

The PPS 3059 serves as the formal transition plan document required by Federal and State policy, in accordance with the Family First Prevention Services Act of 2018. It is crucial that workers understand that transition planning with youth is a process that is to be completed through close youth engagement. It is to be used as a tool to help youth assess their strengths and needs, and to address any current or future challenges while preparing them to for their transition to adulthood. The My Plan for Successful Adulthood is the form to be used for all youth in the custody of the Secretary of DCF who are 14 or older, regardless of case plan goal. The My Plan for Successful Adulthood shall be updated prior to the case planning conference. The My Plan for Successful Adulthood shall be reviewed at the case planning conference to ensure that the youth's goals and needs are being addressed and progress is being made toward a successful transition.

The transition plan is a strategy for assisting youth in achieving self-sufficiency. This plan should be viewed as a process that is youth-centered and focuses on the long-term goals of the youth by breaking them into smaller short-term goals. The PPS 3059 is initiated prior to the case plan when the youth is 14 or older and is updated prior to each case plan thereafter. It shall be forwarded to the court with the court report form/cover sheet and attached to each case plan.

See section 3214 of the PPS PPM for more information.

▪ **Guidelines for Completion**

Youth shall be involved in developing the My Plan for Successful Adulthood. Planning must be guided by the youth's wishes, hopes and dreams. Case workers shall work directly with the youth to ensure that the youth's goals are attainable and that the youth is provided access to work toward their goals. This form shall be completed together in a collaborative manner between the youth, the case manager, and other supportive adults involved in the youth's life, as applicable, including the youth's parent(s) and birth family, foster parents, residential caregiver, kinship connections, and/or mentor. The process shall be youth-directed and based upon encompassing the youth's goals for the future, while utilizing the strengths-based perspective. Based upon the youth's age and maturity level, it is encouraged that each section of the plan be utilized as prompts for guiding case management discussions during monthly worker/child visits with the youth. Introduce the section domains over a period of time to allow the youth to become familiar and comfortable with the form. There are specific section domains that are not required to be completed at age 14, but these sections may be completed, if appropriate, when considering age and maturity factors. The form utilizes personalized wording such as "My Education Plan" and "I need support as I continue..." to encourage youth ownership in the planning process.

The form must be updated prior to each case plan to reflect the sections of the plan that have been discussed with the youth. Participants may type in the form, adding new content each time the plan is updated. The form must be reviewed at each case planning conference. The case manager shall document on the form which sections of the plan were not discussed during the current review period. The form must be completed in its entirety prior to the youth's exit interview. This document is expected to change over the course of the youth's years leading up to adulthood. The information on this form may be maintained with new information added as the document is updated over time. It is appropriate for this document to serve as a historical tracking tool, to assist the youth in documenting/observing their growth, progress, and achievements towards transition into adulthood.

- The top of the PPS 3059 is identifying information about the youth.
- The "Summarize goal progress since the last transition plan update" is intended to reflect ongoing progress for the youth. The summary of progress after initial completion shall include all previous updates to the plan and concerns about the plan, indicated by date with the top entry as the most recent, and shall specify the first and last name of the case manager or family support worker updating the plan. The summary shall reference the section(s) the information is updating.

- The My Plan for Successful Adulthood shall be signed and dated each time transition planning occurs.

- **Section 1: My Identifying Documents (Required for all youth ages 14 and older)**
(PPM 5259, 3214) (Section 475 of the Social Security Act) (Section 603(d) Fair Credit Reporting Act)
Section 1 of the My Plan for Successful Adulthood transition plan focuses on the youth's identifying documents. The status of each personal document shall be checked, along with a location for who has physical possession of these documents. The step(s) needed to be taken shall identify what documents are missing and the plan for obtaining the missing documents prior to release from custody. It is of vital importance that the youth is assisted in obtaining their identifying documents. These documents are required upon release from custody and provide the youth with the essential documents needed to secure employment, housing, appropriate mental health and medical treatment, continued education, as well as a historical reference of their identity from their childhood. Having these documents in the youth's possession upon release is essential to their successful transition. Progress shall be noted at each subsequent update following the initial plan development. Youth shall be provided these documents upon leaving care. Youth shall be guided with development of a secure place to keep all identifying documents upon release from custody.

