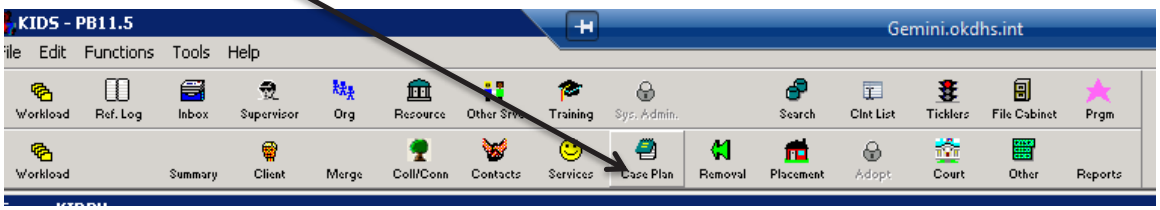
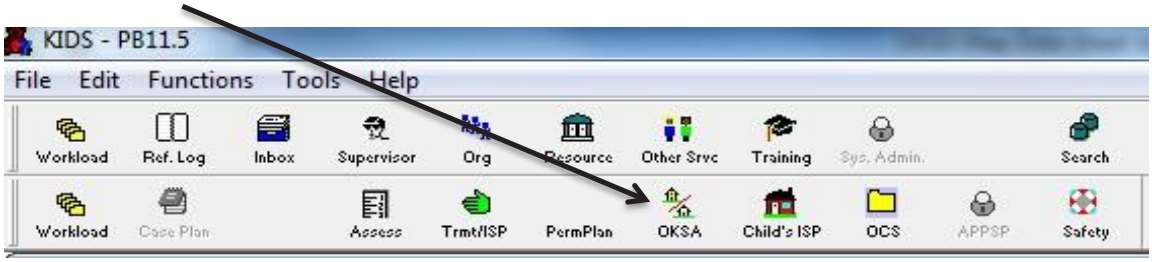
APPENDIX B

DOCUMENTING IN THE KIDS SCREENS

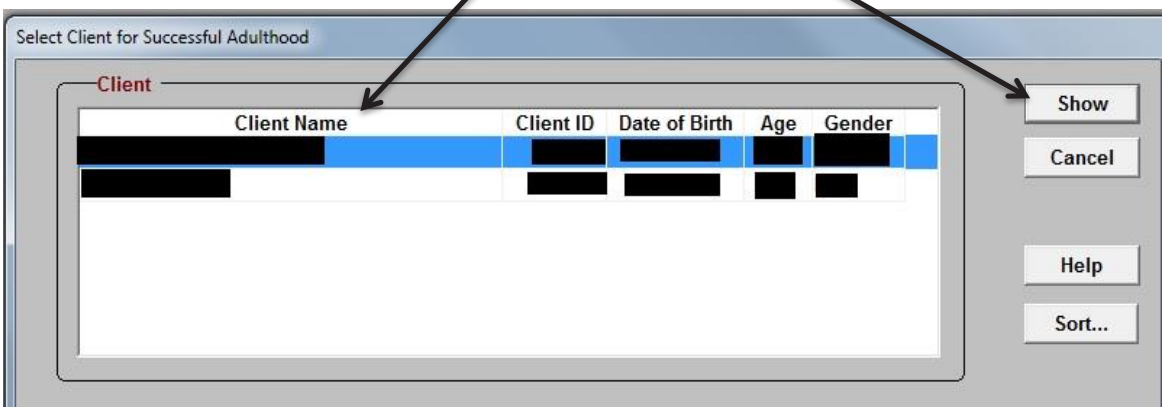
1. Select "Case Plan."



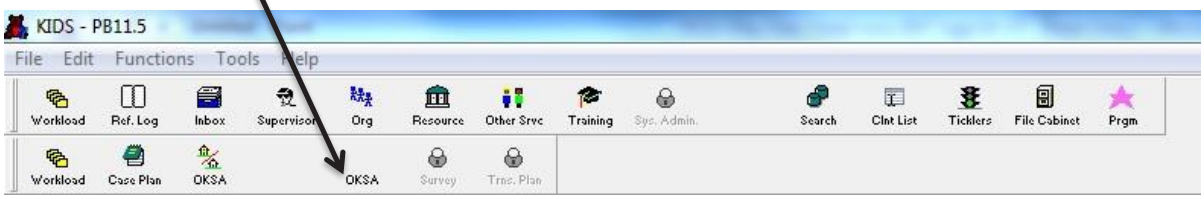
2. Select "OKSA."



3. Select the appropriate youth from the list here. Then select "Show."

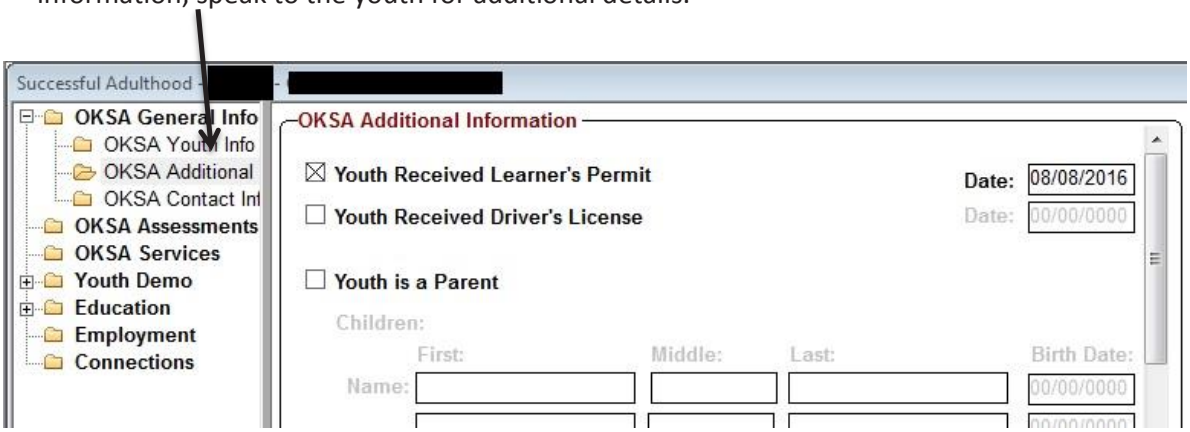


4. Select "OKSA" again.



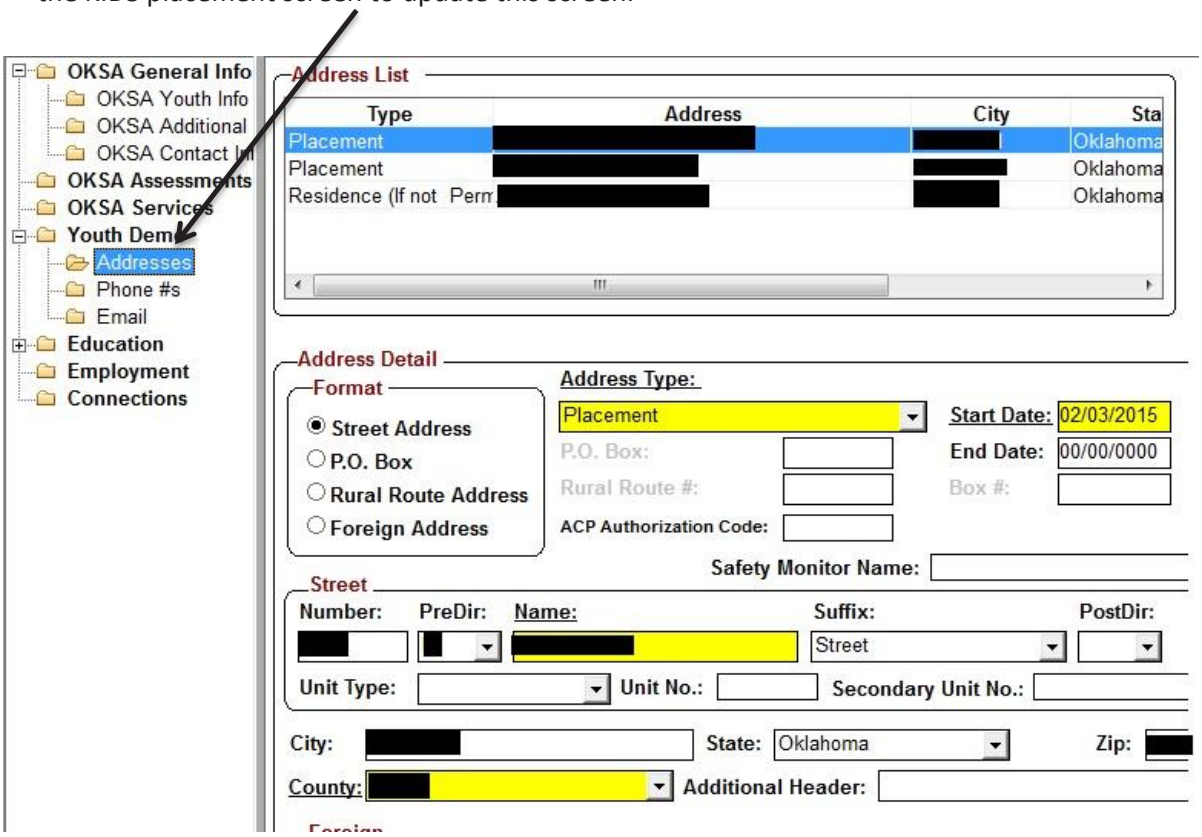
5. This will show you the Successful Adulthood Youth Info Screen.

1. Select the "OKSA Additional Info" tab and fill in all information. If you are not sure about information, speak to the youth for additional details.

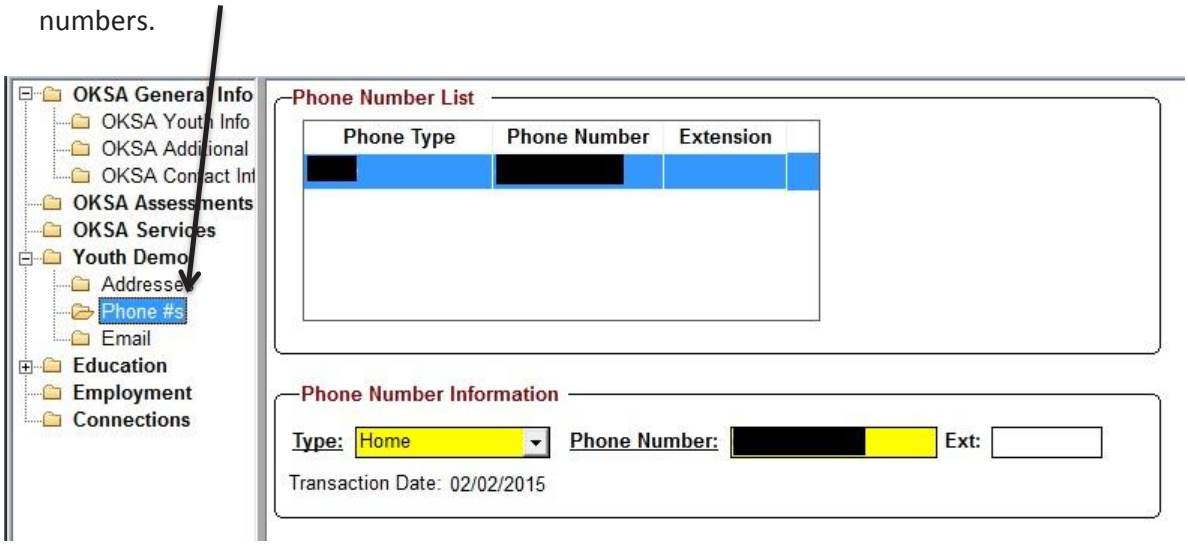


2. Be sure to scroll down on this tab and complete all information.

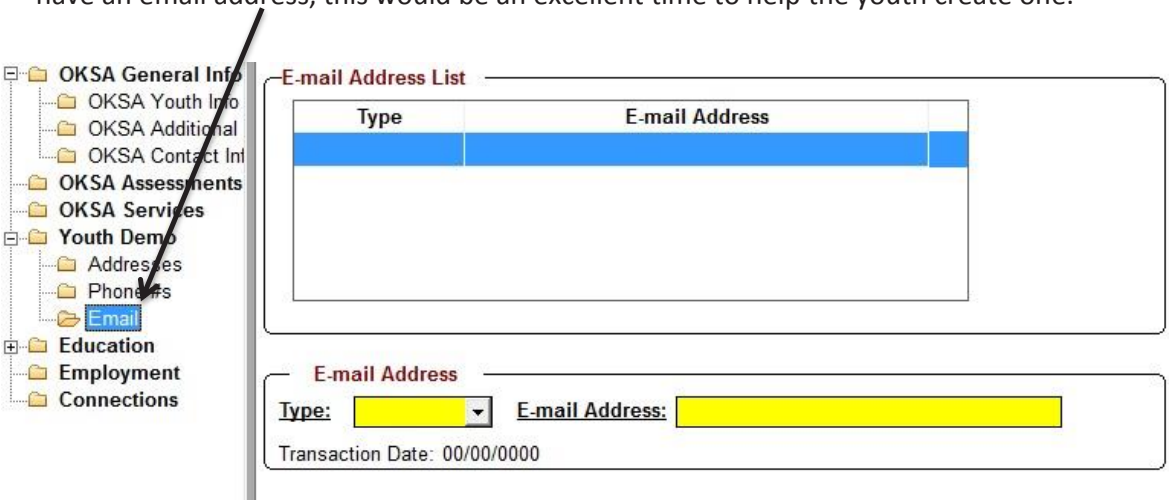
3. Select the "Addresses" tab under "Youth Demo" and ensure it is correct. If it's not, update the KIDS placement screen to update this screen.



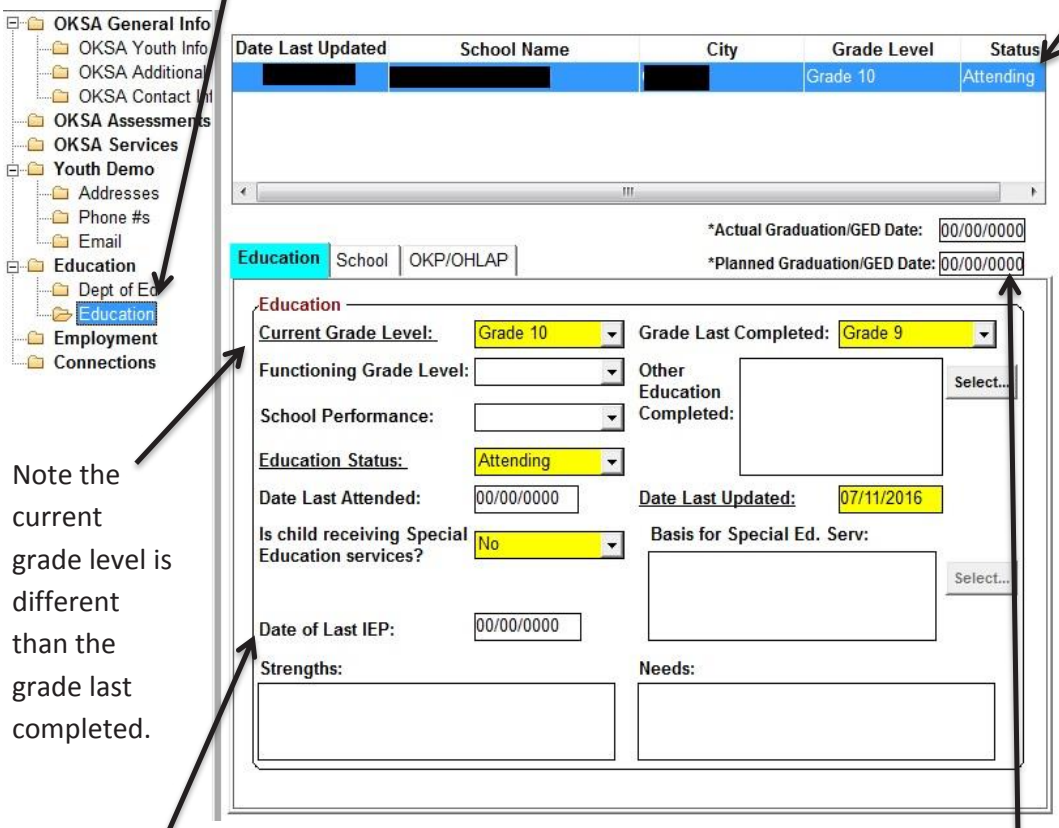
4. Select the "Phone #s" tab under "Youth Demo" and ensure it is correct. Update the phone numbers with the youth's current info. Remember to check for cell and Skype phone numbers.



