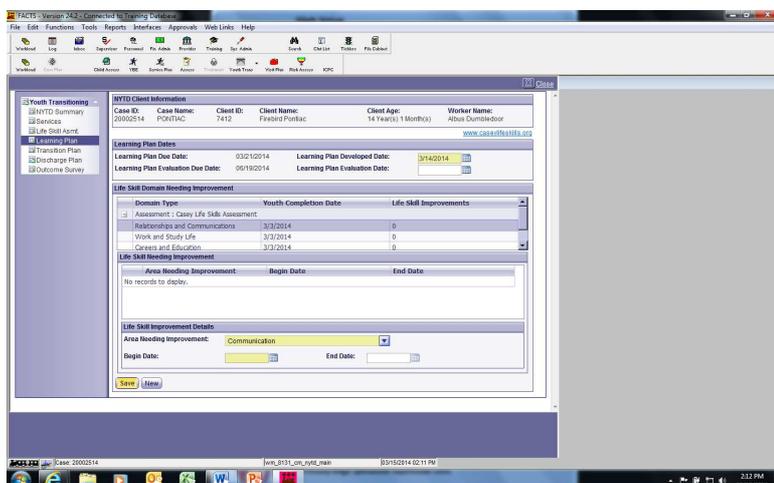
On the Career/Employment section select the current employment status. In addition, the worker should record the date of subsidized, part-time or full-time employment for the youth in the Youth Transitioning Case, Discharge Planning screens on the Planning tab. Any additional achievements on the Planning tab should also be dated. These dates are important as outcome measures for the programs and services accessed by the youth BCF has served.

Continuing down the Career/Employment portion of the form, the worker will indicate if preparations have been made with the youth for employment. Additionally the worker will note if referrals to Human Resource Development Foundation's Employment for Independent Living Program (HRDF), the Division of Rehabilitative Services (DRS), WorkForce West Virginia's Employment Services, or another program, such as Youth Ready, Youth Build, or

HRDF's Employment for Independent Living is designed to provide youth aging out of foster care with an opportunity to develop job-seeking skills, acquire employment, develop an employment history, learn regular work habits, develop basic skills needed to succeed in the workplace, and retain employment. The DRS program for consumers helps many West Virginians prepare for careers consistent with their interests, needs and abilities. DRS helps many more to maintain their current employment if a disability is making it difficult to continue working. The application can be made online at http://www.wvdrs.org/index.cfm?fuseaction=home.displaystory&groupID=88&itemid=27. The YouthReady Program through HRDF provides services to low-income "at-risk" Out-of-School Youth, age 14-21, who lack a high school diploma or have a high school diploma or GED, but are

unemployed or under employed . The Mon-Youth Build Program works with High School dropouts, ages 17 to 24, helping them to attain a GED while acquiring marketable job skills in the construction trade and build affordable housing for low-income individuals/families. Other Youth Build Programs are operating in Huntington (Huntington Housing Authority, 300 W 7th Avenue, Huntington, WV 25701, (304) 522-0576, http://www.huntingtonhousing.com), Elkins (YouthBuild North Central West Virginia, 1404 N. Randolph Avenue, Elkins, WV 26241, (304)637-9008, youthbuild@rchawv.org), and Kincaid (Southern Appalachian Labor School YouthBuild, P.O. Box 127, Kincaid, WV, 25119-0127, (304) 779-2772, jdavid@citynet.net, http://www.sals.info). Employment Skill Services are also available by referral through Youth Services System (Contact Jill Eddy, MSW, LSW at jeddy@ysswv.com or (304) 233-2045). YSS Employment Skills Services are designed to assist youth and young adults in gaining and maintaining employment.

Details of the skills, certifications, needs, and goals should be typed in the appropriate areas on the Youth Transition Form under Career/Employment. The Grid tracks goals areas that the youth, caregivers, or workers are going to achieve within a specific timeframe.

GOAL	STEPS/TIMELINE	RESONSIBLE PERSON	STATUS/UPDATE

On the Finance & Money Management section of the Youth Transition Plan, the worker should note banking information, income sources, and the level of financial literacy the youth demonstrates. Resource Linkage to SNAP, TANF, WIC, or H.U.D. should be noted if applicable. H.U.D.'s Family Unification Program (FUP) is a program under which Housing Choice Vouchers (HCVs) are provided to youth at least 18 years old and not more than 21 years old who left foster care at age 16 or older and who lack adequate housing. FUP vouchers used by youth are limited, by statute to 18 months of housing assistance. Not all Public Housing Agencies (PHAs) administer the program. Individuals who are interested in obtaining a FUP voucher should contact their local PHA to learn whether they administer the program.

