

## Transition Planning and Declining Services

As a youth approaches launch from DCF, the team helps to develop a meaningful transition plan. This plan is developed with youth at age 16 and reviewed at each ACR conference. The plan will be reviewed for all youth leaving care after age 16. The ACR team also works in concert with regional staff and youth to complete an Omega Assessment for youth 16 and up and reviews the assessment at ACR conferences. These assessments should be valuable in assisting the regional office in transition planning and service provision. The Omega Assessment includes a list of potential participants and can be accessed from the Transitional Supports and Success website. ACRs are held at places and times that meets youth needs.

The youth's transition plan and conference topics should include, but are not limited to safety (physical and psychological), permanency, well-being, housing, financial capability, supportive long term relationships, education, employment, youth satisfaction with treatment team, youth perception of equal or more say in decisions impacting their life, and expectations about continuation with services. The conference will also cover benefits or services that may be discontinued, and the re-entry option for young adults. For young adults 18 and up, the transition plan shall be updated and a transition plan shall be reviewed at an ACR within 90 days prior to discharge. **As close to age 18 as possible, young adults create their own Passport to replace the pre-existing case plan. A Passport template is included in this document.** ACRs for young adults after age 18 are referred to as "Still Rising" conferences.

A referral to the Sun Scholars, Inc. for a career/interest and aptitude assessment should occur for young adults as close to age 18 as possible. These assessments are for all youth, not only youth in college. This assessment can provide a valuable roadmap that the team can use for future planning and service provision.

The **Youth Launch Inventory** can be completed as close to a youth's departure from care as possible. The inventory is included in V.I.T.A.L. supplemental materials. **For assistance in completing this document, please feel free to contact the Transitional Supports and Success Division.**

Any youth who is over 18 may decline services following a transition plan conference. In these cases, a Summit Consultation meeting is recommended. **The Summit Consultation format is included in this V.I.T.A.L. practice guide.** Despite DCF's best efforts to offer support to TAY in care, youth may choose to leave. To ensure that a youth is making an informed decision and leaves with as much information and documentation as possible, youth should participate in the final conference. If after a Summit meeting, the youth still wishes to leave care, he/she/they shall read and sign the DCF-800A, "Client's Agreement to Suspend, Reduce, or Terminate the Department of Children and Families Benefits."

DCF shall not accept a decision to decline services by committed youth who are younger than 18 unless a transition from DCF care has been sanctioned by a court order.

Relentless engagement efforts should be applied to serve DCF youth in care. Youth who are at risk of losing benefits shall be given a notice through the DCF-800 "Notice of Proposed Denial, Suspension, Reduction, or Discontinuance of the Department of Children and Families Benefits." This is issued when the treatment team (including the Office Director) agrees that the team has exhausted all attempts of engagement and every support available. **Opportunities for a Summit Conference should also be offered to all youth requesting discharge or if the team considers the youth is not adhering to expectations. One suggested format for the Summit is attached to this practice guide section. It should only be issued when the team agrees that the youth has exhausted engagement efforts, has had time to consult with others, and has had opportunity to reflect on the ramifications of the loss of options/DCF benefits. It may be helpful to invite the young adult to bring a significant other to participate in conversations about this option. Furthermore, these notices should be issued only after the team has ruled out possible adjustments and modifications to any expectations for the youth.**

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**Youth Ambassadors are made available to consult with young adults in order to avoid issuance of a DCF-800. At any time, the youth can outreach to the Ombudsman office or the Transitional Supports and Success Division to access the Youth Ambassadors' counsel.**

If the youth wishes to have a hearing to contest the proposed action, the youth completes the reverse side of the DCF-800 and mails it to the Administrative Hearings Unit at Central Office within 60 days from the date the notice was mailed. Youth who wish to have their benefits continue pending the hearing decision must submit the hearing request to the Administrative Hearings Unit postmarked within 10 days after the DCF-800 is mailed. The Department will not take action on the benefit until after the 10 day period has expired, unless the youth has agreed to the proposed action. Upon request of the receipt for a hearing within the 10 day period, the Hearings Unit will notify the area office to continue benefits. The Department will continue to pay the expenses and subsidies until a final decision is issued by the Administrative Hearings Unit. All transition plans should be reviewed by the Program Supervisor to ensure the youth has been provided all legal documents. When a DCF-800 is issued a copy should be sent to the Transitional Supports and Success Division for statewide tracking.

The DCF-MA1-"Medical Assistance Form" shall be completed and forwarded to the DCF Medical Assistance Unit when the youth leaves care. Youth are to contact DSS when they leave care and will be responsible for continuing their medical insurance coverage and eligibility.

## Passport Template - Case Plan Created by Young Adults 18 and up

Destination	Steps	Date of Anticipated Arrival at Destination (Completion)
Ensure positive social supports and relationships		
Address educational challenges		
Secure safe and stable housing		
Develop long term and short-term goals		
Plan for future income and employment		
Maintain support for behavioral health needs/substance misuse		
Maintain support for health and wellness		
Open bank account		
Obtain driver's license and have adequate insurance		
Obtain support for parenting (if needed)		
Other Destinations outlined by youth:		
Other:		
Other:		
Other:		