



State of Tennessee
Department of Children's Services

**Guide for Developing a Transition Plan for Young Adults
Receiving Extension or Re-Establishment of Foster Care
Services (IL Strengths and Concerns Sections of the
Permanency Plan)**

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Introduction

It is required that a Transition Plan be developed at least annually with young adults receiving Extension of Foster Care Services, or more often if the young adult's circumstances warrant it.

- ◆ The Transition Plan is the ongoing planning format for Young Adults (18-21 years of age) receiving Extension of Foster Care Services.
- ◆ The plan must be personal to the young adult and detailed, with specific actions taken to help young adults achieve their goals.
- ◆ The plan must include specific steps, deadlines, and necessary documents and identified resources for each section.
- ◆ Young adults are informed of DCS and other supports that are available to them as recipients of Extension of Foster Care Services.
- ◆ The Transition Plan is created by using Independent Living (IL) Strength and Concern Indicators in TFACTS. These Strength and Concern Indicators are then linked to the permanency plan.

This guide provides instruction on which IL Concern records and Missions are used to create all sections of a Transition Plan, which will then be linked to the Permanency Plan. It also provides tips on how to document the information in meaningful ways.

The use of IL Strength Indicators is less prescribed. These can be identified by talking with the young adult and adults who know the young adult. Assessment information can be used, as applicable. The information is documented on the Permanency Plan Template during the CFTM, and then entered into TFACTS.

Important Things to Consider:

The Strength and Concern records are linked to a unique permanency plan version in TFACTS. This means that the Permanency Goal associated with the young adult as a participant are of a type appropriate to recipients of Extension of Foster Care Services; the appropriate Permanency Goal Types are:

- ◆ Completion of High School/GED (Post Custody);
- ◆ Completion of Post-Secondary Education-Academic (Post Custody);
- ◆ Completion of Post-Secondary Education-Vocational/Technical (Post Custody);
- ◆ Completion of Transitional Living Program (Post Custody);
- ◆ Only use one (1) IL Concern Indicator and one (1) Mission per section;
- ◆ DO NOT group multiple IL Concern Indicators;
- ◆ Use the "Revise" function on an approved Family Permanency Plan to include these updates; and
- ◆ Each section must be separated to display a correctly developed Transition Plan on the Permanency Plan Summary.

Guide for Developing a Transition Plan for Young Adults Receiving Extension or Re-Establishment of Foster Care Services (IL Strengths and Concerns Sections of the Permanency Plan)

1. Housing		
Name(s): Name of the young adult	Mission: Permanency	Concern Indicator(s): IL Housing
Underlying Needs: What does the young adult need in order to achieve their housing goals? Where does the young adult currently live? Do they plan to move? How are they paying for housing? Where would they live if their current housing fell through?		
Desired Outcomes: What are the young adult's goals for housing? How will the team know that the young adult has achieved their desired housing outcome?		Outcome Expected Achievement Date: When will the desired housing outcome be achieved?
Action Step(s):		Responsible Person(s):
List all action steps needed to achieve the outcome. What resources will assist the young adult in achieving the outcome? Begin date?		Who is responsible for each action step?

Housing--things to consider:

- ◆ Does young adult have a backup housing plan?
- ◆ How will young adult handle start-up costs for housing if moving? What about furniture, linens, other housing essentials?
- ◆ Review and understand leases, rental applications, legal rights of landlords and tenants
- ◆ For young adult live in a college dormitory, where will they live when dorms are closed?

2. Job Skills/Employment		
Name(s): Name of the young adult	Mission: Well-Being	Concern Indicator(s): IL Employment
Description of Concern: What does the young adult need in order to meet their employment goals? What kind of career does the young adult hope to have? Are any job skills still needed?		
Desired Outcomes: What are the young adult's employment goals? How will the team know when the young adult has achieved their employment goal?		Outcome Expected Achievement Date: When will the desired housing outcome be achieved?
Action Step(s):		Responsible Person(s):
List all action steps needed to achieve the outcome. What resources will assist the young adult in achieving the outcome? Begin date?		Who is responsible for each action step?

Employment—things to consider:

- ◆ Does young adult have Photo ID and Social Security card?
- ◆ Does young adult have a resume?
- ◆ Does young adult have a job? If not, what steps are being taken to get a job?
- ◆ What does the young adult want to do for a job? Has young adult taken career/interest inventory to identify what jobs they are interested in?
- ◆ If in school, what type of summer employment does the young adult plan to have?
- ◆ Has young adult accessed local Workforce Investment Act (WIA) career services? Voc Rehab?
- ◆ Is the young adult aware of opportunities available through Job Corps or the military?
- ◆ If young adult is unable to work, is DCS assisting with SSI application?