- **Section 2: Getting to Know You (Required for all youth ages 14 and older)**
Section 2 of the My Plan for Successful Adulthood transition plan focuses on the important details of the youth's specific interests, culture, concerns, strengths, abilities, needs and preferences. This section is intended to be youth-driven and to empower the youth's voice and participation in planning for their own transition to adulthood. By personalizing the transition plan document, it provides an opportunity for the youth to take ownership and become more goal-oriented in the development of their plan.

- **Section 3: Life Skills (Required for all youth ages 14 and older)**
Section 3 is intended to assess the basic skills needed to successfully live independently as an adult. The categories are broken down for the youth, case worker, and placement to assess the youth's skill set in each domain. By assessing the youth's competency in these essential life skills at age 14, the youth is given additional time and support to develop competency in these areas prior to transitioning into adulthood. The youth's progress towards life skills competency is documented on the My Plan for Successful Adulthood transition plan to support the youth in remaining focused on their needs to prepare for adulthood and self-sufficiency.

- **Section 4: My Education Plan (Required for all youth ages 14 and older)**
Section 4 of the My Plan for Successful Adulthood transition plan shall include a strategy for the youth to complete their secondary education, which may include an alternative educational program or a GED. Plans for higher education shall be addressed by indicating if the youth plans to attend college, junior college, or a vocational school. Educational settings and financial assistance shall be addressed, and steps to transition from high school to further education shall be included in tasks on the case plan. If the youth is receiving special education services, the IEP/504 plan shall be coordinated. If it is identified the youth is behind in attainment of their secondary education, the case manager shall assist the youth in checking for missing secondary education credits. The youth shall also be assisted in checking to see if Kansas State Statute #38-2285 applies, also known as Senate Bill 23. This provision allows for foster youth to attain a minimum of 21 credit hours. Additional information can be located on the Kansas State Department of Education (KSDE) website. The step(s) needed to be taken shall address what has been check marked underneath the heading, "I would like more information..." The worker shall assess if the youth has a disability or is receiving educational supports through an Individualized Education Plan (IEP) or a 504 plan and refer the youth to Vocational Rehabilitation and/or Pre-ETS, if it is determined that the youth may be eligible for these services.

- **Section 5: Youth Advocacy (Required for all youth ages 14 and older)**
Section 5 is an evaluation of the youth's awareness of regional and statewide councils (KYAC and RYAC) and assesses the youth's interest in participation. The youth shall be provided with information on the Kansas Youth Advisory Council (KYAC) and the Regional Youth Advisory Councils (RYAC) to ensure that the youth has been given the opportunity to participate in advocacy groups and to promote youth normalcy.
- **Section 6: My Connections Plan (Required for all youth ages 14 and older)**
Section 6 is a strategy for developing Connections for Success via individuals, community supports, and services. The relational supports a youth has or will have shall also be documented. An individual shall be listed for help with overall/everyday living. Community supports may include mentors, legal guardians, faith-based organizations, community agencies (Mental Health Centers, CDDOs, Independent Living Centers, etc.), DCF divisions (Rehabilitation Services, APS), family, and other relationships the youth has established. Mentor programs shall be discussed and documented with the youth. Youth shall be given the opportunity to participate in a mentor/supportive adult relationship and the case worker shall assist in facilitating the resources to do so. Each youth shall be given the opportunity to invite up to two supportive adults of their choice to participate in their case planning.
- **Section 7: My Health/Well-Being (Required for all youth ages 15 and older)**
Section 7 is a strategy for addressing the youth's health needs, including where the youth will receive services and how they will be paid for. Continuing coverage by Medicaid shall be explained in the transition plan. If the youth is receiving mental health services or taking medication, plans for the continued assessment of need, provision of the prescriptions necessary, and payments shall be made. If the youth is eligible for HCBS services and/or is receiving services from a CDDO, this shall be included in the information and the case manager(s) from the agency or agencies shall be included in the transition planning.
- **Section 8: My Employment/Financial Plan (Required for all youth ages 16 and older)**
Section 8 is a strategy for employment and financial literacy. In addition to employment, the plan may include other financial supports such as Independent Living funds, HCBS waivers, and SSI. Vocational training and support, self-employment, supported employment and Working Healthy options shall be explored. Youth shall be assisted in accessing their local Workforce Center's Youth Education, Employment, & Training Programs via the Workforce Investment Opportunities Act (WIOA). The step(s) needed to be taken shall address what has been check marked underneath the heading "I would like more information..." The worker shall assess if the youth has a disability and refer the youth to Vocational Rehabilitation and/or Pre-ETS, if it is determined that the youth may be eligible for these services.
- **Section 9: My Transportation Plan (Required for all youth ages 16 and older)**
Section 9 is a strategy for addressing the youth's transportation needs. Transportation options may include walking, bicycling, bus rides, arrangement of rides with friends, plans for purchasing a car, or completing driver's education. Youth shall be guided in the development of the fiscal cost of their intended transportation plan and ways the youth can achieve the plan. This section shall provide a tangible goal of saving money for a vehicle purchase or provide a sustainable plan for transportation upon transition into adulthood.
- **Section 10: My Housing Plan (Required for all youth ages 17 and older)**
Section 10 is a strategy for where the youth will live once they are no longer in foster care. Housing options include the youth living in their own apartment, an adoptive home or permanent custodianship/guardianship arrangement, relatives, college dormitory, or some other type of setting. The youth shall be guided to formulate a plan that is achievable. The PPS 7000A