6. Select the "Email" tab under "Youth Demo" and ensure it is correct. If the youth doesn't have an email address, this would be an excellent time to help the youth create one.



6. Select the "Education" tab and ensure it is up to date.



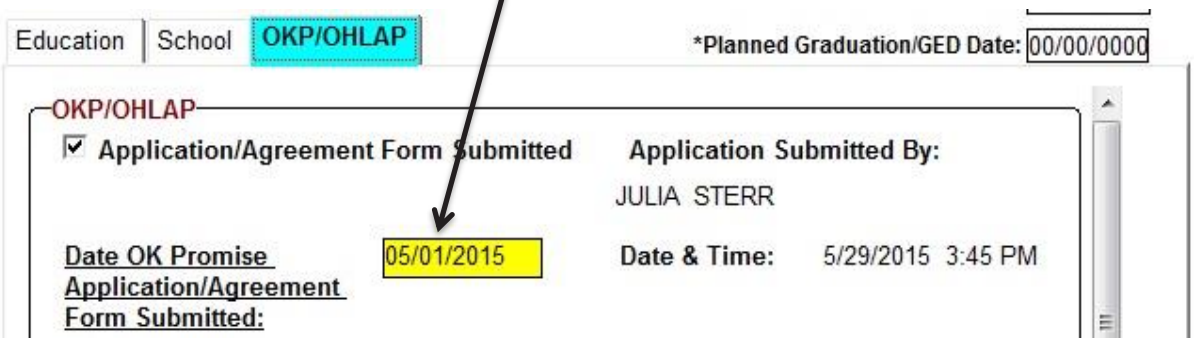
The youth should only be in one school. If the screen shows the youth is attending multiple schools make corrections as needed.

Note the current grade level is different than the grade last completed.

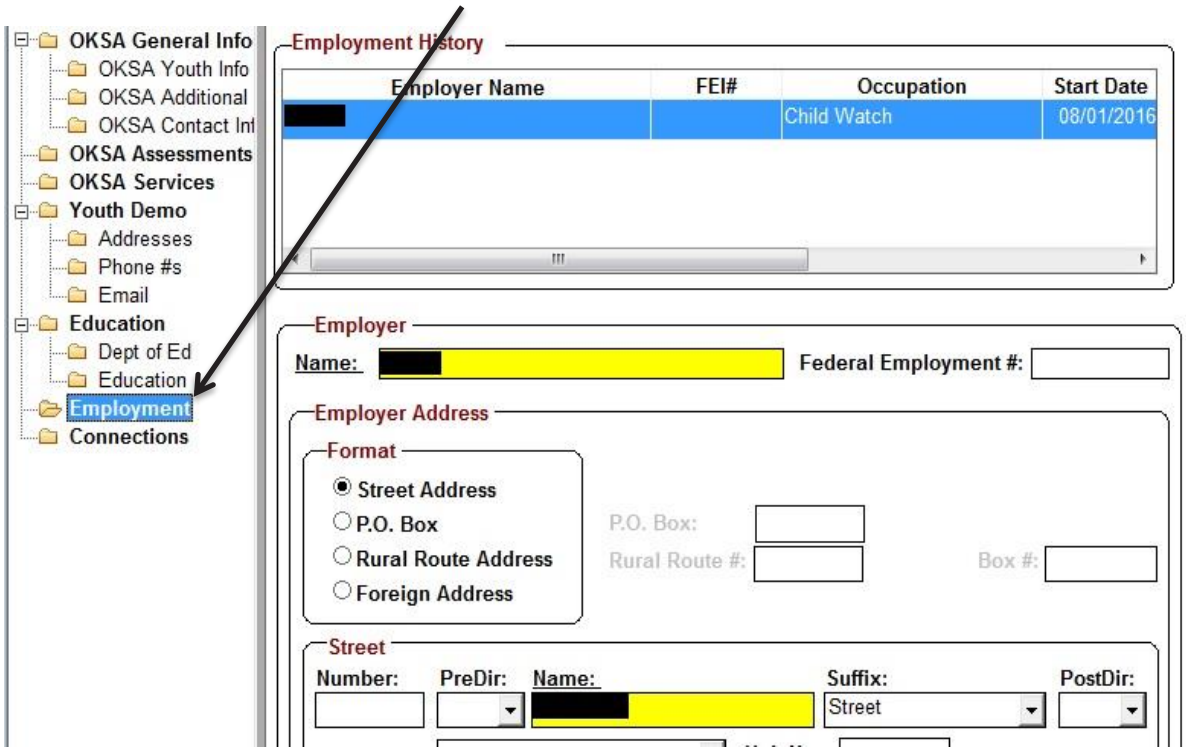
Many youth in Oklahoma don't graduate on time. One of the reasons is that they move from school to school and their IEP doesn't always follow with them. Ensure your youth has a copy of their updated IEP.

The planned graduation date is very important. This is one way that we ensure that the youth gets higher education funding information.

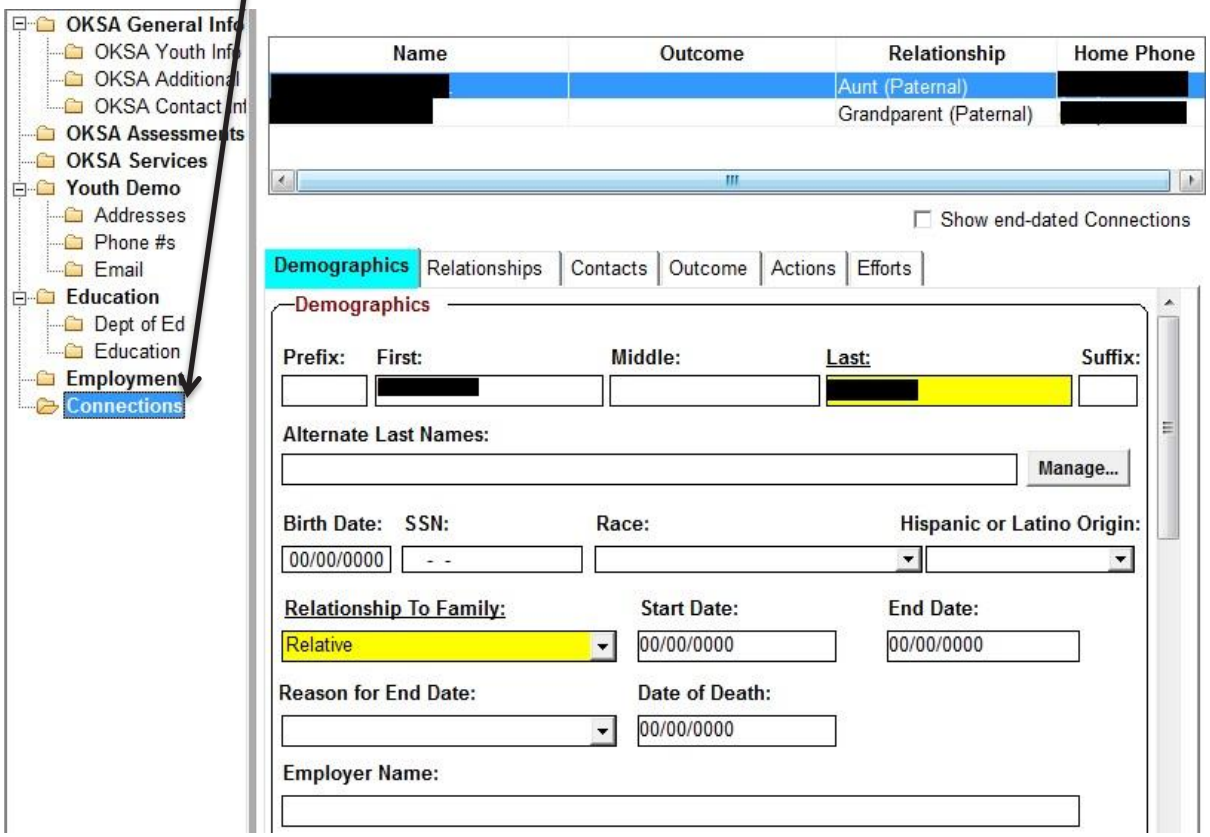
7. Ensure the youth is enrolled in OHLAP. Check this screen for details. If the youth is not enrolled, contact state office for further instructions. Please note: youth need to be enrolled between 8th and 10th grade.



8. Select the "Employment" tab and update information.

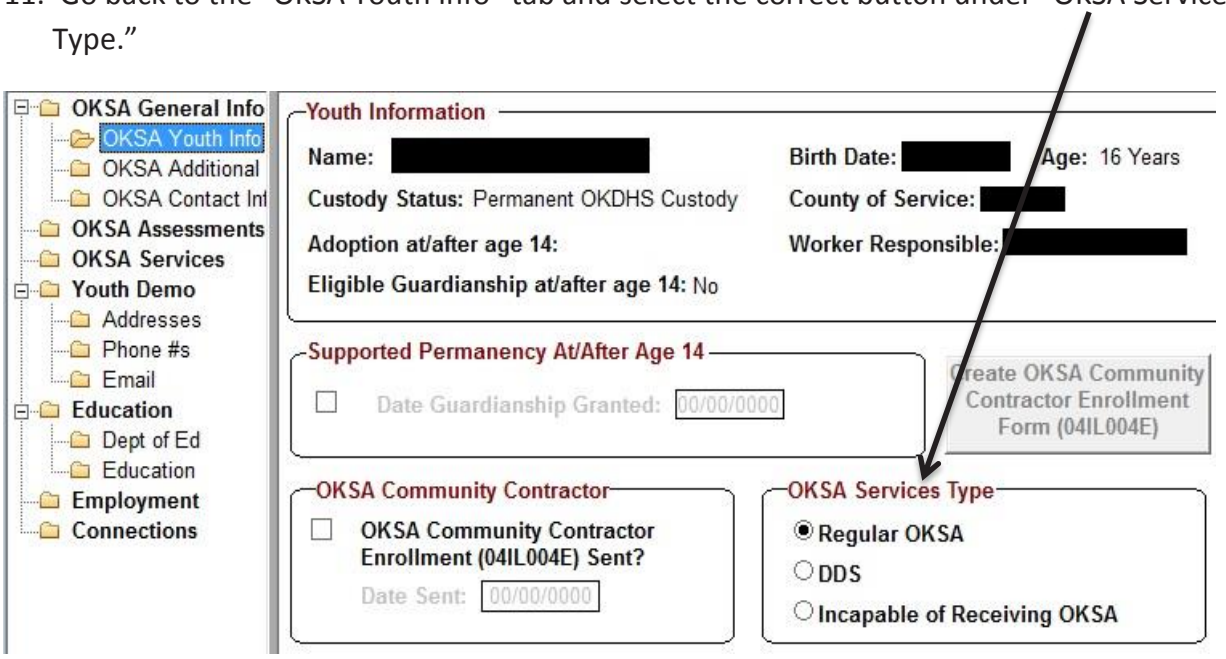


9. Select the "Connections" tab and add as many permanent connections as the youth can identify.

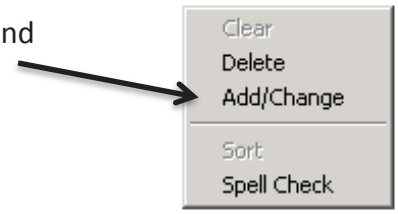


10. Once you have updated all the screens, assess the case. Screens to review include, but are not limited to, AFCARS, Child's Disability, Placement, Finance, etc.

11. Go back to the "OKSA Youth Info" tab and select the correct button under "OKSA Services Type."

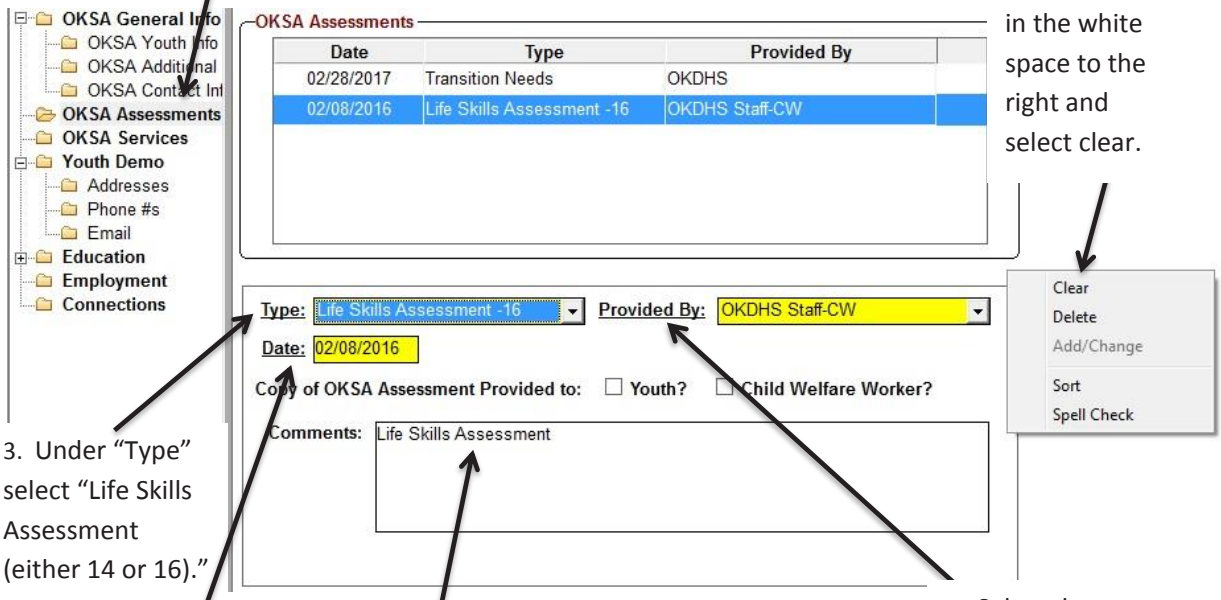


12. Right click in the white space to the right again and select "Add/Change" to save.



1. Select the "OKSA Assessment" tab.

2. Right click in the white space to the right and select clear.



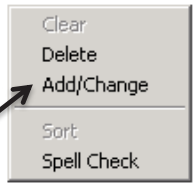
3. Under "Type" select "Life Skills Assessment (either 14 or 16)."

4. Enter the date the assessment was provided.

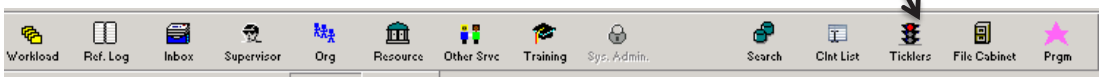
5. Select the most appropriate response next to "Provided by."

6. Enter the name of the assessment and the name of the person that provided it.

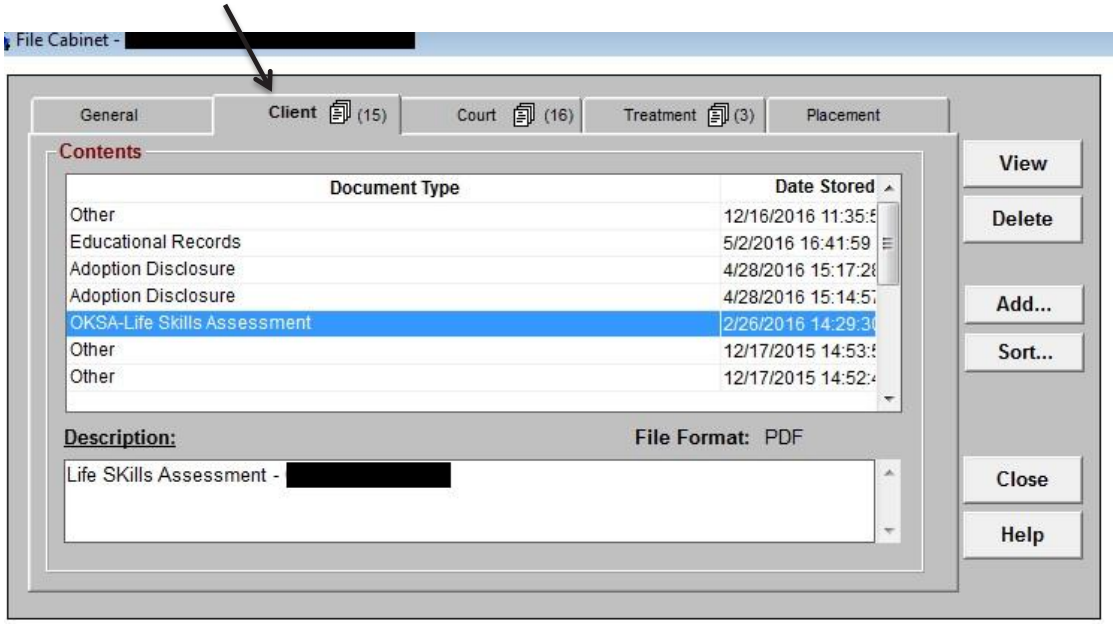
7. Right click in the white space to the right again and select "Add/Change" to save.