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3. Education and Accessing Financial Aid		
Name(s): Name of the young adult	Mission: Well-Being	Concern Indicator(s): IL Education
Description of Concern: What does the young adult need in order to achieve their educational goals?		
Desired Outcomes: What are the young adult's educational goals? What financial aid will they access? How will the team know that young adult has achieved their educational goals?		Outcome Expected Achievement Date: When will the desired educational outcome be achieved?
Action Step(s):		Responsible Person(s):
List all action steps needed to achieve the outcome. What resources will assist the young adult in achieving the outcome? Begin date?		Who is responsible for each action step?

Education—things to consider:

For young adult in high school

- ◆ Verify educational status—is the young adult maintaining eligibility for services?
- ◆ How many credits does the student have?
- ◆ Expected graduation date?
- ◆ Grade in School
- ◆ Special Ed/IEP—area of disability
- ◆ Is the young adult working toward their GED or interested in pursuing this?
- ◆ Clubs or extracurricular activities
- ◆ What activities has young adult been involved with to help them consider their options?
- ◆ Has ILPS joined the young adult's team and explained educational/training and assistance options to young adult?
- ◆ What college/technical program campuses have the agency/FSW/foster parent/other staff taken young adult to visit?
- ◆ Is young adult receiving Extension of Foster Care Services to complete HS or a GED by age 21? If yes, do we have a letter from the school stating young adult is on track to graduate by age 21?
- ◆ Is young adult receiving Extension of Foster Care Services to pursue post-secondary education?
- ◆ Are there any scholarships the young adult might be eligible for?

For young adult in or pursuing post-secondary education (as applicable)

- ◆ What are the young adult's Post-Secondary Plans—have they changed since the last Transition Plan was developed?
- ◆ What is the young adult's major area of study?
- ◆ Does the young adult need tutoring or any other support services?
- ◆ Verify educational status—is the young adult maintaining eligibility for services?
- ◆ Is the young adult progressing appropriately according to the educational program's guidelines for completion?
- ◆ What are the deadlines for completing post-secondary applications, financial aid, etc? Who will assist the young adult in completing these?
- ◆ SAT/ACT score or date to be taken: FAFSA filed:
- ◆ College/Technical school application filed
- ◆ Explain to the young adult that some services, such as dorm deposits, can only be requested once prior to ETVs administration
- ◆ Post-Secondary funding application and supportive documentation filed with ILPS

4. Health and Mental Health		
Name(s): Name of the young adult	Mission: Well-Being	Concern Indicator(s): IL Health
Description of Concern: What does the young adult need in order to achieve good physical and mental health? Any health related skills or education still needed?		
Desired Outcomes: What are the young adult's goals for their physical and mental health? Does the young adult have health insurance?		Outcome Expected Achievement Date: When will the desired health outcome be achieved?
Action Step(s):		Responsible Person(s):
List all action steps needed to achieve the outcome. What resources will assist the young adult in achieving the outcome? Begin date?		Who is responsible for each action step?

Health and Mental Health—things to consider (as applicable):

- ◆ Does young adult have insurance?
- ◆ If not, does plan address steps to apply for TennCare or private health insurance?
- ◆ Last EPSDT: Last Dental:
- ◆ Does young adult take medication that will require ongoing med management appointments?
- ◆ Has young adult received education in pregnancy prevention and maintaining good reproductive health?
- ◆ Is young adult involved in counseling?
- ◆ Has young adult had A&D issues? Has young adult completed A&D program? Does young adult continue treatment?
- ◆ Has agency/FSW assisted young adult to arrange for all appointments to continue in the area where the young adult plans to live?
- ◆ Does young adult have all essential documents i.e. birth certificate, social security card, and medical records?
- ◆ Have eligible young adults with chronic health conditions been referred to DOH Children’s Special Services?
- ◆ Has adult mental health worker been requested? Is this person engaged & a part of the team?
- ◆ Has DIDDS referral been completed? Has DIDDS counselor been engaged & a part of the team?
- ◆ Has Voc Rehab referral been processed? Is counselor engaged & a part of the team?
- ◆ Has young adult identified a health care proxy and completed Health Care Proxy form?
- ◆ SSI status

5. Transportation		
Name(s): Name of the young adult	Mission: Safety	Concern Indicator(s): IL Transportation
Description of Concern: What does the young adult need in order to achieve their transportation goals? Any skills needed?		
Desired Outcomes: What are the young adult's goals for accessing reliable transportation? How will the team know that the young person has achieved their transportation goals?		Outcome Expected Achievement Date: When will the desired transportation outcome be achieved?
Action Step(s):		Responsible Person(s):
List all action steps needed to achieve the outcome. What resources will assist the young adult in achieving the outcome? Begin date?		Who is responsible for each action step?

