



Administrative Policies and Procedures: 16.51

Subject:	Independent Living and Transition Planning
Authority:	TCA 37-2-409; TCA 37-2-417, Tennessee's Transitioning Youth Empowerment Act of 2010; Indian Child Welfare Act of 1978 (ICWA). TCA 37-5-105(3),37-5-106; Chafee Foster Care Independence Act of 1999; Adoption and Safe Families Act of 1997, (ASFA, P.L. 105-89); Fostering Connections to Success and Increasing Adoptions Act of 2008, (P.L. 110-351).
Standards:	COA: PA-CM 2, PA-CM 3.02, PA-CM 3.04, PA-CM 4.02-4.03, PA-CM 5; PA-KC 14-15; PA-YIL 3,PA-YIL 5; PA-YIL 9-10; PA-FC 14-15; PA-RTX 17.
Application:	DCS Employees with Independent Living Services Responsibilities
Policy Statement:	
<p>The Department of Children's Services provides Independent Living Planning and services to youth in DCS custody from 14 years of age up to 18 years of age. Youth adjudicated delinquent and in DCS custody receive specified Independent Living Services up to age 19, depending on placement status and identified need. A Transition Plan is developed for all youth in state custody age 17 years and older that becomes the ongoing planning document for young adults ages 18-21 receiving Extension or Re-Establishment of Foster Care Services as an adult.</p>	
Purpose:	
<p>The Tennessee Department of Children's Services Independent Living Program (ILP) is designed to assist and prepare foster youth in making the transition from foster care to adulthood by providing opportunities to obtain life skills for self-sufficiency, independence, and permanency.</p>	
Procedures:	
A. The Independent Living Plan as a component of the Family Permanency Plan	<ol style="list-style-type: none"> 1. Independent Living Planning is focused on helping youth attain life skills needed for a successful transition to adulthood. The Independent Living Plan is completed using IL concern indications associated with the Family Permanency Plan in TFACTS. Youth in state custody 14-19 years of age are encouraged to take an active role in planning the activities and services that they need. 2. The Casey Life Skills Assessment (CLSA) will be administered prior to the initial Child and Family Team Meeting (CFTM) by the Family Service Worker (FSW), with the family present to complete all portions of the assessment. The CLSA is designed to evaluate the youth's strengths and needs in areas including, but not limited to: <ul style="list-style-type: none"> ◆ Life Skills ◆ Social Skills

	<p>The following, as developmentally appropriate:</p> <ul style="list-style-type: none"> ◆ Communication Skills ◆ Education ◆ Physical and Mental Health ◆ Employment ◆ Housing ◆ Finances and money management ◆ Transportation <p>3. The <u>Identifying and Accessing Independent Living Services Manual</u> provides specific guidance on administration of the CLSA. The assessment is completed no later than fourteen (14) days after a youth enters custody in order to fully integrate the results into the youth’s Independent Living Plan/Family Permanency Plan.</p> <p>4. When the CLSA cannot be administered to a youth, an alternative, developmentally appropriate life skills assessment will be administered as outlined in the <u>Identifying and Accessing Independent Living Services Manual</u>.</p>
<p>B. Development of the Transition Plan</p>	<p>1. The Transition Plan <u>must be developed</u> when the youth is 17 years of age or older, within the context of a Transition to Adulthood CFTM. The Transition Plan is revised as needed and reviewed by the court within ninety (90) days of planned exit from custody.</p> <p>2. The Transition Plan is completed using IL Concern indicators associated with the Family Permanency Plan in TFACTS. The focus of the Transition Plan is ensuring that supports are in place for youth following exit from custody at ages 17 and older. The following areas are addressed in the Transition Plan:</p> <ul style="list-style-type: none"> ◆ Life Skills ◆ Social Skills and Supportive Relationships ◆ Communication, including Essential Documents ◆ Education ◆ Physical and Mental Health, including identification of a Health Care proxy ◆ Employment ◆ Housing ◆ Finances and Money Management ◆ Transportation <p>3. The Transition Plan must be personalized at the direction of the youth, be as detailed as he or she chooses, and include specific outcomes and action steps with timeframes. The <u>Independent Living and Transition Planning Guide</u> provides specific guidance on the development of the Transition Plan.</p>