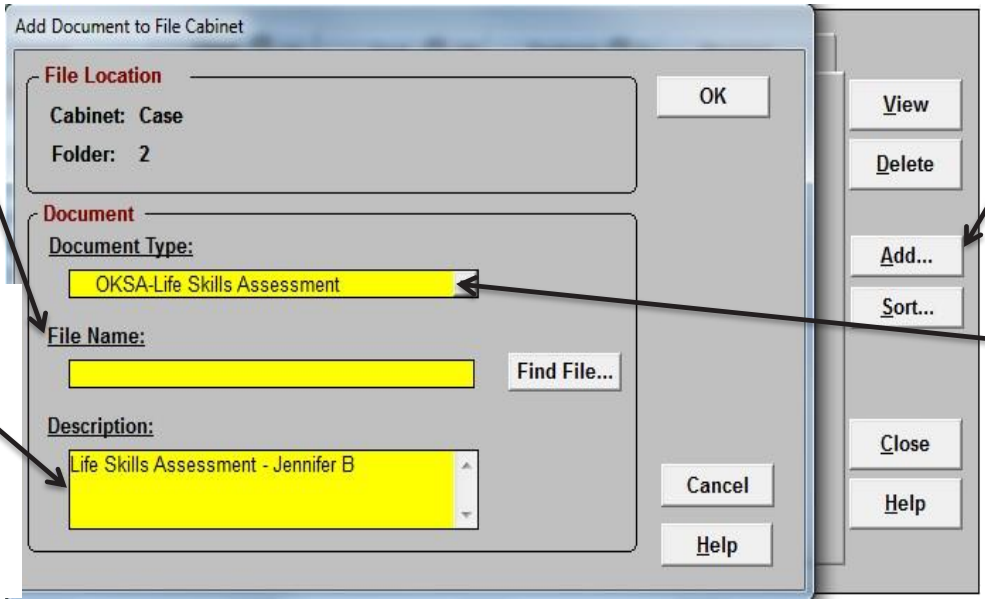
8. Save an electronic copy of the Life Skills Assessment to the file cabinet in KIDS.



9. Select the "Client" Tab.



10. Add the document to the file cabinet.



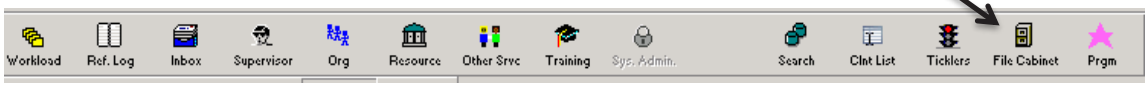
13. Find the file on your computer.

14. Enter the name of the assessment in the description box.

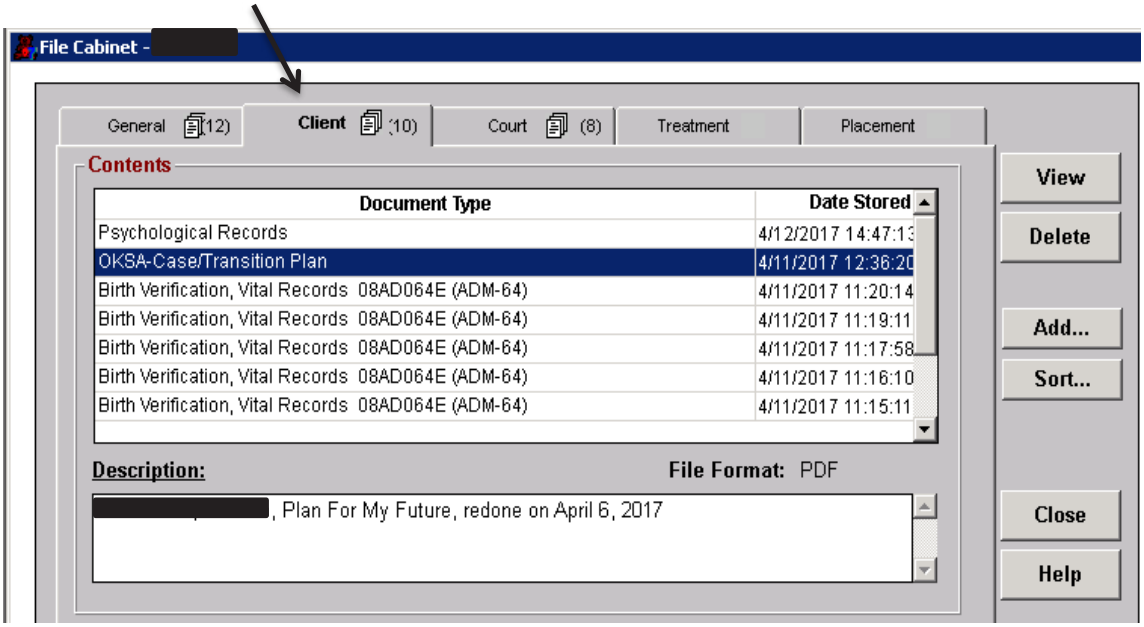
11. Press the "Add" Button.

12. Select "OKSA- Life Skills Assessment.

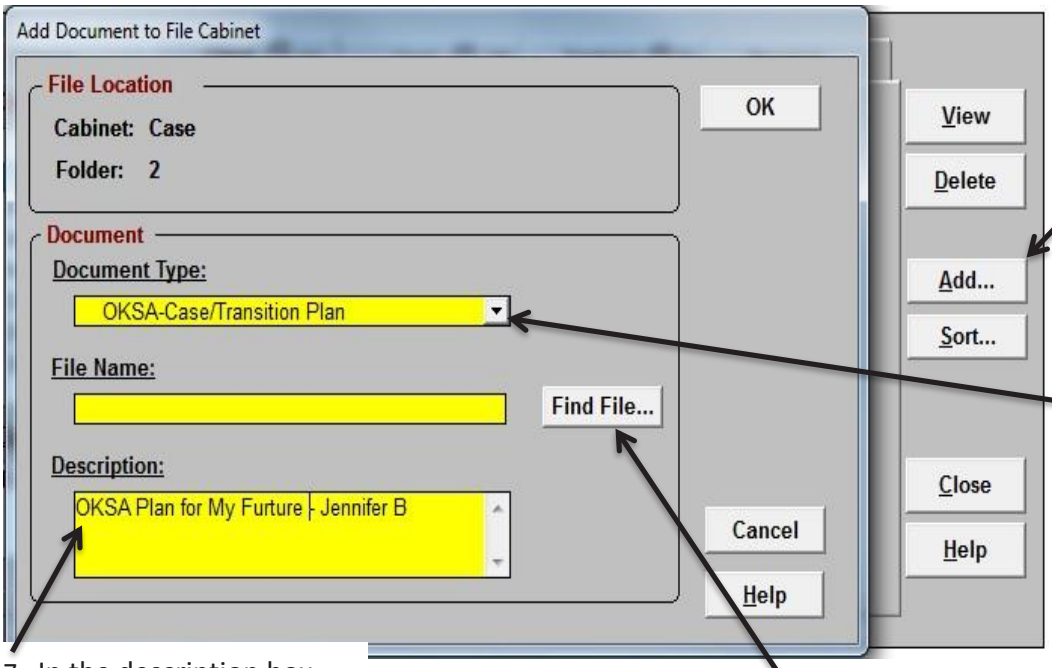
1. Save an electronic copy of the Plan for My Future to the file cabinet in KIDS.



2. Select the "Client" Tab.



3. Add the document to the file cabinet.



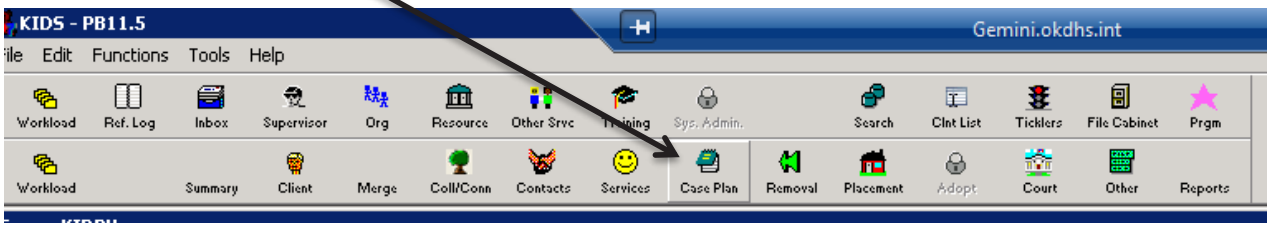
4. Press the "Add" Button.

5. Select "OKSA-Case/Transition Plan.

6. Find the file on your computer.

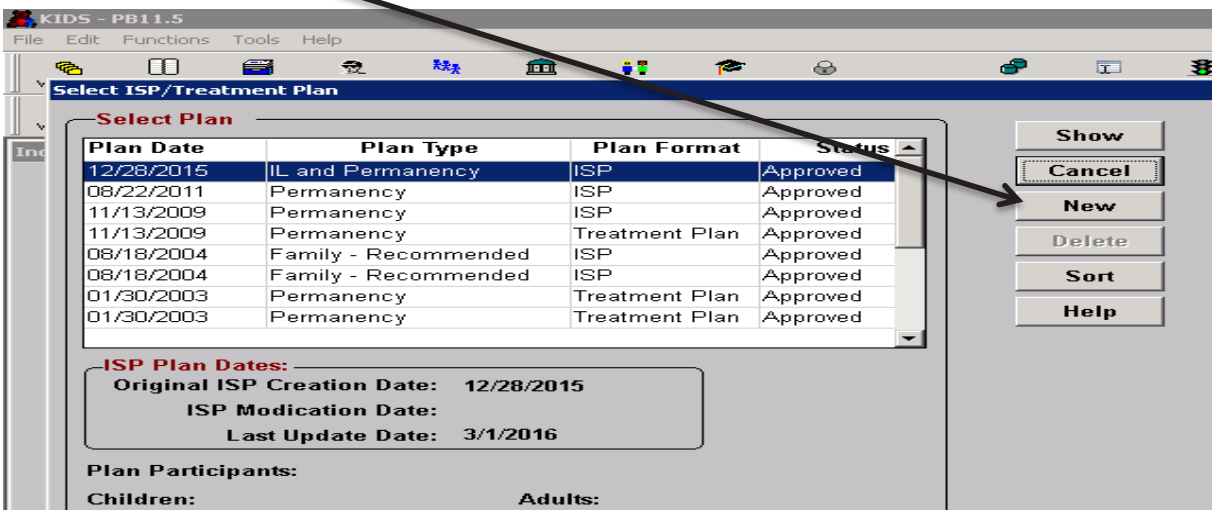
7. In the description box, enter: Plan for My Future and the youth's name.

8. Select "Case Plan."

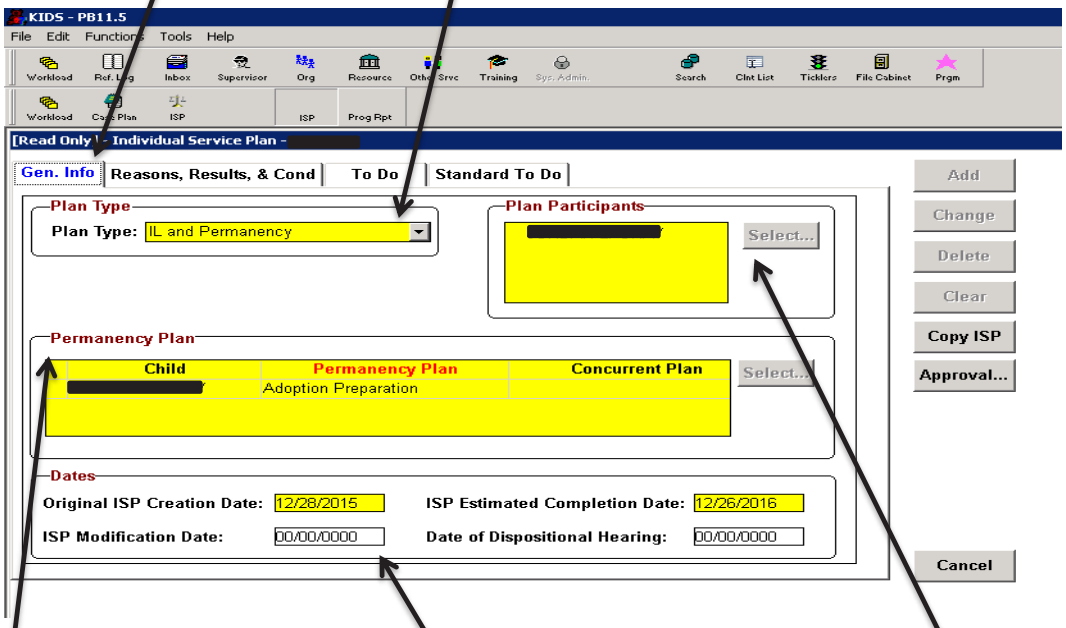


9. Select "Trmt/ISP."

10. Select "New."



11.In the “Gen. Info” tab, select “Plan Type” of either “IL and Permanency” or “Independent Living.”

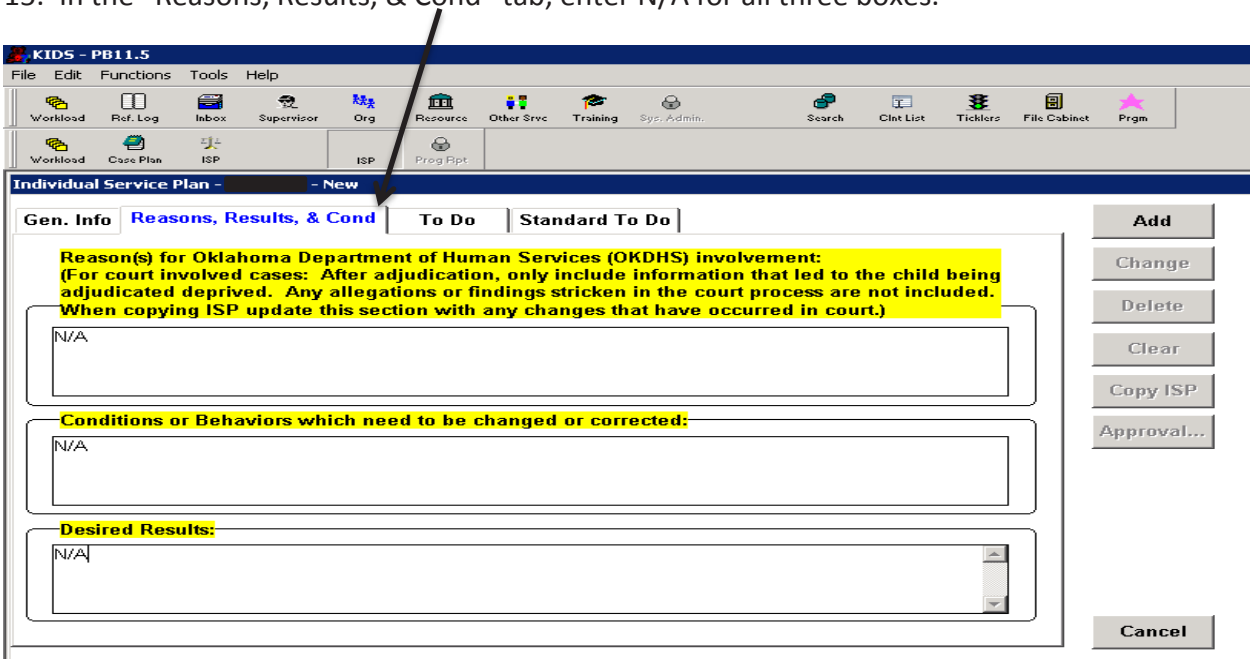


12. Under “Plan Participants,” select the youth’s name

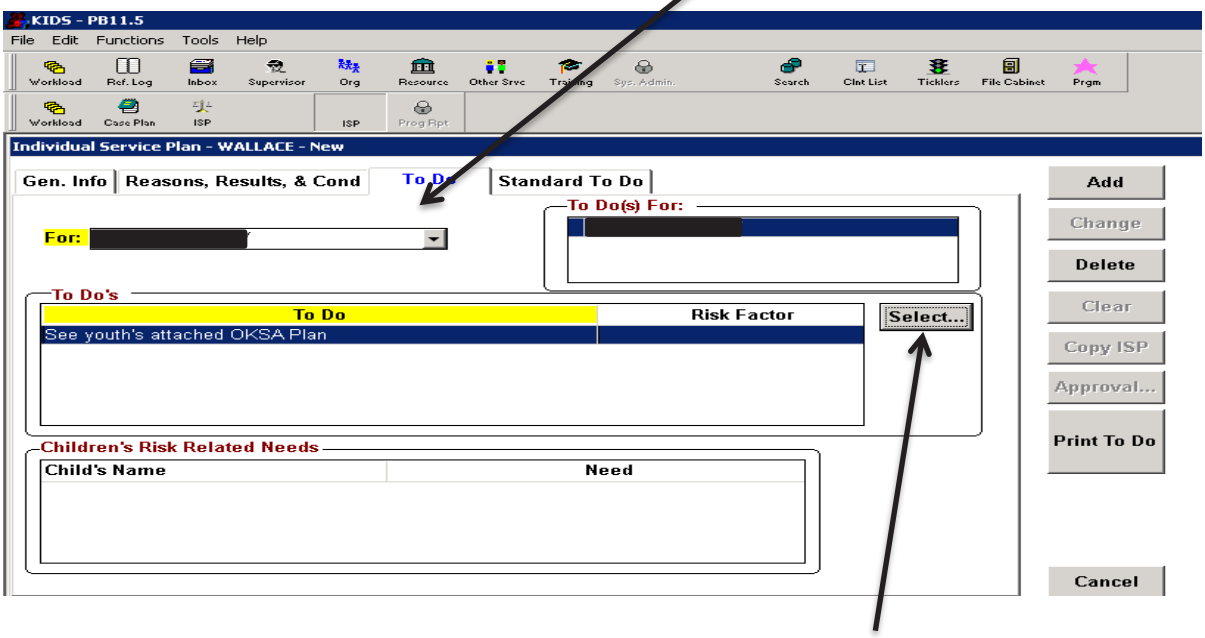
13. Under “Permanency Plan,” enter the appropriate information.