Transportation—things to consider:

- ◆ What is the young adult's plan for maintaining stable transportation?
- ◆ Will young adult live near public transportation
- ◆ Does young adult know how to use public transportation if available?
- ◆ Has young adult had driver's education or some driver's education program?
- ◆ Does young adult have a driver's license? Insurance?
- ◆ Does young adult have a vehicle?
- ◆ Does young adult understand the basics of buying/ maintaining a vehicle?
- ◆ Has young adult saved any money toward buying a vehicle?

6. Finances		
Name(s): Name of the young adult	Mission: Well-Being	Concern Indicator(s): IL Finances
Description of Concern: What does the young adult need in order to achieve their financial goals?		
Desired Outcomes: What are the young adult's financial goals? Any financial skills still needed? Identify any benefits the young person may be able to access as an adult		Outcome Expected Achievement Date: When will the desired financial outcome be achieved?
Action Step(s):		Responsible Person(s):
List all action steps needed to achieve the outcome. What resources will assist the young adult in achieving the outcome? Begin date?		Who is responsible for each action step?

Finances—things to consider:

- ◆ Has agency/FSW/foster parent assisted young adult in preparing a monthly budget based on their proposed housing plans and other financial responsibilities?
- ◆ Does the young adult have a checking &/or a savings account?
- ◆ Has young adult saved any money?
- ◆ Will the young adult be able to access any trust funds, settlements, etc.?
- ◆ Young adult's current income and needed income from employment

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- ◆ Will young adult continue to be eligible for voluntary extension of foster care services (will turn 21 years of age, for example)?
- ◆ Does plan address steps to be taken to access public assistance such as the Supplemental Nutrition Assistance Program (SNAP), Families First, etc?
- ◆ Does the young adult know and understand the importance of developing and maintaining a sound credit history and credit rating?
- ◆ Supplemental Security Income (SSI):
- ◆ Is the young person a current recipient of Supplemental Security Income (SSI)?
- ◆ Is an application for SSI pending?
- ◆ Has an application for SSI been denied?
- ◆ If a young person’s SSI has been denied, has an appeal been filed?

7. Permanency and Adult Supports		
Name(s): Name of the young adult	Mission: Permanency	Concern Indicator(s): IL Social Skills
Description of Concern: What does the young adult need in order to achieve their permanency goals? What is needed to ensure the young adult has opportunities to engage in the types of activities normally available to young adults not in EFCS?		
Desired Outcomes: What are the young adult's goals for permanency and lifelong connections? How will the team know that young person has achieved their permanency goals? How will the team know the young adult has opportunities to engage in the types of activities normally available to youth not in EFCS?		Outcome Expected Achievement Date: When will the desired permanency outcome be achieved?
Action Step(s):		Responsible Person(s):
List each support person and their contact information. List all action steps needed to achieve the outcome. What resources will assist the young adult in achieving the outcomes? Begin date?		Who is responsible for each action step?

Permanency--things to consider:

- ◆ Who does the young adult consider their family and important adult connections?
- ◆ How are these adults involved in the Child and Family Team?
- ◆ How has agency/FSW/foster parent been able to help this young adult develop positive adult supports beyond the agency?
- ◆ Does the young adult know: Foster parents or other providers will afford young adults in EFCS every opportunity for social development, recreation and to have normal life experiences? That the young adult may attend overnight or planned activities if the activity is determined by the licensed foster home or other providers to be safe and appropriate? That it is reasonable for the foster parent and other providers to have knowledge of where and with whom the youth is staying, when the young adult is on an outing or overnight activity?
- ◆ Does the young adult know: Foster parents or other providers will assist the young adult in making developmentally appropriate choices in choosing normal activities which include, but are not limited to, extracurricular, enrichment, and social activities, that may include dating, outdoor activities, “hanging out” with friends, prom, sports, clubs, vocational activities, religious/cultural events, field trips, driver’s education, etc.? And, that DCS and/or providers may be able to help pay for some of these activities?
- ◆ Where does the young adult spend holidays?

