

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

March 22, 2011

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

**What's Inside:**Tips and  
references for  
the Older Youth  
Program

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND  
CHILDREN'S DIVISION STAFF

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: Older Youth Program Tips and References

## DISCUSSION:

The purpose of this memorandum is to provide tips and references for staff working with older youth. There have been many changes to the Older Youth Program and new federal legislation that has significantly impacted Older Youth Program Services over the last several years. In 2011 we will again be experiencing some service provision changes. The Chafee Foster Care Independence Program Services contracts and the Transitional Living Program contracts will be rebid in 2011. There have been many efforts made to evaluate program effectiveness and enhance services.

Some of these efforts include:

- FY09 - TLP Pilot Program to examine utilization,
- FY09 - Older Youth Transition Specialists (OYTS) contractor file review,
- FY10 - Older Youth case management file review,
- FY10 - The Youth Independence Interdepartmental Initiative was convened to implement the Blue Ribbon Panel's recommendations,
- FY11 - CD met with Chafee Contractors to discuss contract revisions.

Other meetings and workgroups were also convened which focused on Older Youth and several consistent themes have emerged in areas of concern or understanding. In an effort to address these issues and to assist with those who may not work with Older Youth on a regular basis, a reference sheet has been developed. This document will be placed on the Intranet in the Older Youth Program Section. Although some of our struggles with service provision have been externally, we also want to look internally and see what can be improved for best practice for Older Youth.

## Tips

Following is a list of suggestions and tips that resulted from the feedback received:

- Youth should remain in care until age 21 if they are not returning home or to another permanent living arrangement to receive [full support](#) if at all possible.
- Quality visitation is essential with Older Youth (OY). Visits are the perfect time to view the youth's portfolio and have on-going discussions regarding the CD-94: [FMS04-48](#), [CD10-09](#).
- Visits should be facilitated with [siblings](#).
- Youth want to be informed and should be informed of reasons for placement changes and when they will occur: [CD09-74](#).
- [Pre-placement visits](#) are required for OY as well.
- Older Youth throughout their stay in foster care have lots of changes so if at all possible, [continuity in worker](#) is best.
- Older Youth should participate in [Court](#), PPR, and FST's: [CD10-15](#).
- Transition planning is ongoing and must be documented 90 days prior to release on the [CD-94](#): [CD09-109](#). It is helpful to include the Chafee or TLP provider in this process.
- Youth on trial home placement are eligible for Chafee services as they are in LS-1 status. If a youth has just come into care and is reunified in a relatively short period of time and will be released from custody, a referral for Chafee services to the Older Youth Transition Specialist is not warranted. Completion of the Chafee referral packet allows for [four months](#) from the time the youth comes into care. If a youth enters care and is released within four months, a referral is not practical. However, youth should not remain in LS-1 status longer than four months without a referral being made: [CD09-127](#).
- When making a transfer referral for Chafee or Transitional Living Program (TLP), forms must have been completed/updated within the last six months and all required forms submitted at the time of referral.
- Please remember to inform the Older Youth Transition Specialist (OYTS) and the Chafee provider of any changes in placement or custody status to aid in delivery of services. Contracted service providers need updated contact information.
- Chafee and TLP service providers do not take the place of the worker contacts and [duties](#).
- Chafee and TLP service providers are an integral part of the team and should be invited in advance to participate in Family Support Team Meetings and be aware of the case plan.
- Continue to develop [new goals](#) with the youth that are individualized as they achieve them and send the Individualized Action Plan (IAP) to the Chafee provider via the OYTS. The youth should be provided a copy and fully understand what they are signing.
- File OY program forms (including referral) and reports received from contracted providers in the [Older Youth Program Section](#).
- Ensure that forms have dates on them. A form is not complete unless it is dated.
- [Refer](#) all youth ages 14 to 21 to Chafee Independent Living Services utilizing [CD-93](#), Older Youth Program Referral Form.
- Ensure youth ages 14 or older, and up to three adult caregivers complete the [Ansell-Casey Life Skills Assessment](#) (ACLSA) at the time of referral and annually thereafter and that it is placed in the record.

