



**State of Tennessee**  
**Department of Children's Services**

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**Guide for Developing a Transition Plan for Youth Ages  
17 and Up (IL Strengths and Concerns Sections of the  
Permanency Plan)**

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## **Introduction**

It is required that a Transition Plan be developed with youth who will likely exit state custody at or after 17 years of age to help them have a successful transition to adulthood.

- ◆ The plan must be personal to the youth and detailed, with specific actions that will be taken to help a youth prepare for leaving care and for the transition to adulthood.
- ◆ The plan will include specific steps, deadlines, needed documents, and identified resources for each section.
- ◆ Youth are informed of DCS and other supports that may be available to them as adults.
- ◆ For custodial youth, the Transition Plan is created by using Independent Living (IL) Strength and Concern Indicators in TFACTS. These Strength and Concern Indicators/Records are then linked to the custodial 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 using assessment information and by talking with the youth and adults who know the youth.
- ◆ The information is documented on the Permanency Plan Template during the CFTM, and then entered into TFACTS.

### **Important Things to Consider:**

- ◆ Only use one (1) IL Concern Indicator and one (1) Mission per section
- ◆ DO NOT group multiple IL Concern Indicators
- ◆ Only select one (1) participant per strength and concern record
- ◆ Use the “Revise” function on the approved Family Permanency Plan to include these updates
- ◆ Each section must be separated to display a correctly developed Transition Plan on the Permanency Plan Summary

The Permanency Plan, which contains the Transition Plan and must be reviewed by the Court within ninety (90) days of the youth exiting DCS custody. Some courts with Specialized Foster Care Review Boards may require Family Service Workers (FSW) to create a word document/letter outlining the Action Steps from the Transition Plan.

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<b>1. Housing</b>		
Name(s): Name of the youth	Mission: Permanency	Concern Indicator(s): IL Housing
Description of Concern: What does the youth need in order to achieve their housing goals? Are any housing-related IL skills still needed?		
Underlying Needs: N/A		
Desired Outcomes: What are the youth's housing goals? Where do they plan to live as an adult and what is the backup plan?		Outcome Expected Achievement Date: When will the desired housing outcome be achieved?
<b>Action Step(s):</b>		<b>Responsible Person(s):</b>
List all action steps needed to achieve the outcome. What resources will assist the young person in achieving the outcome? Begin date?		Who is responsible for each action step?

**Housing--things to consider:**

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

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

**Employment—things to consider:**

- Does youth have Photo ID and Social Security card?
- Does youth have a resume?
- Does youth have a job? If not, what steps are being taken to get a job?
- What does the youth want to do for a job? Has youth taken career/interest inventory to identify what jobs they are interested in?

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- Has youth accessed local Workforce Investment Act (WIA) career services? Vocational Rehabilitation?
- Is the youth aware of opportunities available through Job Corps or the military?
- If youth is unable to work, is DCS assisting with Supplemental Security Income (SSI) application?

<b>3. Education and Accessing Financial Aid</b>		
Name(s): Name of the youth	Mission: Well-Being	Concern Indicator(s): IL Education
Description of Concern: What does the youth need in order to achieve their secondary & post-secondary educational goals?		
Underlying Needs: N/A		
Desired Outcomes: What are the youth's secondary and post-secondary educational goals?		Outcome Expected Achievement Date: When will the desired education outcome be achieved?
<b>Action Step(s):</b>		<b>Responsible Person(s):</b>
List all action steps needed to achieve the outcome. What resources will assist the young person in achieving the outcome? Begin date?		Who is responsible for each action step?

**Education—things to consider:**

**For youth in high school:**

- ◆ How many credits does the student have?
- ◆ Has the Educational Specialist been engaged?
- ◆ Expected graduation date?
- ◆ Grade in School
- ◆ Special Education/IEP—area of disability
- ◆ Is the youth working toward their GED or interested in pursuing a GED?
- ◆ Clubs or extracurricular activities?
- ◆ What activities has youth been involved with to help them consider their options?
- ◆ Has IL Program Specialist joined the youth's team and explained educational/training and assistance options to youth?
- ◆ What college/technical program campuses have the DCS FSW/resource parent/other staff taken youth to visit?
- ◆ Is youth requesting Extension of Foster Care Services to complete high school or a GED by age 21? If yes, do we have a letter from the school stating youth is on track to graduate by age 21?
- ◆ Is youth requesting Extension of Foster Care Services to pursue post-secondary education?
- ◆ Are there any scholarships the youth might be eligible for?

**For youth in or pursuing post-secondary education:**

- ◆ Has the IL Program Specialist been engaged?
- ◆ What are the youth's Post-Secondary Plans?

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- ◆ What are the youth’s career goals/what does the youth want to study?
- ◆ What are the deadlines for completing college applications, financial aid, etc? Who will assist the youth in completing these?
- ◆ SAT/ACT score or date to be taken.
- ◆ Post-Secondary funding application and supportive documentation filed with ILPS.