14. Under “Dates,” enter the appropriate information.

15. In the “Reasons, Results, & Cond” tab, enter N/A for all three boxes.

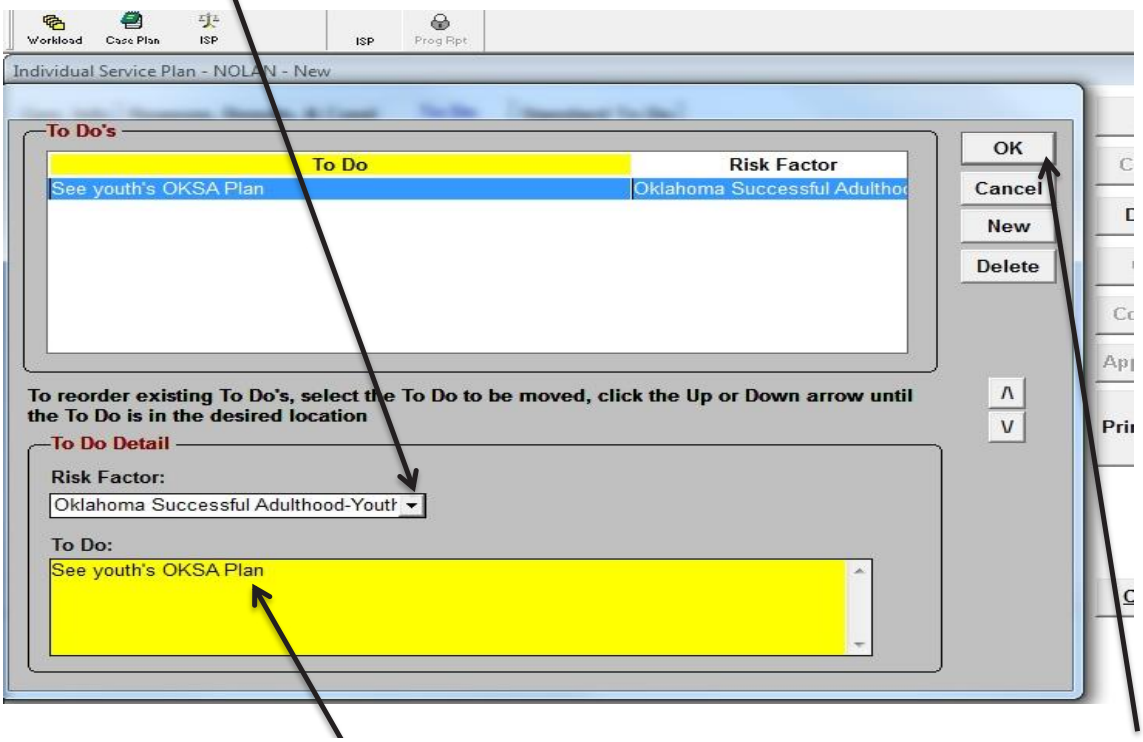


16. In the “To Do” tab, select the youth’s name in the “For” drop down box.



17. Click on the “Select” button, and a “To Do’s” screen will pop up.

18. On the “To Do’s” screen, in the “Risk Factor” drop down box, select “Oklahoma Successful Adulthood-Youth” from the drop down menu.

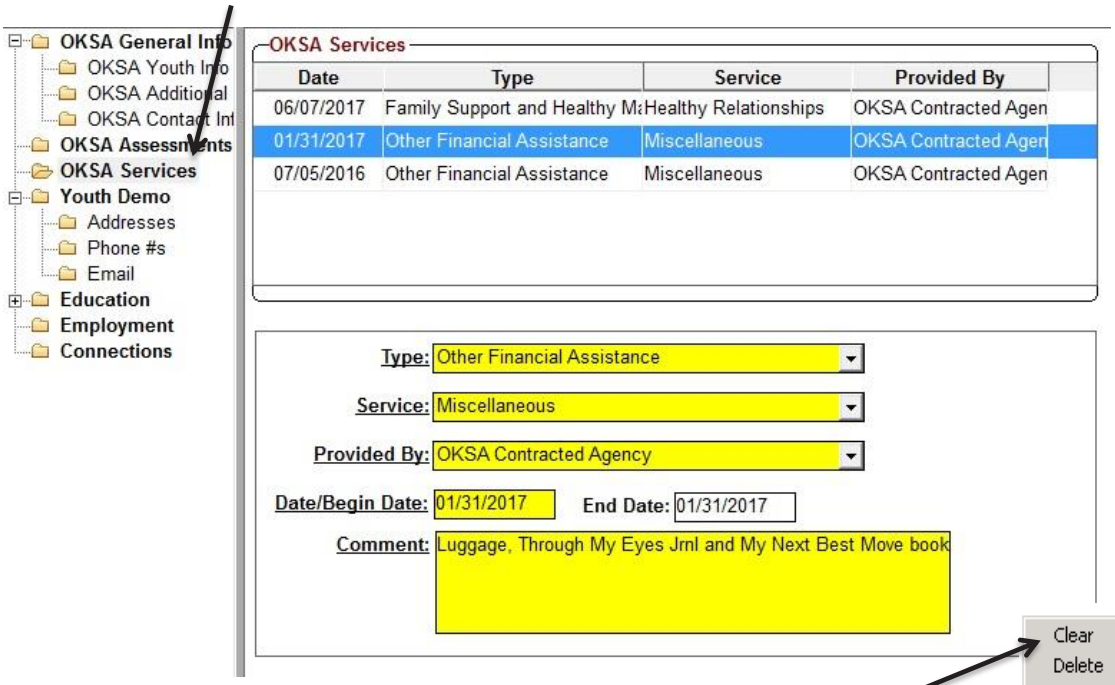


19. In the yellow “To Do” box, type “See youth’s OKSA Plan.”

20. Select “OK.”

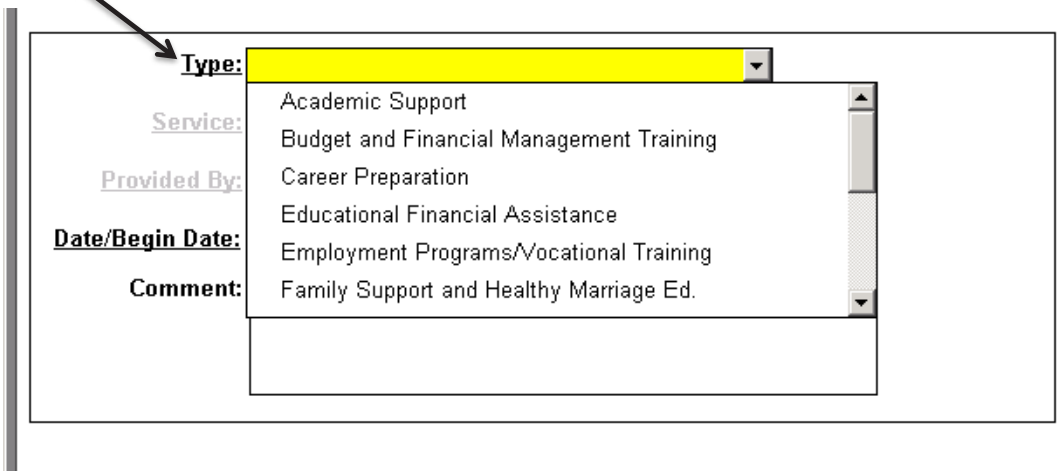
21. On main ISP screen select “Add” to save.

1. Select the "OKSA Services" tab.

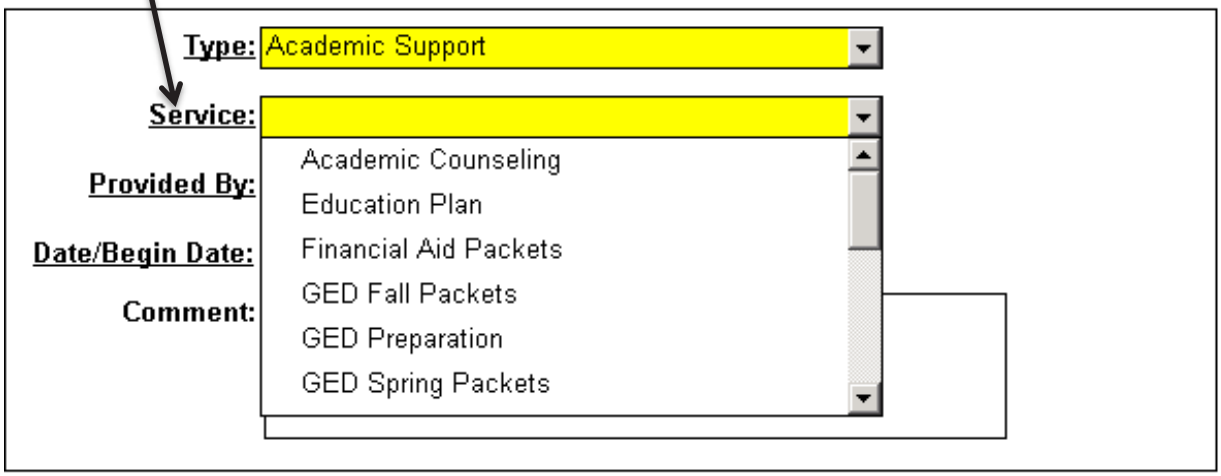


2. Right click in the empty white space to the right and select "Clear."

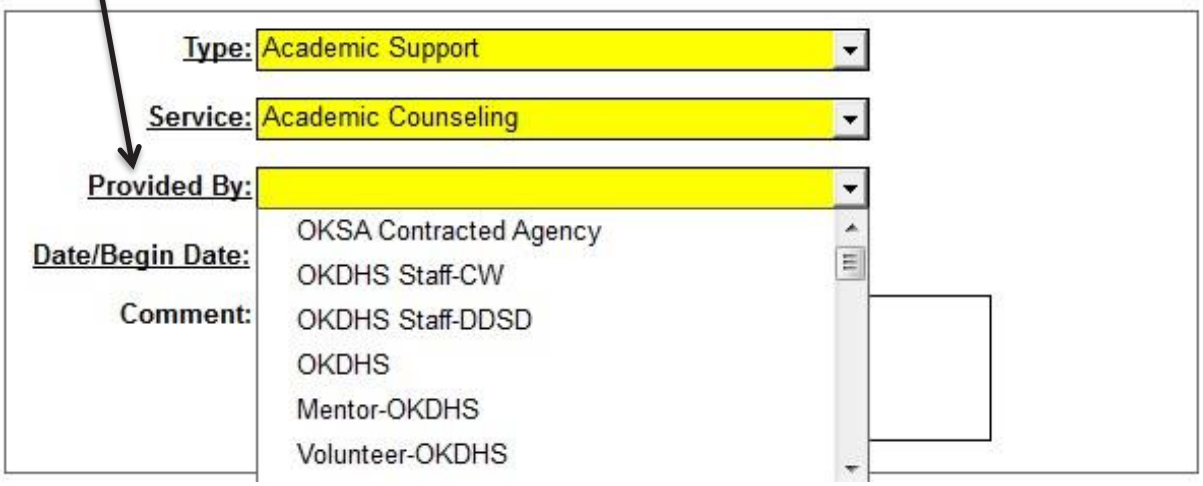
3. Under "Type," select the type of service that best represents the service(s) you are documenting this month.



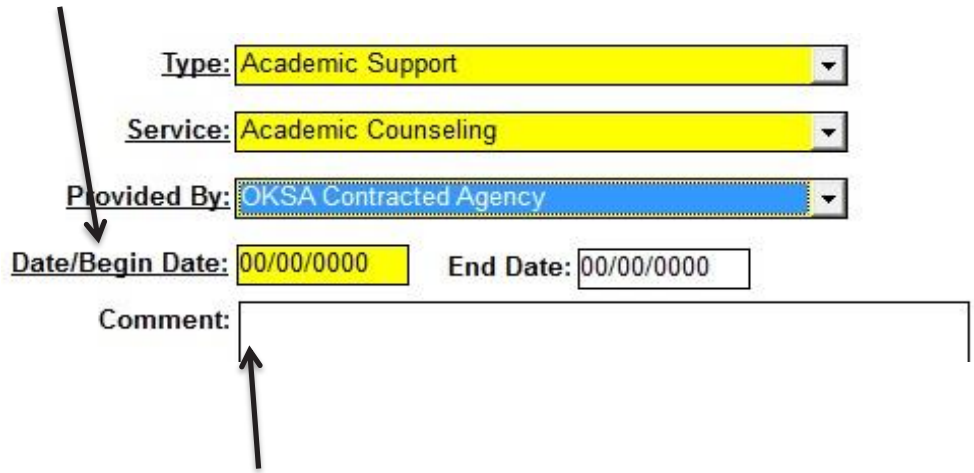
4. Under "Service," select the service that best represents the specific service(s) you are documenting this month.



