

# NWF Health Network Policy & Procedure

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**Series:** 500: Special Populations

**Policy Name:** Independent Living Transition Planning

**Policy Number:** 509

**Origination Date:** 7/1/2019

**Revised:** Board Meeting of 04/23/2020

**Reviewed:** 4/17/2023

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## Policy

It is the policy of NWF Health Network, Inc. (NWFHN), to assure that a full array of Independent Living (IL) services are made available to youth 13-17 years of age in out-of-home care and eligible young adults formerly in foster care. Services are intended to assist in the development of skills necessary to successfully transition into adulthood. These skills will allow young adults receiving services to build personal responsibility and achieve a greater sense of well-being.

NWFHN Procedure Checklist for 13-16 year olds should be completed annually beginning at the age 13 and NWFHN Procedure Checklist for 17 year olds should be initiated upon the youth reaching their respective 17<sup>th</sup> birthday.

## Procedure

### A. Assessment and Transition Planning.

1. Each youth will participate in a formal independent living skills assessment during the 180-day period after turning 17 years of age and a NWFHN Transition Plan should be developed in accordance with this process.
  - a. The Case Management Organization (CMO) may determine which skills assessment tool that they wish to utilize for the youth that they serve. Life skills assessment tools are available online from organizations such as Daniel Memorial and Ansell-Casey.
  - b. Dependency Case Managers (DCMs) and Independent Living Specialists (ILS) shall utilize the outcome of the life skills assessment tool(s) and incorporate the results into the My Pathways to Success Plan (DCF form CF-FSP 5425) in efforts to determine each youth's strengths and needs. This development should assist DCMs, ILS and NWFHN Well-Being Specialists (WBS) in determining and/or guiding youth in most appropriate living arrangements after they turn 18.
  - c. The DCM should send a My Pathways to Success Plan accompanied by a Sample Letter for guidance to the caregiver to complete with the youth. The youth should compile a list of "Supportive Adults" and be made aware of other beneficial supports to choose from, whom of which can participate in the Transition Planning Meeting (CFOP 170-17).
  - d. During this process of transition planning, a meeting (Transition Planning Meeting) should occur between the ILS and the youth at a minimum. The WBS or another representative from NWFHN should always be invited to attend. The youth should also invite other caring adults that may be able to assist in the transition to adulthood such as the DCM, guardian ad litem, family member(s) and caregiver(s) making up their My Team for Success but this should be youth driven and the attendees should only be who the youth desire to be present in addition to the ILS. In those circumstances where the young adult is identified as eligible for Agency for Persons with Disabilities (APD) services, the NWFHN Permanency Specialist should be invited to attend the transition plan meeting and any subsequent transition meetings.

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- e. The NWFHN Transition Plan form must be used as it aligns with the requirements in Section 39.6035, F.S., and 65C-41.004, F.A.C. Additionally, the plan incorporates the Patient Protection and Affordable Care Act, P.L. 111-148 requiring that youth in out-of-home care be educated and informed about the importance of having a health care power of attorney, health care proxy.

2-4. Pre-Planning, Assessment, and Review: outlined in CFOP 170-17: (2-4) and should be followed to ensure in compliance.

- a. In order to assist the youth in transition, the Transition Facilitator shall establish a positive relationship with the Transitioning Youth. Building a connection is an important step in establishing trust and respect which will in turn yield a more productive Transition Plan.
- b. In addition to establishing or maintaining a relationship, the Transition Facilitator shall conduct an informal assessment of the youth's wellbeing, utilizing all records available, and determine strengths and needs, addressing them during the Transition Planning Meeting. A thorough evaluation of the youth's wellbeing will include a review of documents to include, but not be limited to:

(1) Child Functioning as detailed in the ongoing Family Functioning Assessment.

(2) Department of Juvenile Justice Records.

(3) Behavioral Health Records.

(4) Physical Health Records.

(5) Education Records.

(6) Life Skills Assessment(s)

2-5 Records and Resources Exchanged. Essential Records and Resources should be provided to the child on an age appropriate basis.

A list of required and recommended documents and information to be provided to the Transitioning Youth is outlined in CFOP 170-17: (2-5)

- d. The Records and Resources Exchanged form must be signed by the Transition Facilitator attesting to meeting the requirements pursuant to s. 39.701(3), F.S., and filed with the court to align with the special 17-year-old judicial review hearing which occurs within 90 days of the youth's 17th birthday.

2-6. Developing and Updating the Transition Plan.

- a. Transition Plans must be constructed utilizing the My Pathway to Success Plan (form CF-FSP 5425, available in DCF Forms). The form is designed to encourage the youth to critically think about the youth's future and make realistic goals prior to writing down a plan for each specific subject area.
- b. The Transition Plan shall be as detailed as the youth chooses and be conducted in the youth's primary language as specified in s. 39.6035, F.S.

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- c. The My Pathway to Success Plan form lists the following subjects (which is detailed in CFOP 170-17):
  - 1) Short Term Goals; 2) Long Term Goals; 3) Housing; 4) Health Insurance; 5) Education; 6) Financial Literacy; 7) Driver's License; 8) Workforce Support and Employment Services.
- d. Follow the guidelines from CFOP 170-17 when developing the Transition Plan which must begin when the youth turns 16 years of age; the timelines and deadlines are detailed in CFOP 170-17 CH. 2.
- e. Regardless of how often the My Pathway to Success Plan has been revised, an updated Transition Plan must be documented during the 90-day period immediately prior to the date on which the youth will attain 18 years of age.
- f. If the Transitioning Youth is eligible and plans to remain in EFC after turning 18 years old the Transition Facilitator must ensure that the Transition Plan includes an agreement detailing the chosen qualifying activity and supervised living arrangement as referenced in Rule 65C-41.004, Florida Administrative Code (F.A.C.). i. The finalized My Pathway to Success Plan will serve as the last written Transition Plan unless the youth transitions to EFC.

2-8. FSFN Documentation. a. Initial Transition Plan Meetings must be documented in the FSFN Meetings Module using the meeting type of "Transition Planning – Initial." b. Follow up meetings and/or updates to the Transition Plan must be documented in the FSFN Meetings Module using the meeting type of "Transition Planning – Ongoing." c. All Transition Plans finalized during the 90-day period immediately prior to the date on which the youth will attain 18 years of age must be documented in the FSFN Meetings Module using the meeting type of "Transition Planning – Closure." d. Both the My Pathway to Success Plan (form CF-FSP 5425) and the Records and Resources Exchanged (form CF-FSP 5426) must be scanned into FSFN and attached to the Meeting page using the appropriate meeting type.

## ATTACHMENTS:

- 1) Sample Letter My Pathways to Success
- 2) NWFHN Steps (13-16 Year Olds)
- 3) NWFHN Steps (17 Year Olds)
- 4) Child Welfare Specialty Plan Benefits Sheet (Sunshine)