The Grid at the bottom of this section tracks goals areas that the youth, caregivers, or workers are going to achieve within a specific timeframe.

The Well Being Issues section of the Youth Transition Plan provides a section to check off the type of Medical Coverage the youth has, and multiple selections are an option. The Medical Screens in FACTS reflect the existence of a Medical Card or other insurance and the coverage dates:

Listings of established physicians the child has access can also be found in FACTS, to complete these areas of the form, or the Client Medical and Psychological Information report can be printed from FACTS (GEN0186) and attached to the Youth Transition Plan. The worker should complete the General Health, Medication compliance, mental health, and parenting issues if the youth is the parent of a child. Linkages should be checked, however details could be found in the FACTS Service log for informal, paid and ASO providers.

Permanence and Connections is detailed in the Plan as well as in FACTS. The Youth Transition Plan asks the worker to list the names and contact details (labeled contact route), for three individuals.

The FACTS Youth Transitioning Case Plan under Discharge Planning's Connections Tab, permits the worker to maintain a detailed list of the adults in the life of the youth.

In addition to the area in FACTS for recording adult connections, the [Permanency Pact](#) developed by youth Foster Club Members can be downloaded at the National Resource Center for Youth Development website (http://www.nrcyd.ou.edu/publication-db/documents/permanency-pact.pdf). This document augments the Youth Transitioning Plan, by putting the youth and their mentor in charge of finding people who will be important resources when they are living independently.

The worker may use the Relations screens in FACTS to complete the Family Relationship and Sibling Relationship sections of the Youth Transition Plan. The form does have a portion in this section for Tribal member. An area to list the types of ongoing support the youth will need and the plan to obtain that support is provided. A Grid tracks goals for connections and permanency that the youth, caregivers, or workers are going to achieve within a specific timeframe.

GOAL	STEPS/TIMELINE	RESONSIBLE PERSON	STATUS/UPDATE

The Youth Transition Plan concludes with a section for Community, Culture & Social Life. The form asks the worker to click those areas which apply to the youth, and then identify the resource the youth is connected to for that aspect. This particular part of the form might be completed as part of learning Life Skills with the caregiver. The youth may better be able to complete some of these areas, such as Spiritual Support, identifying a pastor or youth leader that mentors the youth.

The youth should be consulted for Peer Contact and contact details. This information will be valuable to place in the Connections Tab in FACTS, especially when Contract or BCF Staff are working to find the youth to complete the NYTD Surveys at 19 and 21 years of age.

Another resource which provider agencies are being encouraged to use with youth is the <u>Readily at Hand Checklist</u>, which can be found at the link on the bottom of the <u>BCF Youth Transitioning to Adulthood</u> internet page http://www.wvdhhr.org/bcf/children_adult/foster/YTA.asp or at Stepping Stones, Incorporated's transitioning page: itsmymove.org.

GLOSSARY OF TERMS & Linkages

504 Plan = The 504 Plan is a plan developed to ensure that a child who has a disability identified under the law and is attending an elementary or secondary educational institution receives accommodations that will ensure their academic success and access to the learning environment. Access via: wvde.state.wv.us/

Casey Life Skills (CLS) = Free online life skills assessment. Access via: www.caseylifeskills.org

Contact Route = the method and details for contact an individual or resource. Example:
SUPPORTIVE ADULTS
Name/Support Provided: Aunt Jane Doe, Housing at Winter Break Contact Route: Best to contact via cell phone 304-555-1111. Texts are accepted over cell phone.

ETV = Educational Training Vouchers. In 2000, the West Virginia Legislature enacted a law called HB-4784. It allows eligible youth in foster care to receive free tuition if attending a West Virginia public college or university.

FAFSA = Free Application for Student Aide. Access via: www.fafsa.ed.gov/

HRDF = Human Resource Development Foundation. HRDF offers innovative approaches to development in economic, education and social areas of service. Access via: http://hrdfportal.org/web

MODIFY = Formerly known as the WV Chafee Community Support Services

NYTD = National Youth Transitioning Data base Survey that is required to be administered by the WV DHHR BCF Staff person at designated intervals starting when the youth is 17+

Permanency PACT = For more information access via: www.fosterclub.org

PRTF = Psychiatric Residential Treatment Facility

Readily at Hand Checklist = A listing of critical documents for youth ages 16+. Access via: www.itsmymove.org

WV Division of Rehabilitation Services (DRS) = The West Virginia Division of Rehabilitation Services (DRS) helps people with disabilities establish and reach their vocational goals. Access via: www.wvdrs.org