5. Under "Provided By," select the type of individual that provided the service.

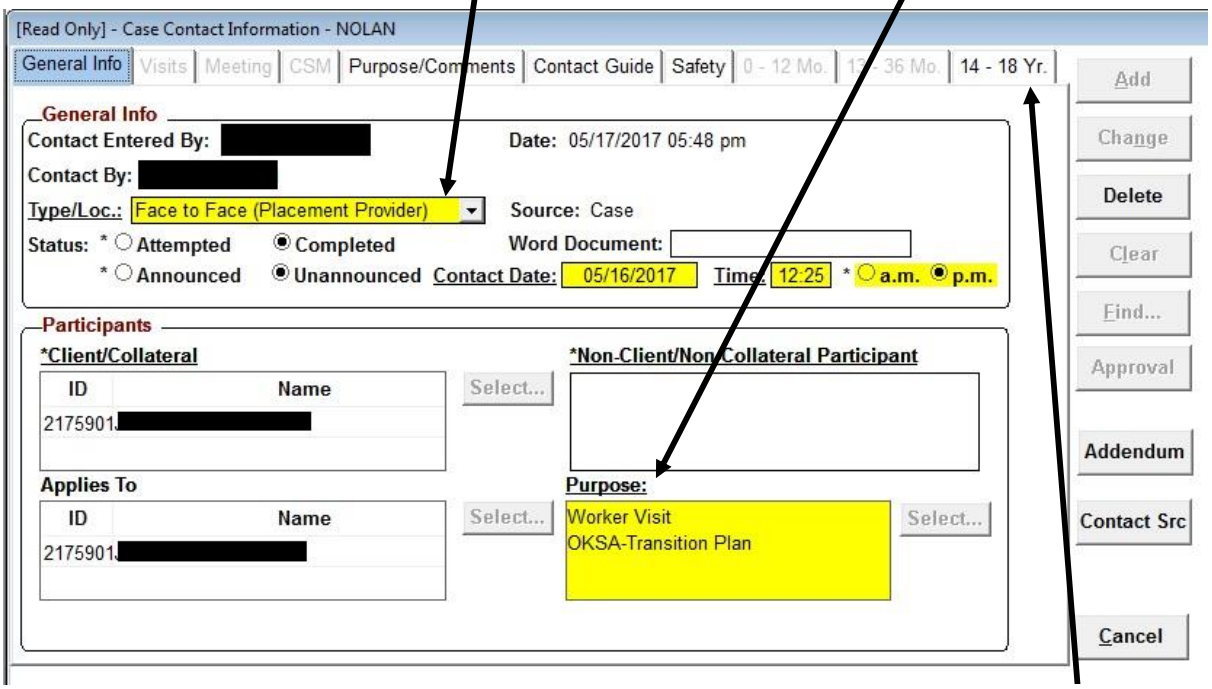


6. Under “Date/Begin Date,” enter the date the service began and ended.



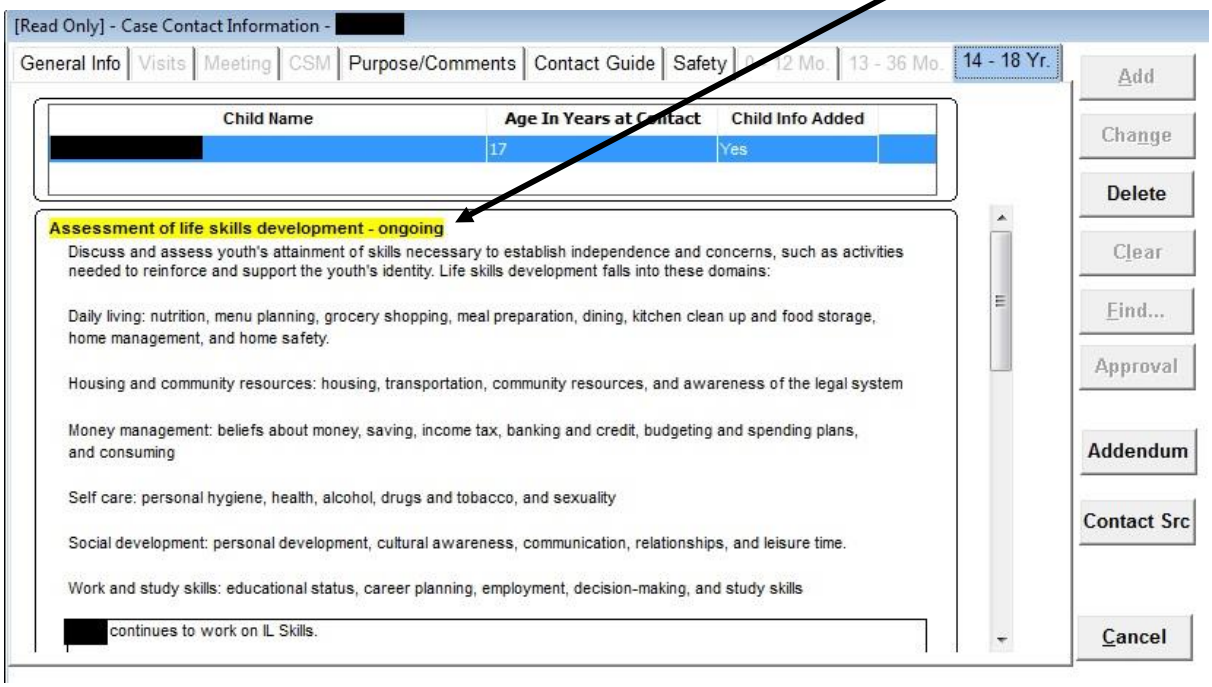
7. Under “Comment,” enter a comment if more explanation is needed. (Note: comments are not always needed.)

1. Enter a KIDS contact, select "Face to Face" as the Type/Loc and select **both** "OKSA-Transition Plan" and "Worker Visit" as the purpose.

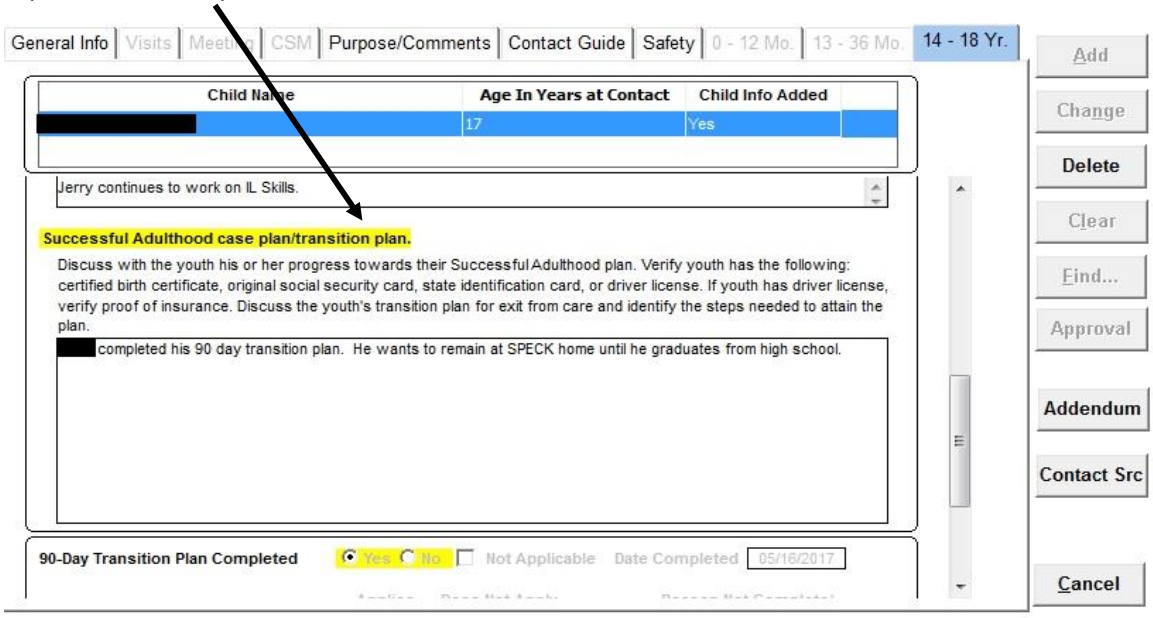


2. Select the "14-18 yr. tab.

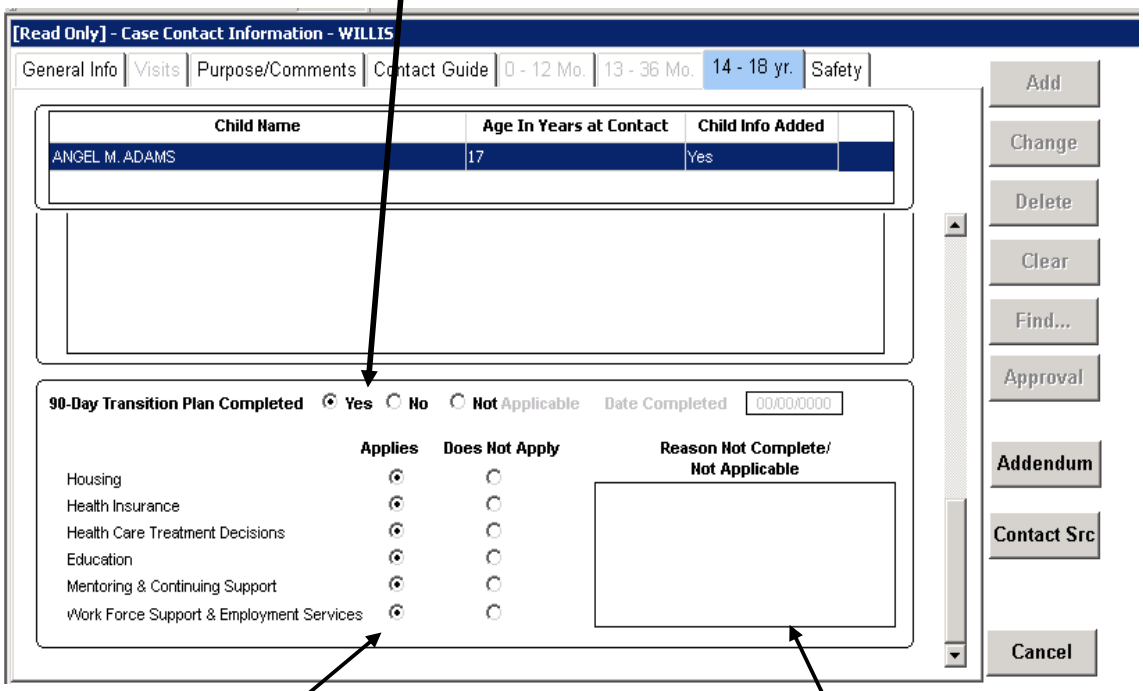
3. Complete information box for "Assessment of Life Skills Development – ongoing."



4. Scroll down the page and complete the information box for "Successful Adulthood case plan/transition plan."

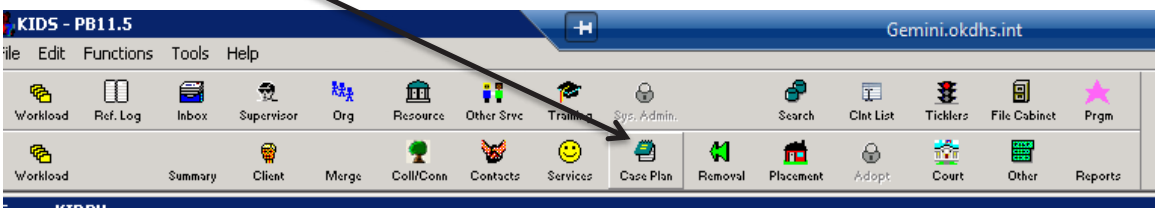


5. Scroll down the page to the bottom of the screen, which asks if the 90 Day Transition Plan was completed. Check the "Yes" box.



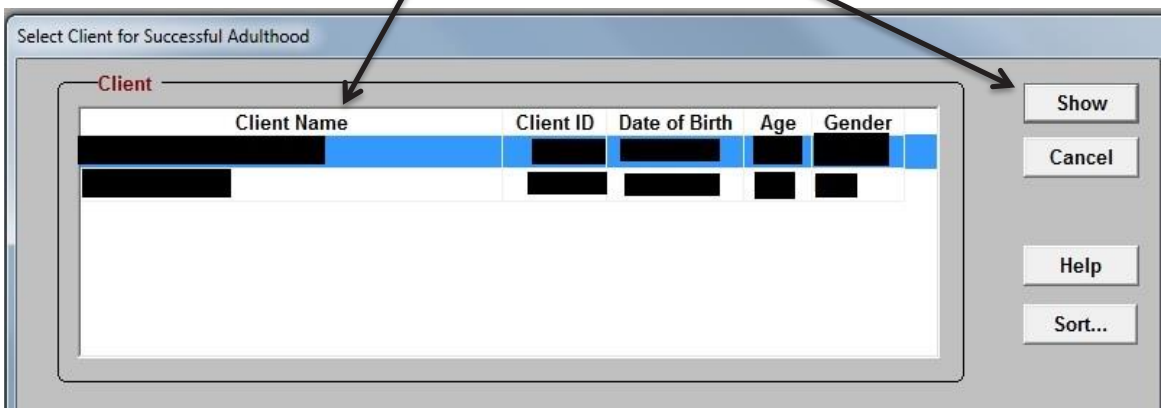
6. Select "Applies" or "Does Not Apply" to all indicated areas. If "Does Not Apply" is selected, a reason must be included in the comment box to the right.