<b>4. Health</b>		
Name(s): Name of the youth	Mission: Well-Being	Concern Indicator(s): IL Health
Description of Concern: What does the youth need in order to achieve their health goals? What skills or health education is still needed?		
Underlying Needs: N/A		
Desired Outcomes: What health outcomes would the team/youth like to achieve?		Outcome Expected Achievement Date: When will the desired health outcome be achieved?
<b>Action Step(s):</b>		<b>Responsible Person(s):</b>
List all action steps needed to achieve the outcome. What resources will assist the young person in achieving the outcome? Begin date?		Who is responsible for each action step?

<b>5. Mental Health</b>		
Name(s): Name of the youth	Mission: Well-Being	Concern Indicator(s): Mental Health
Description of Concern: What does the youth need to meet their goals related to their mental health? What skills or education are needed?		
Underlying Needs: N/A		
Desired Outcomes: What mental health outcome would the youth and team like to see for the youth? Referral to DIDDS or TN DMH Adult services?		Outcome Expected Achievement Date: When will the desired mental health outcome be achieved?
<b>Action Step(s):</b>		<b>Responsible Person(s):</b>
List all action steps needed to achieve the outcome. What resources will assist the young person in achieving the outcome? Begin date?		Who is responsible for each action step?

**Health and Mental Health—things to consider:**

- ◆ Does youth have insurance?
- ◆ Does plan address steps to be taken to re-apply for TNCare within 30 days of release?
- ◆ Does youth take medication that will require ongoing med management appointments?
- ◆ Has youth received education in pregnancy prevention and maintaining good reproductive health?
- ◆ Is youth involved in counseling?
- ◆ Has youth had Alcohol and Drug (A&D) issues? Has youth completed A&D program? Does youth continue treatment?

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- ◆ Has FSW assisted youth to arrange for all appointments to continue in the area where the youth plans to live?
- ◆ Has youth received all essential documents, *i.e.*, birth certificate, social security card, medical records?
- ◆ Have eligible youth with chronic health conditions been referred to Department of Health (DOH) Children’s Special Services?
- ◆ Has adult mental health worker been requested? Is this person engaged and a part of the team?
- ◆ Has the Department of Intellectual and Developmental Disabilities (DIDDS) referral been completed? Has DIDDS counselor been engaged and a part of the team?
- ◆ Has Vocational Rehabilitation referral been processed? Is counselor engaged & a part of the team?
- ◆ Has youth identified a health care proxy and completed Health Care Proxy form?
- ◆ Does the youth’s most recent CANS identify any actionable items that must be addressed?
- ◆ SSI status

<b>6. Transportation</b>		
Name(s): Name of the youth	Mission: Safety	Concern Indicator(s): IL Transportation
Description of Concern: What does the youth need in order to achieve their transportation goals? Are any transportation skills still needed?		
Underlying Needs: N/A		
Desired Outcomes: What are the youth's goals for transportation as an adult? How will they get to work, school, etc?		Outcome Expected Achievement Date: When will the desired transportation outcome be achieved?
<b>Action Step(s):</b>		<b>Responsible Person(s):</b>
List all action steps needed to achieve the outcome. What resources will assist the young person in achieving the outcome? Begin date?		Who is responsible for each action step?

**Transportation—things to consider:**

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

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<b>7. Finances</b>		
Name(s): Name of the youth	Mission: Well-Being	Concern Indicator(s): IL Finances
Description of Concern: What does the youth need in order to achieve their financial goals? Any financial skills still needed?		
Underlying Needs: N/A		
Desired Outcomes: Describe the youth's financial goals. 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?
<b>Action Step(s):</b>		<b>Responsible Person(s):</b>
List all action steps needed to achieve the outcome. What resources will assist the young person in achieving the outcome? Begin date?		Who is responsible for each action step?

**Finances—things to consider:**

- ◆ Has the youth received the results of a credit check?
- ◆ Has the result of the credit check been reviewed with the youth to identify inappropriate activity?
- ◆ Does the youth know and understand the importance of developing and maintaining a sound credit history and credit rating?
- ◆ Has the DCS FSW/resource parent assisted youth in preparing a monthly budget based on their proposed housing plans and other financial responsibilities?
- ◆ Does the youth have a checking &/or a savings account?
- ◆ Has youth saved any money?
- ◆ Will the youth be able to access any trust funds, settlements, etc. as an adult?
- ◆ Youth's current income and needed income from employment.
- ◆ Will youth access Extension of Foster Care services?
- ◆ Does plan address steps to be taken to access public assistance such as the Supplemental Nutrition Assistance Program (SNAP), Families First, etc.
- ◆ Supplemental Security Income (SSI): Is the young person a current recipient of 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?

