

Purpose: The PPS 3059B, My Adult Services Plan, 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 for all youth and young adults who are 14 or older, regardless of case plan goal, who are on the I/DD waiver or waiting list. This form is a tool to help CWCMP staff and supportive adult(s) guide youth and young adults in formulating plans for their transition into adulthood. It assesses strengths and needs while also addressing any current or anticipated challenges, as well as guide referrals to necessary resources, supports, and services are set up for the youth into adulthood. Transition planning with youth and young adults is a process that is only successful with authentically engaged youth and young adults alongside their supportive adult(s). Timeliness of completing applications and referrals for services is vital for youth and young adults who are transitioning from foster care into adult services Community Development Disability Organizations (CDDO).

Guidelines for Completion: Youth and young adults shall be involved, at the developmental or cognitive level that they are able, in developing the My Adult Services Plan. Planning must be guided by the youth or young adult's goals, wishes, hopes, and dreams, along with necessary support and resources in adulthood such as social security income, adult guardianship, waiver services, etc. This plan shall be collaboratively created by the youth or young adult, the case management team, and supportive adults in the youth or young adult's life. Supportive adults may include parents, birth family, foster parents, residential caregivers, kinship connections, mentors or other adults identified by the youth or young adult and case management team.

This plan should be utilized over time to focus on the long-term goals of the youth or young adult by creating short term goals and tasks that lead to successful completion of long-term goals. Case teams should use the information gathered from completing this form to guide case plan tasks. This form is updated prior to each case plan or whenever there is any new relevant information.

Based upon the youth or young adult's age and maturity level, the plan is designed ~~to be~~ to guide discussions during monthly visits with the youth or young adult. Introducing the sections over time allows the youth or young adult to become familiar and comfortable with the plan. Some sections are only required after a certain age (e.g. 14 or 15 years of age) but may be completed with a youth who is able to understand the section or has an interest in completing that part of the plan who is not required to complete the section. 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.

This form shall be forwarded to the court and attached to each case plan. This form shall be sent to the DCF Foster Care Liaison and the DCF Independent Living Coordinator with the case plan invitation.

The form must be reviewed at each case planning conference. If a section is not reviewed or discussed, the case manager shall note the reason(s) in the appropriate section. If a The form must be completed, reviewed, and updated in its entirety 90 days prior to the youth or young adult's exit interview. This document is expected to change leading up to adulthood. It is appropriate for this document to serve as a historical tracking tool, to assist the youth or young adult in documenting and observing their growth, progress, and achievements towards transition into adulthood.

- The top of the PPS 3059B is identifying information about the youth or young adult.
- This form includes information specific to adult services, resources, and supports for those youth and young adults transitioning from foster care into these types of services and supports.
- Each section includes space for identified case plan tasks to be developed based on the information provided in the section.

- The “Summarize goal progress since the last transition plan update” is intended to reflect ongoing progress for the youth or young adult. 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 sections the information is updating.
- My Plan for Successful Adulthood shall be signed and dated each time transition planning occurs.

Section 1: Getting to Know you (Required for all youth or young adults ages 14 and older)

This section focuses on the important details of the youth or young adult's specific interests, culture, concerns, strengths, abilities, needs and preferences. This section is intended to be youth-driven and empower their voice and participation in the planning process for their transition into adulthood by personalizing the transition plan to the specific youth or young adult.

Section 2: Social Security, Payee, Guardian, and Home and Community Based Waivers (required for all youth or young adults ages 14 and older)

Section 2 assists case teams with documenting and tracking information related to a youth or young adult's adult social security income applications, payee, guardian, and Home and Community Based Services Waivers (HCBS). It is understandable that each youth or young adult's situation is different and workers may utilize the case manager notes sections to document specific information that is relevant to the youth or young adult, and ensure adult services are set up prior to release of custody.

Psychological Exams and Social Security

This section is to assist case teams in documenting the youth or young adult's psychological examinations and social security income applications. Case teams must ensure youth and young adults who are going to need and qualify for Social Security Income (SSI) in adulthood receive those benefits. Teams can do this by assisting them in completing applications in a timely manner, scheduling appointments and examinations, appealing denials if applicable, and establishing a payee for social security if needed. Case teams shall document details and progress toward completing these tasks on the PPS3059B. Case teams shall also document details of scheduled exams and results of those exams.

Payee

It may be necessary for some young adults who will receive adult SSI to have a payee. Payees are responsible for managing SSI payments for the young adult. It is important for case teams to understand that not all young adults who receive SSI in adulthood need a payee. If a payee is needed, case teams shall document who the payee will be in this section including their name, relationship, and contact information. Case teams shall consult with Social Security Administration (SSA) for specific eligibility requirements for an adult payee.