7. Select "Case Plan."

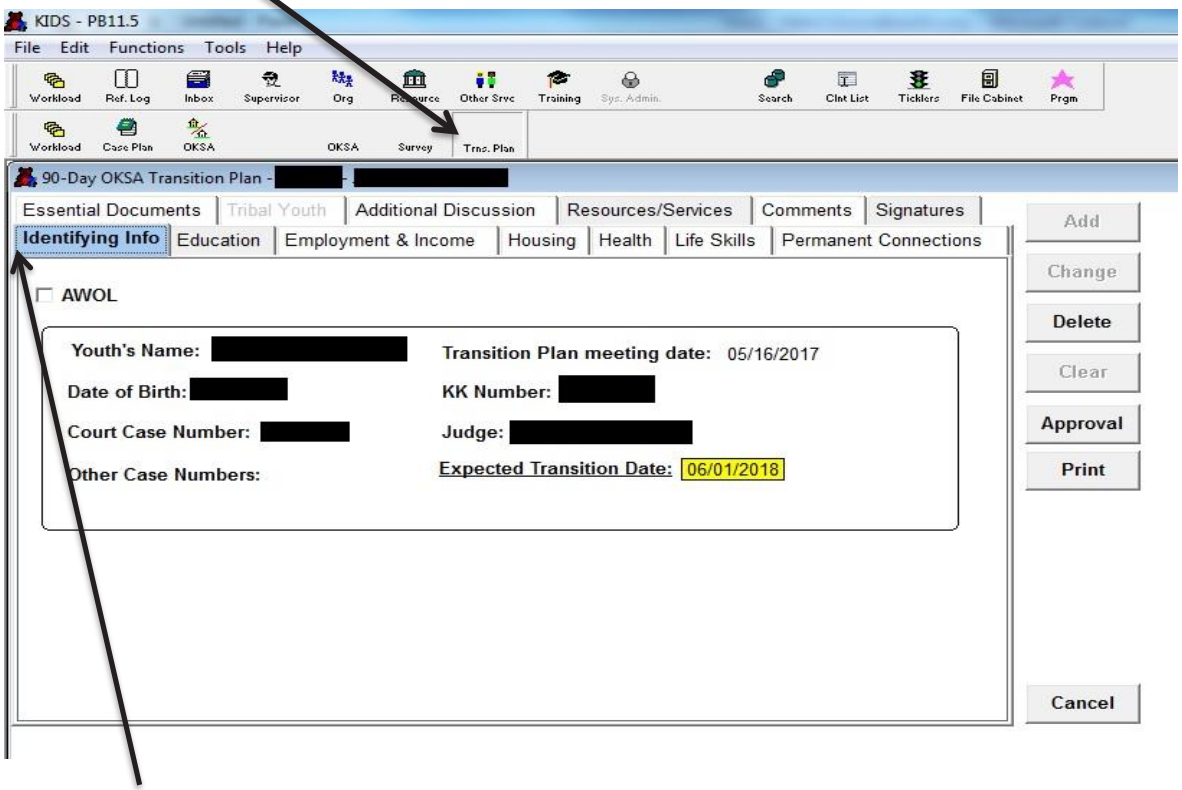


8. Select "OKSA."

9. Select the appropriate youth from the list here. Then select "Show."

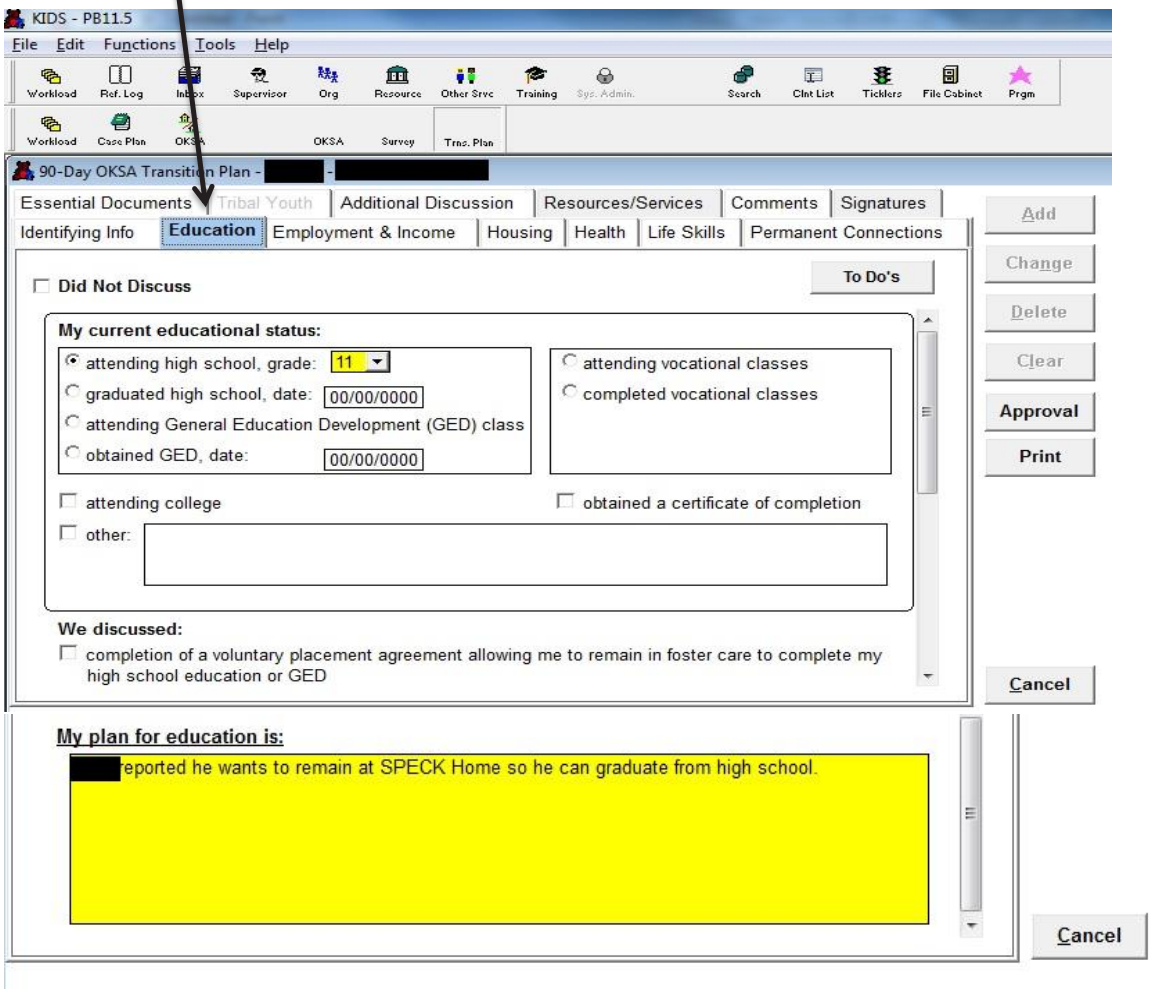


10. Select "Trans Plan."

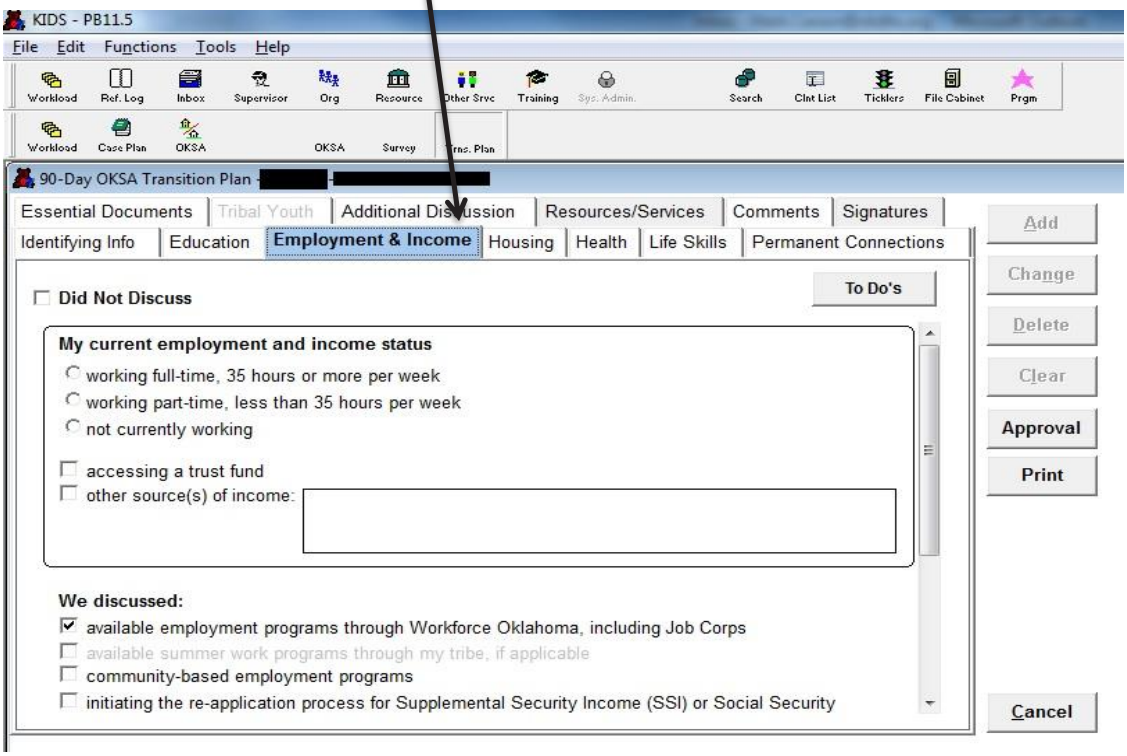


11. Under "Identifying Info," enter youth's identifying information.

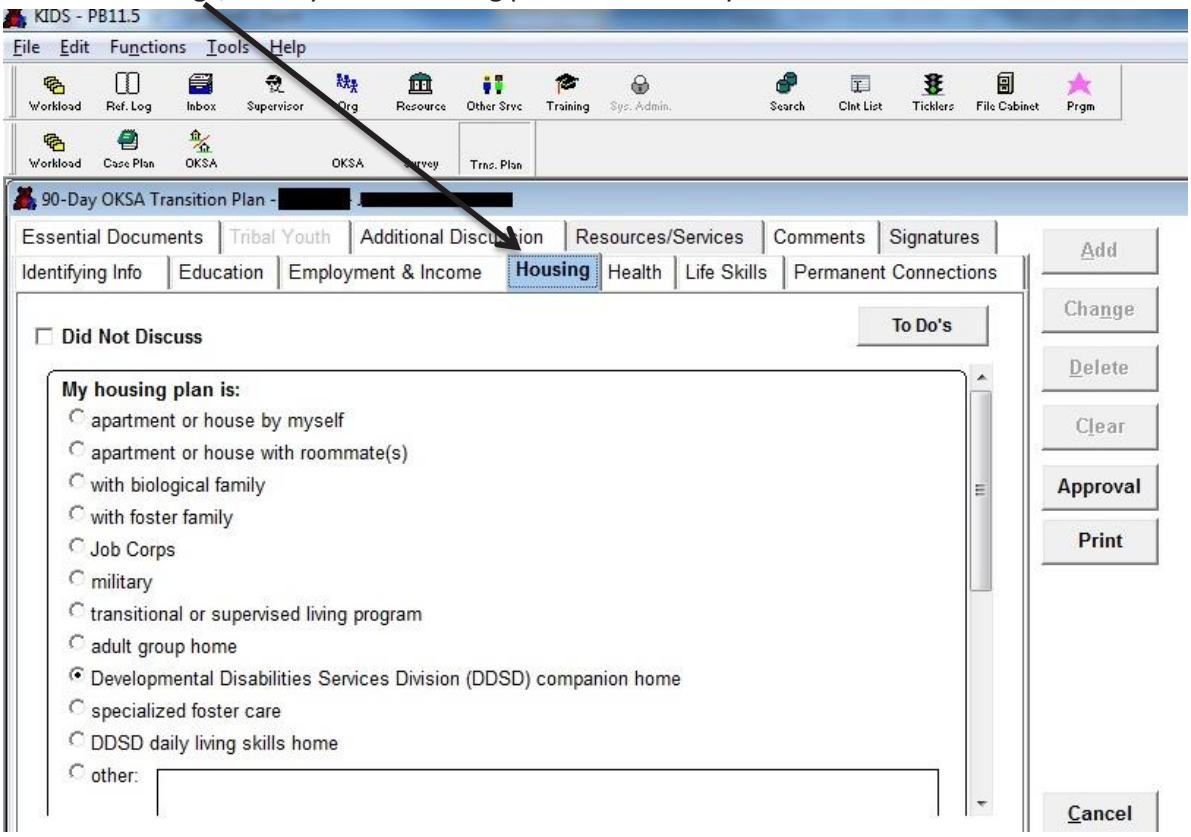
12. Under "Education," enter youth's education information from the "My Transition Plan" Document.



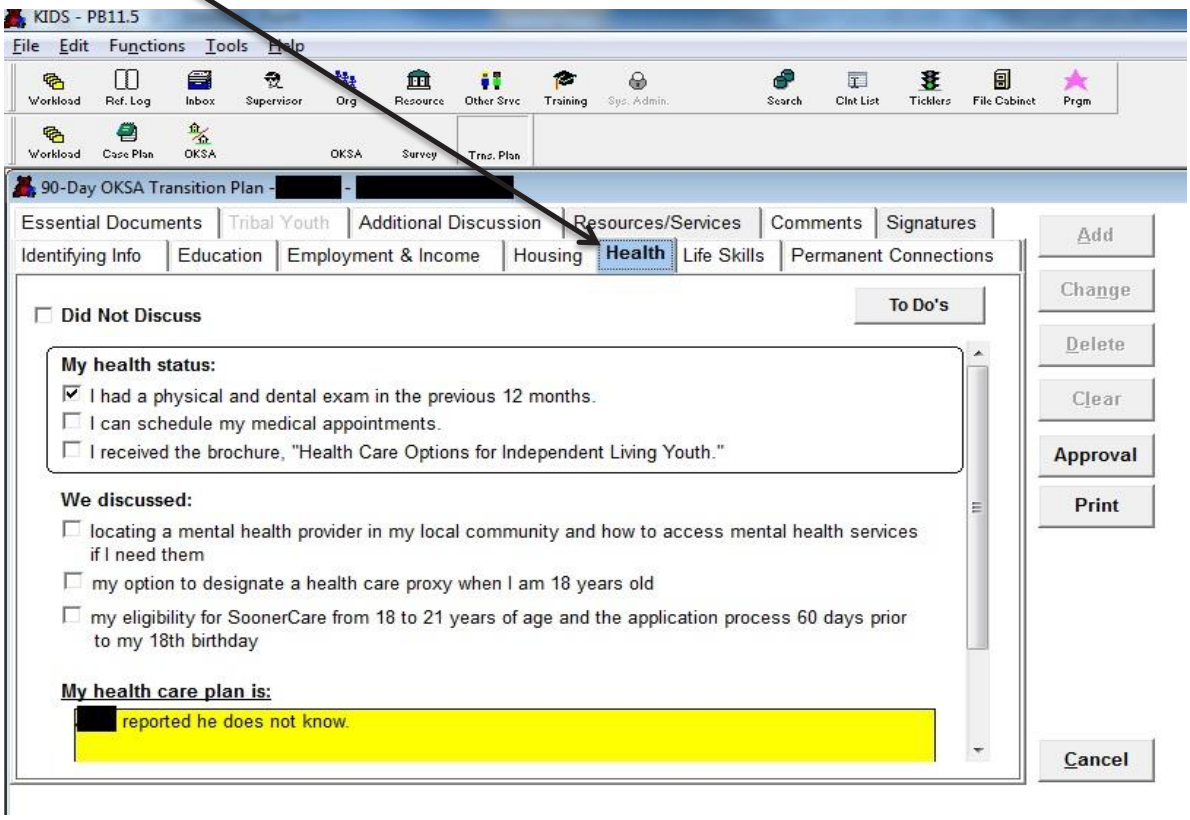
13. Under "Employment & Income," enter the youth's employment & income plan from the "My Transition Plan" document.



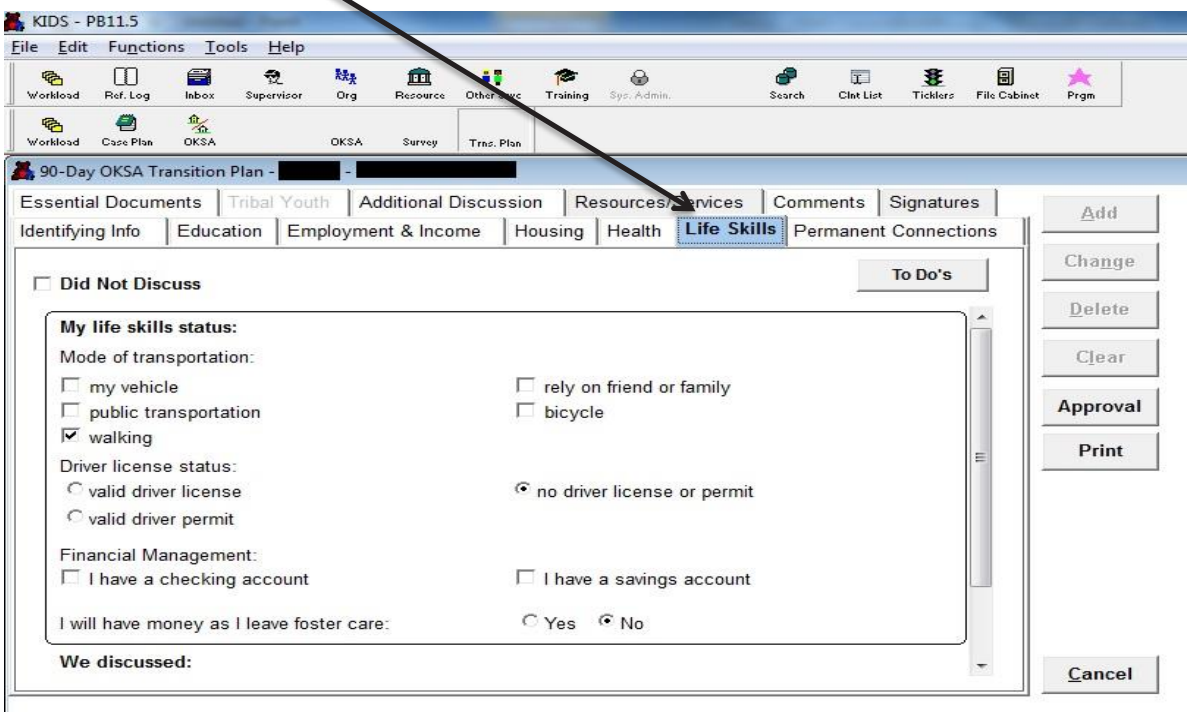
14. Under "Housing", enter youth's housing plan from the "My Transition Plan" document.



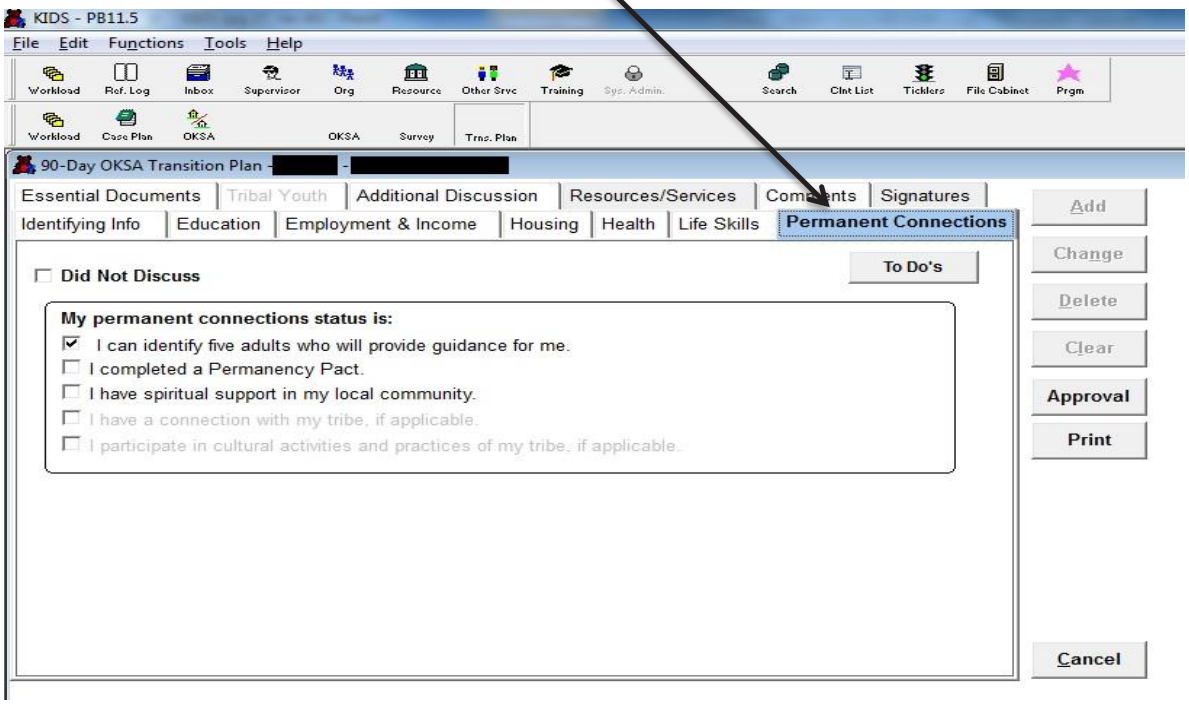
15. Under "Health," enter youth's health plan from the "My Transition Plan" document.