Independent Living Monthly Budget Plan can be utilized to assist the youth in financially planning housing options. This section shall describe the youth's plan for housing and where the youth will go if their housing plan were to no longer be a safe or viable option. It is important to list the contact information for housing plans if the youth has those details available to them. If the youth does not have a safe and viable housing plan, substantial efforts shall be documented that show resources have been provided to the youth and safe housing options have been explored in order to avoid homelessness. A safety plan shall be documented to show the youth has access to emergency shelter and food within their community.

- **Section 11: Exit Plan (Must be completed within 90 days prior to release from custody. If the exit plan is unable to be completed within 90 days prior to release of custody due to extenuating circumstances and exception has been granted per PPM 0100 the exit plan shall be completed as soon as possible and no later than 45 days after release from custody.)**

Section 11 shall be completed immediately prior to release from custody in conjunction with the youth, case manager, and DCF Independent Living Coordinator or designee.

- The youth's contact information after release of care shall be indicated, along with a back-up contact. If the youth is willing, a back-up contact shall be listed to include a possible contact available on social media.
- Boxes shall be checked indicating the individual documents the youth has been provided along with the area identified for secure storage of these documents. The youth shall have all of their listed documents in their possession prior to the release from custody.
- The youth's most recent plans shall be indicated for education and employment.
- Five individuals who would know how to contact the youth shall be listed.
- The youth shall be informed they may be surveyed at 19 and 21 years of age for the National Youth in Transition Database (NYTD).
- The Medical Power of Attorney/Living Will section shall be explained in its entirety. The case worker shall assist the youth in formally selecting a trusted adult to make medical decisions on the youth's behalf, should a situation arise where the youth were to become incapacitated for any reason. Not only is this a Federal requirement but selecting a Medical Power of Attorney helps prepare the youth to plan for emergencies and unforeseen circumstances where the youth may not be able to communicate their needs and treatment preferences.
- Indicate the services and supports the youth is interested in receiving from DCF Independent Living after release of custody.
- The youth shall be provided the DCF's Independent Living Coordinator's contact information.
- Participants in the Exit Plan shall sign and date when the Exit Interview has been completed and document any concerns surrounding the plan that the youth has developed.
- The youth shall be provided a copy of their completed My Plan for Successful Adulthood, with the Section 11: Exit Plan completed.
- The following documents shall be sent to the DCF Independent Living team email, to the region where the youth will be located or has requested services immediately prior to release of custody: copies of the youth's identifying documents, the PPS 3050 series, confirmation the youth was assisted in applying for Aged Out Medical, if eligible, and the last completed Casey Life Skills Assessment (CLSA).