- Complete the [Life Skills Strengths Needs Assessment Reporting Form](#) (CD-97) or equivalent using the guidelines (CD-96) if necessary within the first 60 days of the youth turning 14 or entering care after age 14 and as appropriate when youth achieve goals and there is a need to set additional goals.
- Complete the [CD-94, Individualized Action Plan](#), with the youth at every FST, ensure youth has signed the plan, place in the case record, *and also complete within 90 days of discharge as required by the federal [Fostering Connections Act](#)*. Provide supervisory oversight to assure case managers are setting well defined goals related to life skills.
- Ensure provider of services (whether in-house or contracted) is submitting quarterly progress reports ([CD-95](#), Individual Life Skills Progress Form) including well-defined goals, service plans and documentation is placed in the case record.
- Complete the [CS-TLP-1 Checklist](#) pertaining to safety of the residence and place in the case record (for youth ages 16 and older and in TLP Advocate or ILA placements).
- Ensure Individual [Day to Day Service Plan](#) is completed within 30 days and quarterly thereafter by the TLP provider for any youth in a Transitional Living Group Home or Scattered Site Apartment.
- Provide [transitioning information](#) (exit packet, verification letter, and important documents) to the youth and document such in the case record.
- E-mail addresses and 3 permanent contacts for OY are required for National Youth in Transition Database (NYTD) implementation: [CD10-18](#).
- Older Youth Transition Specialists and Central Office staff are available for questions pertaining to the program or for “refreshers” regarding the program. Chafee providers are also available to talk about specific services that they offer in your region.
- The Child Welfare Manual has been revised to reflect the same language as the Transitional Living Program (TLP) contracts regarding age requirements. The TLP is intended for a youth, typically age 16 or 17 and over; whose permanency goal is not reunification, adoption or legal guardianship. Youth younger than these age specifications may be determined eligible for transitional living if mutually agreed upon by the TLP provider, the Family Support Team, and the case manager.

<b>NECESSARY ACTION</b>	
<ol style="list-style-type: none"> <li>1. Review this memorandum with all Children’s Division staff.</li> <li>2. Review revised Child Welfare Manual chapters as indicated below.</li> <li>3. All questions should be cleared through normal supervisory channels and directed to:</li> </ol>	
<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>	<b>PROGRAM MANAGER</b> Dena D. Driver 573-751-3171 <a href="mailto:Dena.Driver@dss.mo.gov">Dena.Driver@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS</b> Section 4 Chapter 21.6 <a href="#">Transitional Living Program (TLP)</a>	

<p><b>FORMS AND INSTRUCTIONS</b> N/A</p>
<p><b>REFERENCE DOCUMENTS AND RESOURCES</b> <a href="#">Older Youth Program Reference Guide</a></p>
<p><b>RELATED STATUTE</b> N/A</p>
<p><b>ADMINISTRATIVE RULE</b> N/A</p>
<p><b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b> <a href="#">PA-FC 3</a> <a href="#">PA-FC 4</a> <a href="#">PA-FC 7</a> <a href="#">PA-FC 13</a></p>
<p><b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b> Item 6, <a href="#">Placement Stability</a> Item 10, <a href="#">Another Planned Living Arrangement</a> Item 17, <a href="#">Needs of Children, Parents, Foster Parents</a> Item 18, <a href="#">Case Planning Involvement</a> Item 19, <a href="#">Children Face-to-Face with Worker</a></p>
<p><b>PROTECTIVE FACTORS</b> Parental Resilience N/A Social Connections N/A Knowledge of Parenting and Child Development N/A Concrete Support in Times of Need N/A Social and Emotional Competence of Children N/A</p>
<p><b>FACES REQUIREMENTS</b> N/A</p>