	<p>4. The Transition Plan/Family Permanency Plan is signed by all parties and copies are provided to the youth and other individuals involved in the development of the plan. The Transition Plan is filed in accordance with filing requirements for the Family Permanency Plan.</p>
<p>C. Development of the Transition Plan for young adults receiving extension or re-establishment of Foster Care Services</p>	<p>1. Emancipated young adults receiving Extension or Re-Establishment of Foster Care Services will have a Permanency Plan goal in TFACTS that is unique. Transition planning for these emancipated young adults is completed in the context of an Initial (Post Custody) CFTM within the specified time frames, and then using IL Concern indicators associated with the Family Permanency Plan in TFACTS. The <u>Independent Living and Transition Planning Guide</u> provides more specific guidance on the development of the Initial Transition Plan. The following areas addressed must be personalized at the direction of the young adult and be as detailed as he or she chooses:</p> <ul style="list-style-type: none"> ◆ Life Skills ◆ Social Skills and Supportive Relationships ◆ Communication Skills; ◆ Education ◆ Physical and Mental Health ◆ Employment ◆ Housing ◆ Finances and Money Management ◆ Transportation <p>2. The assigned FSW is responsible for ensuring that the Transition Plan is revised at least annually and more often as needed. The Transition Plan is reviewed in a CFTM at least semi-annually. The CFTM is documented in TFACTS as a (Post Custody) Progress Review CFTM. Transition Plans are reviewed by the court or a representative of the court annually and by the Foster Care Review Board on a semi-annual basis. The reviews are documented utilizing the applicable documentation functions in TFACTS.</p> <p>3. It is acceptable to utilize the Transition Plan developed just prior to exiting custody for young adults that transition directly to Extension of Foster Care Services, but the plan must be revised to the correct format in TFACTS. Transition Plan revisions occur according to the schedule outlined in the <u>Independent Living and Transition Planning Guide</u>, or more often as needed. Revised Transition Plans reflect the young adult's current circumstances and needs at the point that they are reviewed by the court or Foster Care Review Board.</p>

<p>Forms:</p>	<p>None</p>
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<p>Collateral documents:</p>	<p><u><i>Independent Living and Transition Planning Guide</i></u> <u><i>Identifying and Accessing Independent Living Services Manual</i></u> <u><i>Guide for Developing an Independent Living Plan for Youth Ages 14 and Up</i></u> <u><i>Guide for Developing a Transition Plan for Youth in Custody Ages 17 and UP</i></u> <u><i>Guide for Developing a Transition Plan for Young Adults Receiving Extension or Re-Establishment of Foster Care Services</i></u> <u><i>CFTM Protocol</i></u></p>
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<p>Glossary:</p>	
<p>Young Adults:</p>	<p>A person who meets the definition of an “applicable child” according to the federal and state legislation and statutory guidelines for maintenance of federal IV-E Foster Care. Refer to DCS Policy <u>16.52, Extension or Re-establishment of Foster Care for Young Adults</u>.</p>
<p>Family Service Worker (FSW):</p>	<p>This person is principally responsible for the case and has the primary responsibility of building, preparing, supporting, and maintaining the Child and Family Team as the youth or young adult moves to permanence and/or independence.</p>
<p>Extension or Re-establishment of Foster Care Services for Young Adults:</p>	<p>The eligibility criteria and procedures associated with providing Foster Care Services to young adults. These services require a case designation with DCS, and include case management by assigned Family Services, Independent Living Services and placement services (as applicable), but are voluntary and require a young adult’s initial and on-going agreement to receive them.</p>