Guardian

It is important for case teams and supportive adults to understand that not all youth and young adults who receive SSI and HCBS waiver services will require a guardian in adulthood. To qualify for a guardian there must be a statement from a designated professional (listed in K.S.A. 59-3064) stating a guardian needs to be appointed and that the individual lacks capacity. There are limitations on guardians in their roles. Ex. Guardians cannot make young adults stay a specific adult residential home if the youth adult no longer wants to live there, guardians do not administer or force medication administration on youth or young adults and cannot control behavioral concerns a youth or young adult may have. CMP staff in conjunction with the youth or young adult should first attempt to identify individuals with supportive relationships with the

youth or young adult to serve as the guardian. If there is no identified guardian, a referral to DCF Adult Protective Services for the Kansas Guardianship Program shall be completed (*please refer to PPM 10620*). Case teams shall document information on the referral process and any progress towards obtaining a guardian if applicable. If there are questions on if a youth or young adult will need an adult guardian, case teams shall consult with regional DCF legal or Adult Protective Services (APS) staff.

Home and Community Based Services Waivers (HCBS)

The Kansas Department for Aging and Disability Services (KDADS) oversees the systems of community-based services and supports for those with disabilities in Kansas. The current HCBS waivers offered in Kansas that may apply in adulthood are the Brain Injury (BI) waiver, Intellectual/Developmental Disability (I/DD) waiver, Physical Disability (PD) waiver, and Technology (TA) waiver. Case teams should indicate if a specific waiver is not applicable to a youth or young adult by selecting the "N/A" box next to each corresponding section. There is an area under each potential waiver section for case teams to document information and progress towards obtaining waiver services. This section allows case teams to have a clear understanding of what has been completed and still needs to be done to ensure these services are set up for the young adult as they transition from foster care into adult services. Case teams should search on the web for the Home and Community Based Services Access Guide or visit KDADS website for information and details on each waiver.

Section 3: My Support Network (required for all youth or young adults ages 14 and older)

Stable and healthy long lasting relational supports for youth or young adults are important as they transition into adulthood. This section is used to document and support connecting youth and young adults to their identified support network outside of their case team. Youth and young adults should be given the opportunity to develop supportive adult relationships or participate in mentorship activities. Each youth or young adult should be given the opportunity to include their support network in their transition to adulthood. If the youth or young adult lacks supportive adult connections the case team shall assist the youth in considering additional options for support or refer the youth or young adult to mentorship programs. If the youth or young adult lacks capacity to communicate who their supports are, case teams shall work to assist the youth with finding safe and supportive connections and possibly refer them to organizations that provide mentorship.

Section 4: My Identifying Documents (required for all youth or young adults ages 14 and older)

(PPM 5259, 3214) (Section 475 of the Social Security Act) (Section 603(d) Fair Credit Reporting Act)

Section 4 focuses on the youth or young adult's identifying documents. These documents are required upon release from custody and provide the youth or young adult with the documents needed to secure employment, housing, mental health and medical treatment, continued education, as well as a historical reference. Having these documents in the youth or young adult's possession upon release is essential to their successful transition.

The status of each personal document shall be noted including information about where the documents are physically located. For documents that have not been obtained or are missing detailed steps to obtain these documents should be included on the form. Youth and young adults shall be provided these documents upon leaving care. Youth, case managers, and other supportive adults should plan for a secure place for keeping these documents upon release of custody.

Section 5: Life Skills (required for all youth and young adults ages 14 and older)

This section is intended to assess the basic skills needed to successfully transition into adulthood. Many youth or young adults in this population may not be able to articulate their ability to complete life skills. Case teams shall collaborate with the youth or young adult as well as their supportive adult(s) to document each specific life skill. Details shall be provided on the level of skill as well as frequency of the youth ability to complete tasks. Case teams shall document specific case plan tasks to address life skills for each youth or young adult.

Many youth and young adults on the I/DD waiver or waitlist complete assessments from the CDDO provider that addresses life skills. If an assessment that addresses all life skills listed in the PPS 3059B has been completed, case teams may attach the completed assessment to this plan. If all the life skills are not addressed in the attached assessment, the case teams shall complete the individual sections that were not addressed. The Casey Life Skills Assessment does not fulfill this requirement and will still need to be completed per policy.

Section 6: Youth Advocacy (required for all youth or young adults ages 14 and older)

The youth or young adult shall be provided with information on the Kansas Youth Advisory Council (KYAC) and the Regional Youth Advisory Councils (RYAC) and provided an opportunity to participate in advocacy groups. Case teams should explore additional youth advocacy opportunities for youth or young adults outside of KYAC and RYAC such as Kansas Youth Empowerment Academy (KYEa), YLink, school groups, etc.

Section 7: My Education Plan (required for all youth or young adults ages 14 and older)

This section is an opportunity for case teams to assist youth or young adults with their plans for completing their secondary education, which may include an alternative educational program or GED. Plans for post-secondary education shall be addressed by indicating if the youth or young adult plans to attend a certified technical program, community college, or university. If the youth or young adult is receiving special education services the IEP or 504 plan accommodations should be documented in this section. There is an option for youth or young adults to indicate if they would like to be assessed for any services or supports.