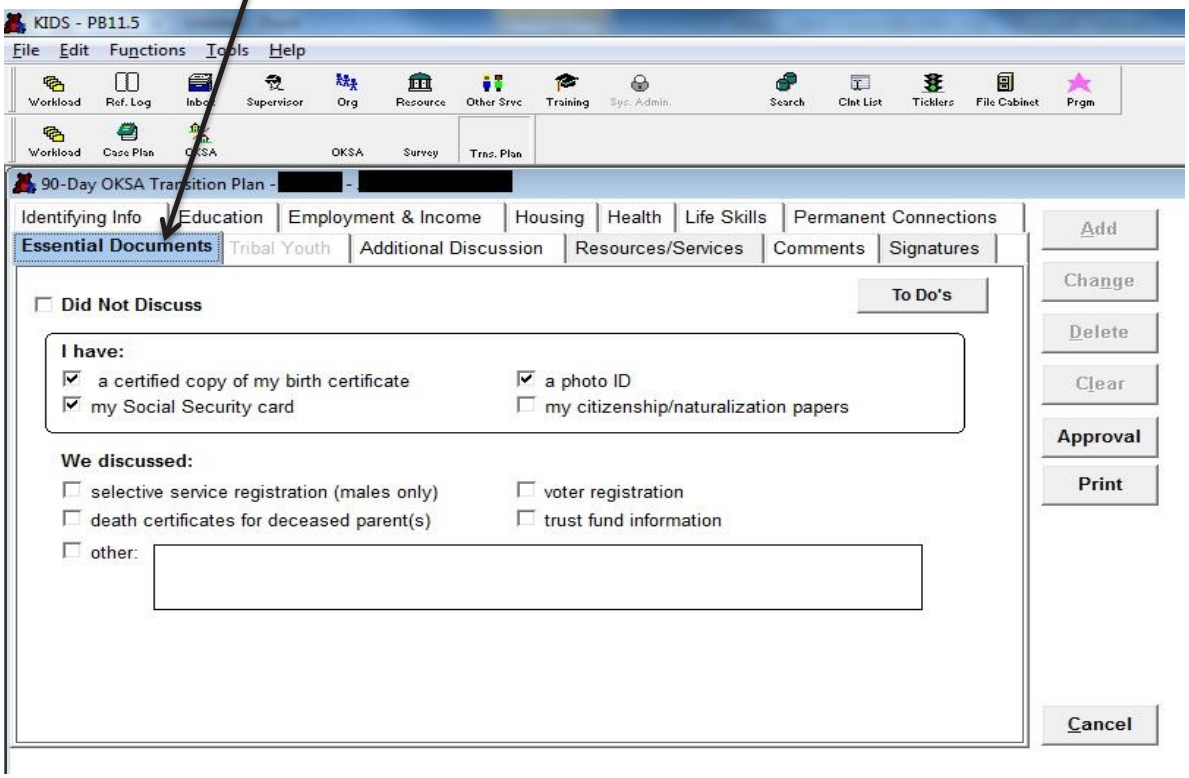
16. Under "Life Skills", enter youth's answers from the life skills portion of the "My Transition Plan" document.



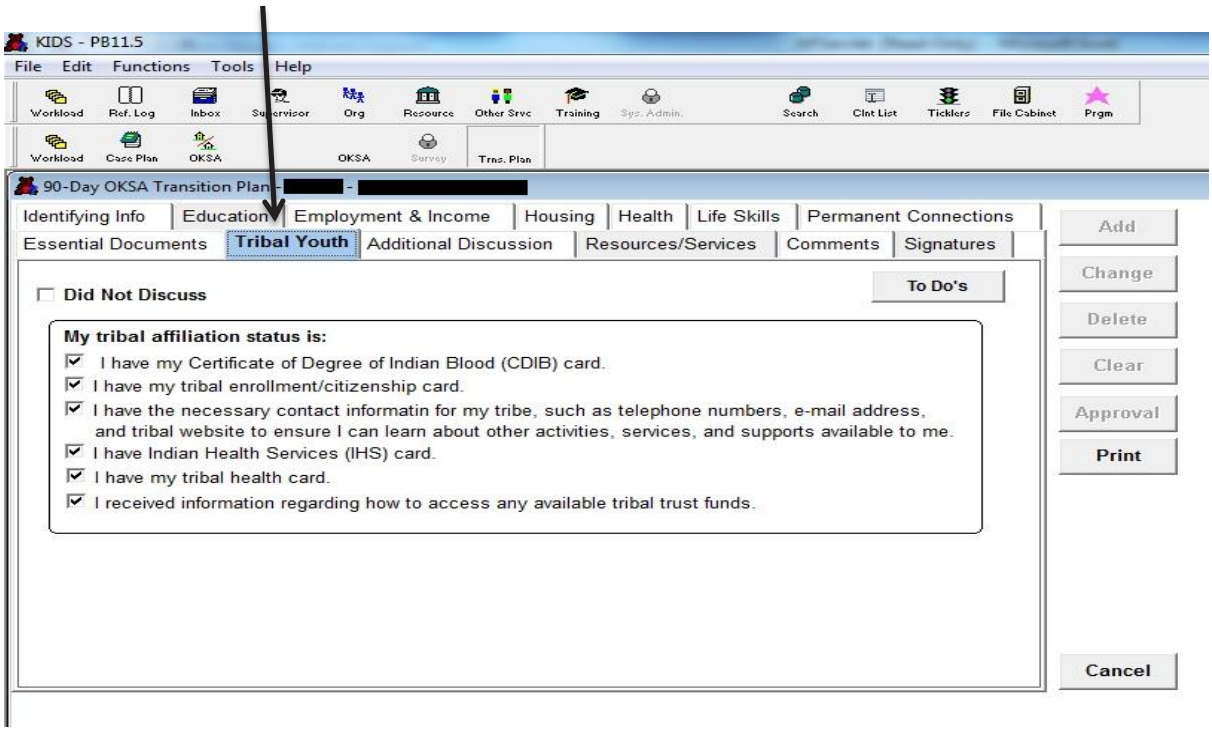
17. Under "Permanent Connections," enter youth's answers form the permanent connections portion of the "My Transition Plan" document.



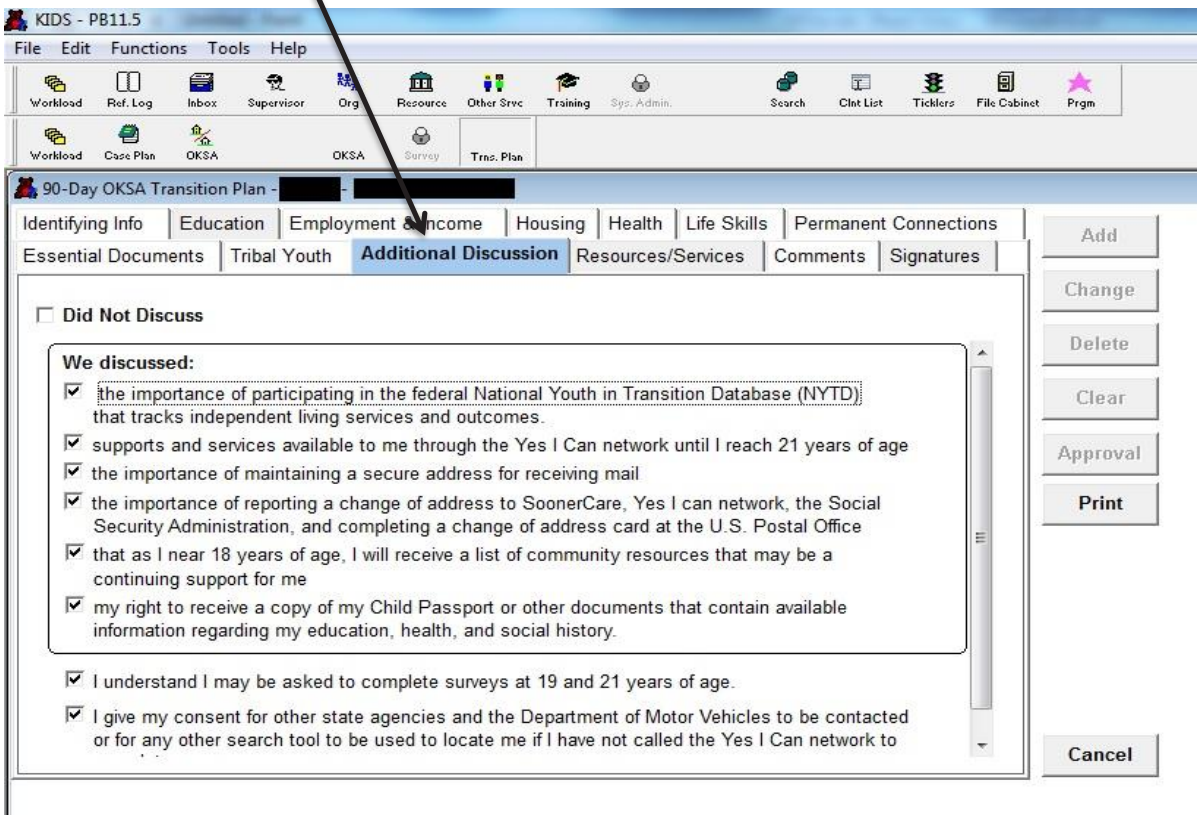
18. Under "Essential Documents," enter youth's answers from the "My Transition Plan" document.



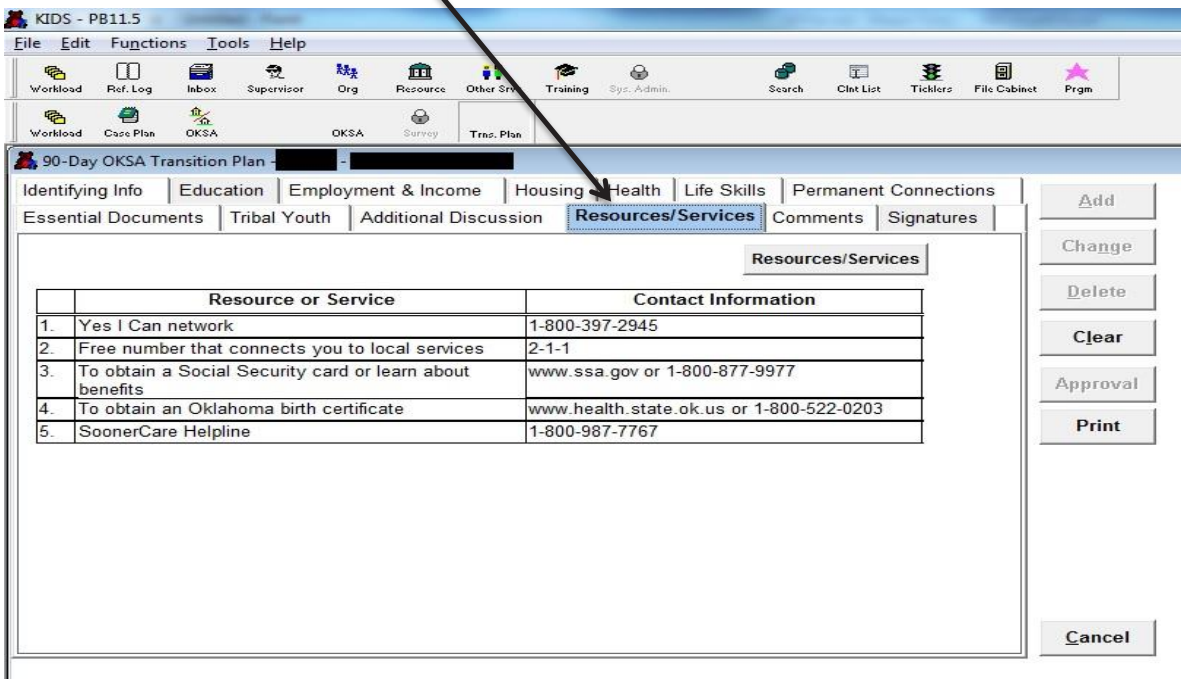
19. Under "Tribal Youth," enter youth's information, if applicable.