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8. Essential Documents (Communication Skills)		
Name(s): Name of the young adult	Mission: Safety	Concern Indicator(s): IL Communication Skills
Description of Concern: Describe the concerns related to any essential documents that young adult may still need.		
Desired Outcomes: Which essential documents does the young adult have? Which ones do they still need? (Use checklist below to identify all needed documents)		Outcome Expected Achievement Date: When will the desired essential documents outcome be achieved?
Action Step(s):		Responsible Person(s):
List all action steps needed to achieve the outcome. What resources will assist the young adult in achieving the outcome? Begin date?		Who is responsible for each action step?

Essential Documents List (to guide Desired Outcomes & Action Steps” in the above concern record).

- State Issued Photo Identification
- Driver’s License (if applicable)
- Social Security Card
- Resume (when work experience can be described)
- Medical records (to include immunization record)
- TennCare Card
- Birth Certificate
- Religious Documents and Information (if applicable)
- Documentation of Immigration, or Naturalization (if applicable)
- Death Certificate (if parents are deceased)
- Life Book
- List of adult relatives and other supportive adults
- Previous placement information
- Education records
- Health Care Proxy Form (Advance Health Care Plan)
- Proof of foster care placement (ex: court order that placed them into foster care)

9. Life Skills		
Name(s): Name of the young adult	Mission: Well-being	Concern Indicator(s): IL Life Skills
Description of Concern: What life skills does the young person still need to focus on as an adult? Most recent ACLSA Scores		
Desired Outcomes: What are the young adult's life skills goals? How will the team know that the young person has achieved their life skills goals?		Outcome Expected Achievement Date: When will the desired life skill outcome be achieved?
Action Step(s):		Responsible Person(s):
List all action steps needed to achieve the outcome. What resources will assist the young adult in achieving the outcome? Begin date?		Who is responsible for each action step?

Life Skills: Things to consider

- ◆ Focus on a summary of what is still needed for the young adult at this point
- ◆ Review self reporting by the young adult and/or other supportive adults/most recent ACLSA (if applicable) for any underlying issues
- ◆ What things do the young adult feel is needed to be successful?

10. Parenting for Young Adult (If applicable)		
Name(s): Name of the young adult	Mission: Safety	Concern Indicator(s): Parenting
Description of Concern: What does the young adult need in order to achieve their parenting goals?		
Desired Outcomes: Describe the young adult's parenting goals. How will the team know that the young adult is achieving their parenting goals?		Outcome Expected Achievement Date: When will the desired parenting outcome be achieved?
Action Step(s):		Responsible Person(s):
List all action steps needed to achieve the outcome. What resources will assist the young adult in achieving the outcome? Begin date?		Who is responsible for each action step?

Parenting for Young Adult—things to consider

- ◆ Does young adult have a child or children living with her/him?
- ◆ Is young adult exhibiting good parenting skills? What parenting support does the young adult have/need?
- ◆ Is young adult keeping all well baby checks and other infant needs, *i.e.* follow up on medical issues & recommendations TN Early Intervention System (TEIS) referral?
- ◆ Does young adult know steps to apply for Families First and Women, Infants, and Children (WIC) supplemental nutrition program?
- ◆ Who takes care of the child while the young adult is in school or working?

11. Other--Immigration Status (If applicable)		
Name(s): Name of the young adult	Mission: Safety	Concern Indicator(s): Other
Description of Concern: What does the young adult need in order to achieve their immigration-related goals?		
Desired Outcomes: What are the young adult's goals related to their immigration status?		Outcome Expected Achievement Date: When will the desired immigration-related outcome be achieved?
Action Step(s):		Responsible Person(s):
List all action steps needed to achieve the outcome. What resources will assist the young adult in achieving the outcome? Begin date?		Who is responsible for each action step?

Important things to discuss with young adults 18-21 receiving Extension of Foster Care Services

- ◆ Review important time frames for the completion of outcomes and action steps, such as financial aid applications, post secondary applications, class drop/add options and associated penalties, etc.
- ◆ Review the IL Rights and Responsibilities Agreement, and ensure that the young adult understands everything required to maintain eligibility for services.
- ◆ Ensure that outcomes and action steps to remediate concerns are clearly communicated to the young adult, if the young adult is in jeopardy of losing eligibility for services.
- ◆ If services are ending, ensure that the young adult is informed of community-based services for former foster youth such as Youth Villages' Transitional Living or the state's three grand regional Resource Centers. It is recommended that young adults receive an informational packet of community services at least by their thirty (30) day discharge Child and Family Team Meeting (CFTM). If there are things the young adult can do to regain eligibility, ensure they understand the possibility of returning to a regional DCS office to request those services before age 21.