If it is identified that the youth or young adult is behind in attainment of their secondary education, the case manager shall assist the youth or young adult in checking for missing secondary education credits. The youth or young adult shall also be assisted in checking to see if KSA 38-2285 applies. This statute allows youth in foster care to graduate with the state required 21 core credit hours.

Section 8: My Health and Well-Being (required for all youth/young adults ages 16 and older)

Section 8 addresses provision of youth or young adult's health needs. This section includes information on medical and mental health providers and payment mechanisms. Case teams should explain Kansas Medicaid eligibility to the youth or young adult, as well as assisting them in determining their established supports during the transition planning process. If the youth or young adult 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. Youth and young adults shall be given the opportunity to discuss if they find their providers, medications, or both helpful and if they have any concerns with their providers or medications.

Section 9: My Transportation Plan (required for all youth and young adults ages 16 and older)

Section 9 is used to address the youth or young adult's transportation needs. This section shall provide a sustainable plan for transportation upon transition into adulthood. Transportation options may include walking, bicycling, bus rides, arrangement of rides with friends, plans purchasing a car, or completing driver's education. Youth and young adults living with I/DD may also have transportation available to them through their CDDO, adult residential provider, and Medicaid provider. Case team shall document the youth or young adult's specific plans and resources for transportation under this section.

Section 10: My Employment and Financial Plan (required for all youth and young adults ages 16 and older)

Section 10 creates a plan for employment and financial literacy. Vocational training and support, self-employment, supported employment and Working Healthy options shall be explored. Youth and young adults shall be assisted in accessing their local Workforce Center's Youth Education, Employment, & Training Programs via the Workforce Investment Opportunities Act (WIOA). The worker shall assess if the youth or young needs to be referred to Vocational Rehabilitation, Pre-ETS, or other appropriate services, if it is determined that the youth or young adult may be eligible for these supports. Case teams shall document the youth or young adult's financial plans for adulthood in this section. This may include how the youth will pay for bills, food, and any additional expenses. Some young adults who receive SSI may have a payee to assist them with managing their funds and paying expenses. Case teams shall work with the young adult to assist them in understanding how they can request to access their funds through their payee if applicable. Case teams shall assist youth or young adults in understanding their employment and financial plan as it relates to SSI or other benefit programs they may be entitled to and/or receive. Case teams should explore additional support programs for youth and young adults such as ABLE accounts and special needs trusts if applicable.

Section 11: My Housing Plan (required for all youth and young adults ages 17 and older)

Section 11 works with the youth or young adult to develop an achievable plan for housing after release of custody. Housing options include living in an adult residential facility, shared living, low income or section 8 housing, their own apartment, with supportive adult(s), relatives, or other settings. Areas of the state and or country they have a desire to live when they transition into adulthood shall be explored with the youth or young adult. Information on resources and supports available to them shall be explored and shared with the youth or young adult and their supports. Case teams shall document specific steps that have been taken to secure housing once the youth or young adult is released from custody.

Back up housing plans shall be explored with all youth and young adults regardless of their original housing plans. There is a statement at the top of the page for youth and young adults to indicate they understand that DCF Independent Living does not provide physical placement or housing to young adults once they are released from custody. While some young adults may be eligible for financial assistance for housing, DCF Independent Living does not have physical structures to place young adults. It is vital that youth and young adults as well as their supports have a clear understanding of the housing resources available, as well as the potential barriers to obtaining housing once they are released from custody. Failure to secure housing through a CDDO Adult Residential prior to release of custody will impact a youth or young adult's ability to skip the waitlist for housing.

It is important to list the contact information for housing plans if the youth or young adult has those details available to them. If the youth or young adult does not have a safe or viable housing plan, efforts shall be documented that show resources have been provided to the youth or young adult about safe housing options to avoid homelessness. A safety plan shall be documented to show the youth or young adult has access to emergency shelter and food within the community where they will be living once released from custody.

Section 12: Legal (required for all youth or young adults ages 14 and older who have current or pending charges and/or past convictions)

Section 11 addresses legal matters for youth or young adults who have current or pending charges or past convictions. Case teams and youth or young adults should include information in this section on the specific counties the charges or convictions are from. They should also include specific contact information for the court services or probation officers as well as contact information for the youth or young adult's criminal defense attorney. Youth and young adults should be guided in a discussion on their plans for fulfilling court orders and paying fines and fees. Case teams should help youth and young adults connect with resources and develop plans for completing court orders and paying fines or fees prior to the youth or young adult being released from custody. The case team should also guide the youth or young adult in a discussion on how their charges, or convictions may impact them in adulthood. Case teams should help youth and young adults connect to resources to address and potentially resolve these barriers.