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<b>8. Permanency</b>		
Name(s): Name of the youth	Mission: Permanency	Concern Indicator(s): IL Social Skills
Description of Concern: What does the youth need in order to have permanent lifelong connections? What is needed to ensure the youth has opportunities to engage in the types of activities normally available to youth not in custody?		
Underlying Needs: N/A		
Desired Outcomes: What are the youth's goals for legal and relational permanency and lifelong connections? How will the team know that the youth has achieved their permanency goals? How will the team know the youth has opportunities to engage in the types of activities normally available to youth not in custody?		Outcome Expected Achievement Date: When will the desired permanency outcome be achieved?
<b>Action Step(s):</b>		<b>Responsible Person(s):</b>
List each support person and their contact information. List all action steps needed to achieve the outcome. What resources will assist with this? Begin date?		Who is responsible for each action step?

**Permanency--things to consider:**

- ◆ Who will this youth’s positive adult supports be as the youth transitions to young adulthood? Who does the youth consider their family?
- ◆ How are these adults involved in the Child and Family Team (CFT)?
- ◆ How has the DCS FSW/resource parent/other staff been able to help this youth develop positive adult supports beyond the agency?
- ◆ Does the youth know: Foster parents or other providers will afford the youth every opportunity for social development, recreation and to have normal life experiences? That the youth 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 the foster parent and other providers will have knowledge of where and with whom the youth is staying, and the type of supervision and care the youth shall be receiving before approving an outing or overnight activity?
- ◆ Does the youth know: Foster parents or other providers will assist the youth 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?

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<b>9. Essential Documents</b>		
Name(s): Name of the youth	Mission: Safety	Concern Indicator(s): IL Communication Skills
Description of Concern: Describe any issues or concerns related to essential documents that youth will have upon exit.		
Underlying Needs: N/A		
Desired Outcomes: Which essential documents does the youth currently have? Which essential documents will the youth receive upon exit from custody? (Use checklist below to identify all needed documents)		Outcome Expected Achievement Date: When will the desired essential documents outcome be achieved?
<b>Action Step(s):</b>		<b>Responsible Person(s):</b>
List all action steps needed to achieve the outcome. What resources will assist with this? Begin date?		Who is responsible for each action step?

**Essential Documents List (to guide “Desired Outcomes” and Action Steps in #9 above.)**

- 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)

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<b>10. Life Skills</b>		
Name(s): Name of the youth	Mission: Well-Being	Concern Indicator(s): IL Life Skills
Description of Concern: What life skills does the youth still need to focus on as an adult? ACLSA Scores		
Underlying Needs: N/A		
Desired Outcomes: What are the goals related to the youth's life skills? How will the team know that the youth has achieved their life skills goals?		Outcome Expected Achievement Date: When will the desired life skill outcome be achieved?
<b>Action Step(s):</b>		<b>Responsible Person(s):</b>
List all action steps needed to achieve the outcome. What resources will assist the youth 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 youth at this point
- ◆ Review most recent ACLSA for any underlying issues
- ◆ What things do the youth feel that they need to work on to be successful as an adult?

<b>11. Parenting for Young Adult (If applicable)</b>		
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?		
Underlying Needs: N/A		
Desired Outcomes: Describe the parenting goals for the young adult. 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?
<b>Action Step(s):</b>		<b>Responsible Person(s):</b>
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 Plan for Child—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/child 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?

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<b>12. Immigration Status (If applicable)</b>		
Name(s): Name of the youth	Mission: Safety	Concern Indicator(s): Other
Description of Concern: What does the youth need in order to achieve their immigration-related goals?		
Underlying Needs: N/A		
Desired Outcomes: What are the youth's goals related to their immigration status, particularly as they relate to the youth's transition to adulthood?		Outcome Expected Achievement Date: When will the desired immigration-related outcome be achieved?
<b>Action Step(s):</b>		<b>Responsible Person(s):</b>
List all action steps needed to achieve the outcome. What resources will assist the young person in achieving the outcome? Begin date?		Who is responsible for each action step?

**Important Things to Explain to Youth 17-19 Still in DCS Custody**

- ◆ Extension of Foster Care Services and scholarships which the youth may be eligible for have been explained to the youth. The youth understands that, if they qualify, there will be forms to sign closer to exit from custody.
- ◆ Youth who age out of care at age 18/19 and do not accept Extension of Foster Care Services can return to a regional DCS office to request those services before age 21 and may still be eligible.
- ◆ Youth is aware of community-based services for former foster youth such as Youth Villages' Transitional Living or the state's three grand regional Resource Centers for former foster youth. The youth will receive an informational packet of community services at least by their thirty (30) day discharge Child and Family Team Meeting (CFTM).
- ◆ Youth are informed that when they age out of foster care that their TennCare benefits may be discontinued. If they want TennCare benefits to continue, they must complete an application for continued benefits that is sent to the Department of Human Services (DHS). The youth will be informed by DHS whether or not they can continue their TennCare. The youth must inform their DCS FSW if TennCare benefits stop, or if they do not qualify so the DCS FSW can assist the youth in finding other community-based health care services. The youth must understand that DHS must have a current mailing address and the youth must inform DHS and their DCS FSW when there is an address change.