20. Under "Additional Discussion," enter youth's answers from the "My Transition Plan" document.

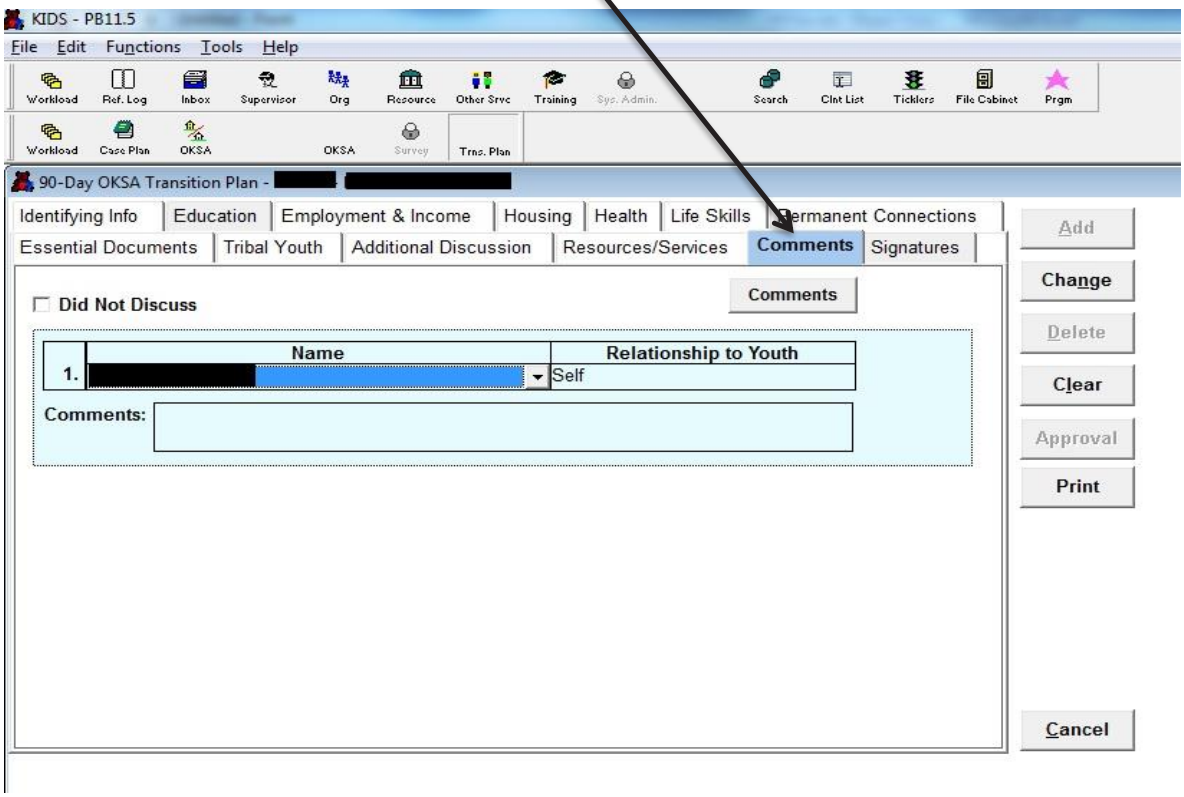


21. Under "Resource/Services," add information about any resources or services discussed during the transition meeting.

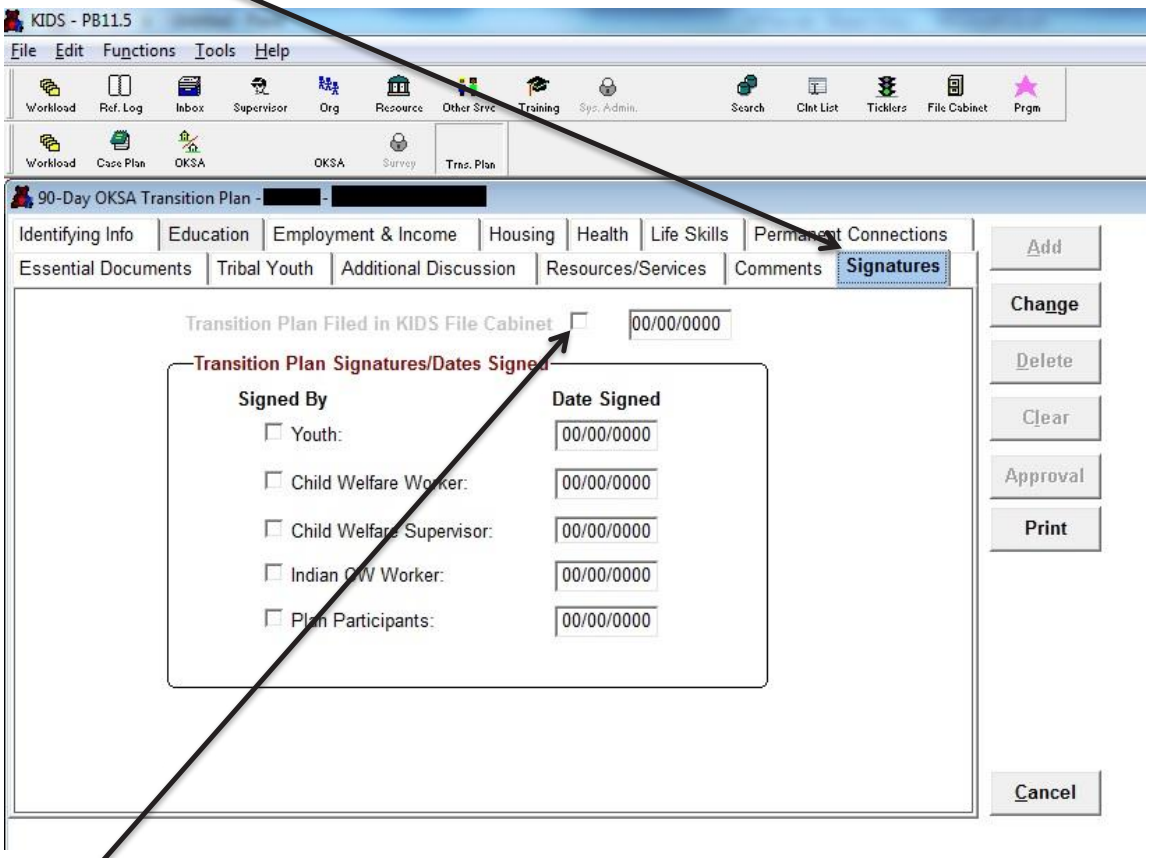


	Resource or Service	Contact Information
1.	Yes I Can network	1-800-397-2945
2.	Free number that connects you to local services	2-1-1
3.	To obtain a Social Security card or learn about benefits	www.ssa.gov or 1-800-877-9977
4.	To obtain an Oklahoma birth certificate	www.health.state.ok.us or 1-800-522-0203
5.	SoonerCare Helpline	1-800-987-7767

22. Under "Comments", enter all comments regarding the youth's plan from the youth, worker, and any supportive adults who participated in the transition meeting.

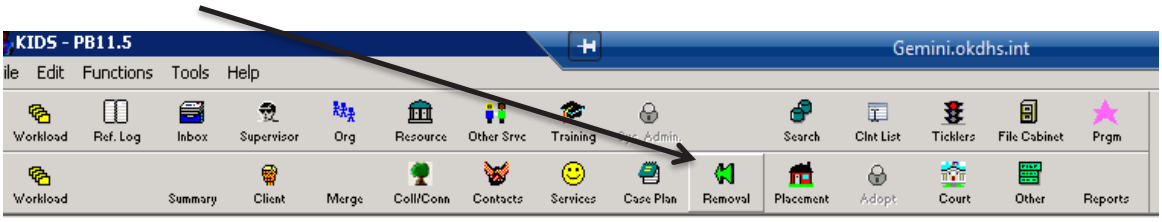


23. Under "Signatures," select all participants present at the youth's transition meeting.

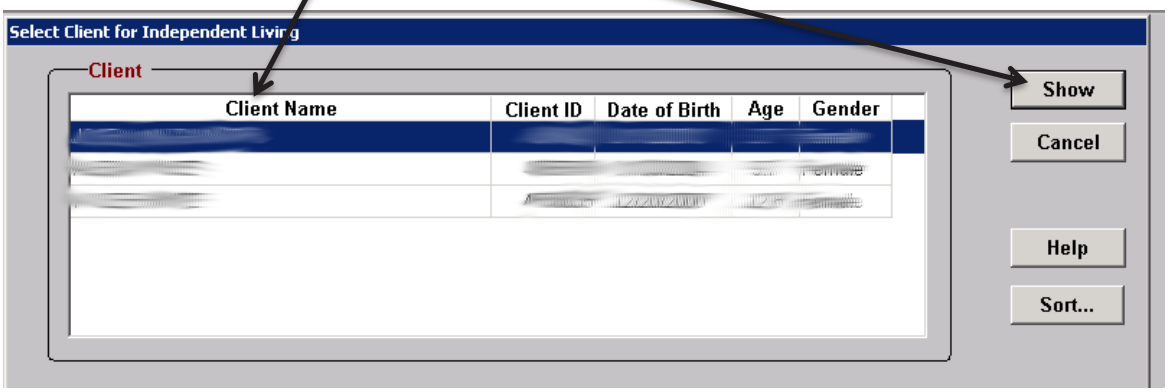


24. Check the "Transition Plan Filed in KIDS File Cabinet" box, and the date it was put in the file cabinet.

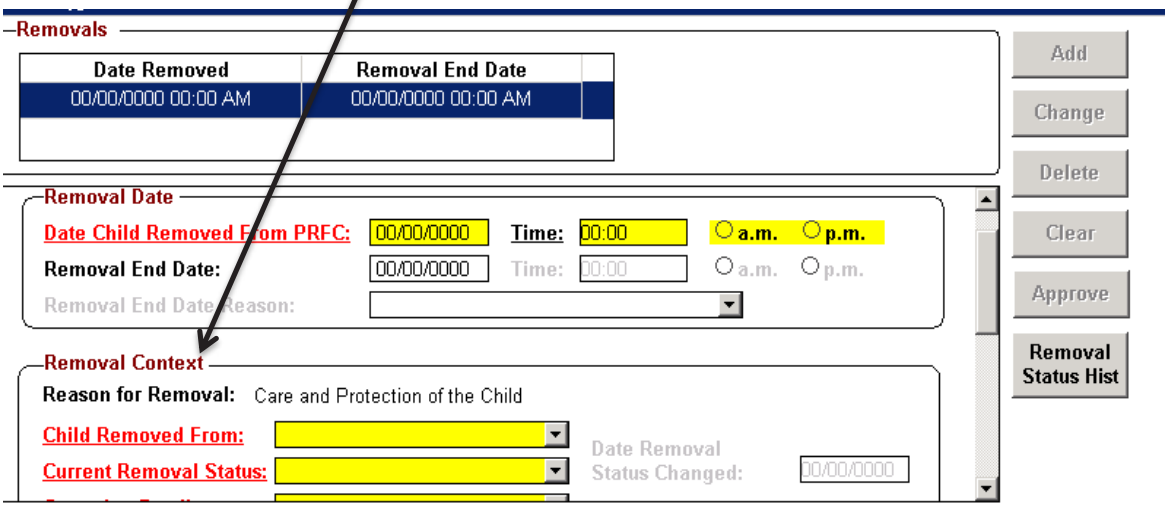
1. Go to the "Removal" Screen.



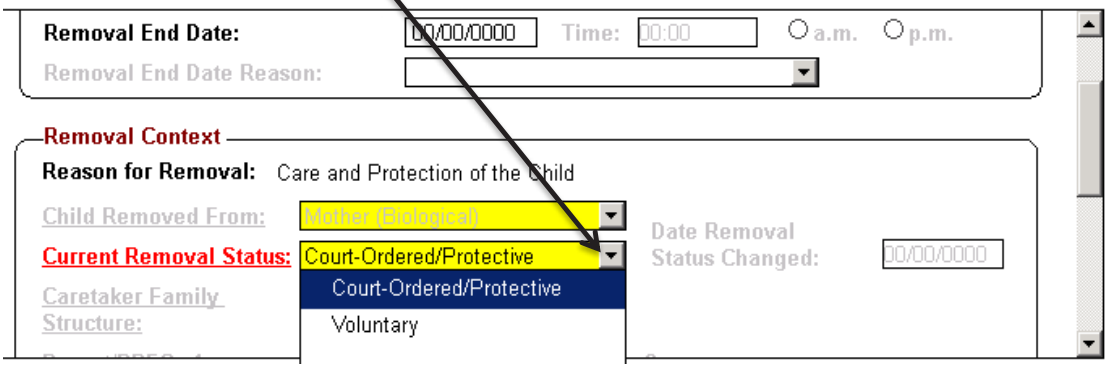
2. Select the appropriate youth and select "Show."



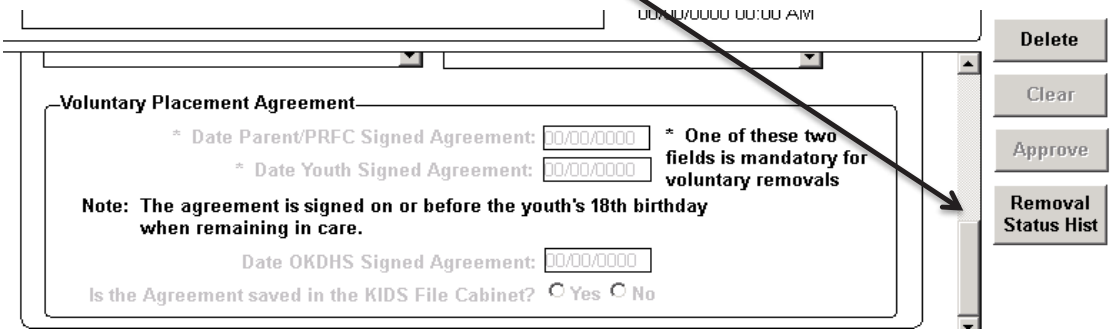
3. Look under the removal context.



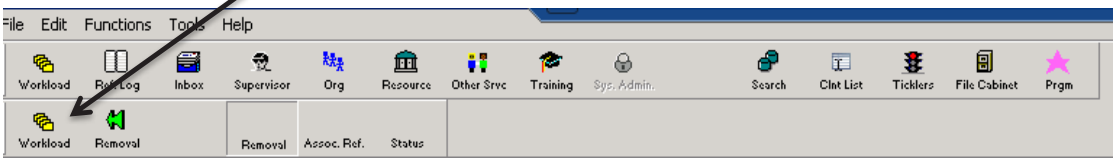
4. Click on "Current Removal Status", change it to "Voluntary", and enter the date the youth began voluntary custody.



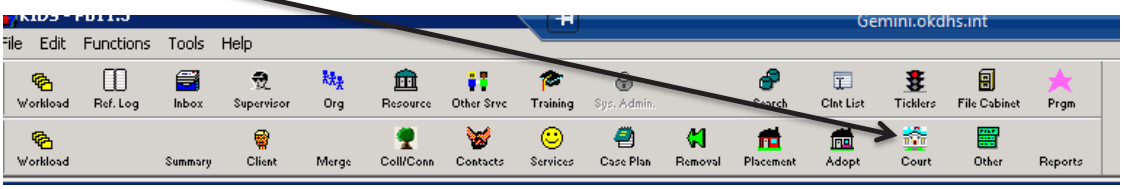
5. Scroll down to "Voluntary Placement Agreement" on the same page and enter all the information requested.



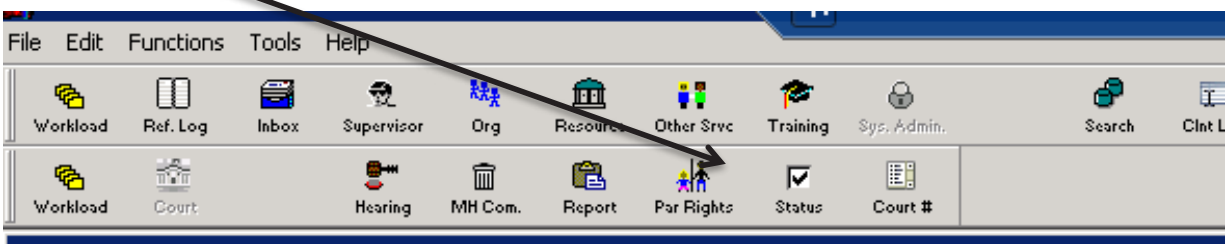
6. Go back to "Workload."



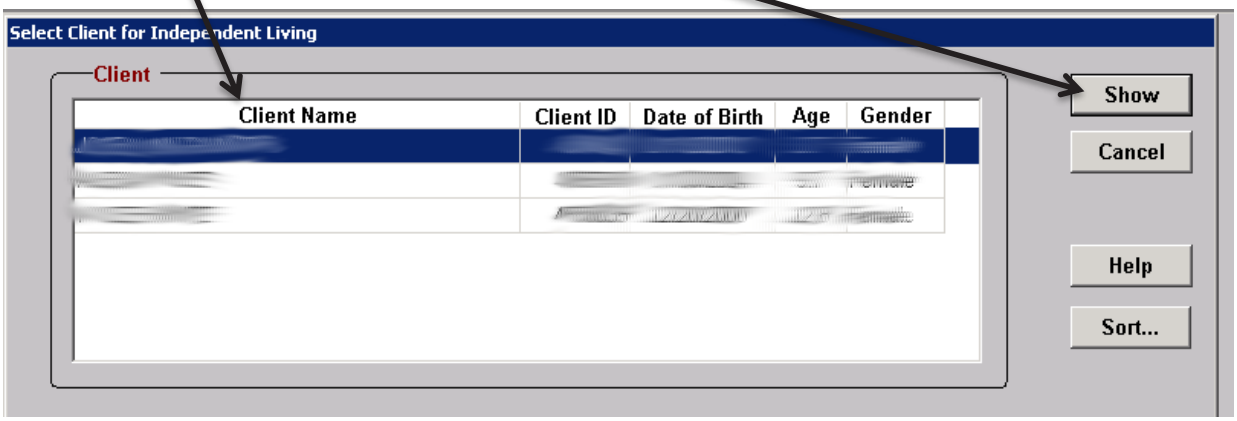
7. Select "Court."



8. Select "Status."

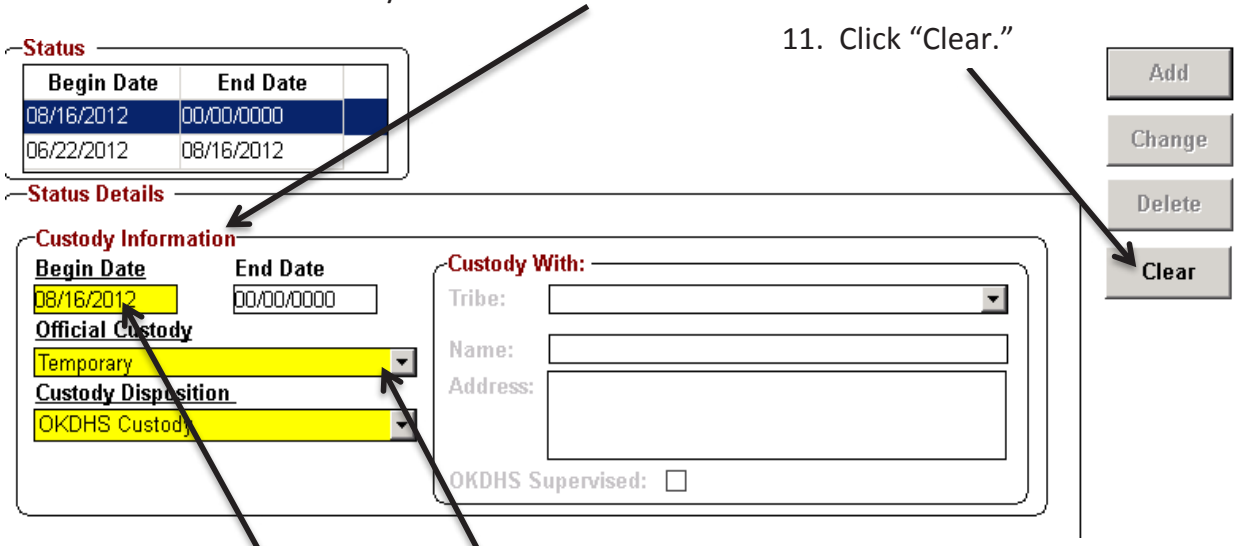


9. Select the appropriate youth and click "Show."



10. Look under the "Custody Information" box.

11. Click "Clear."

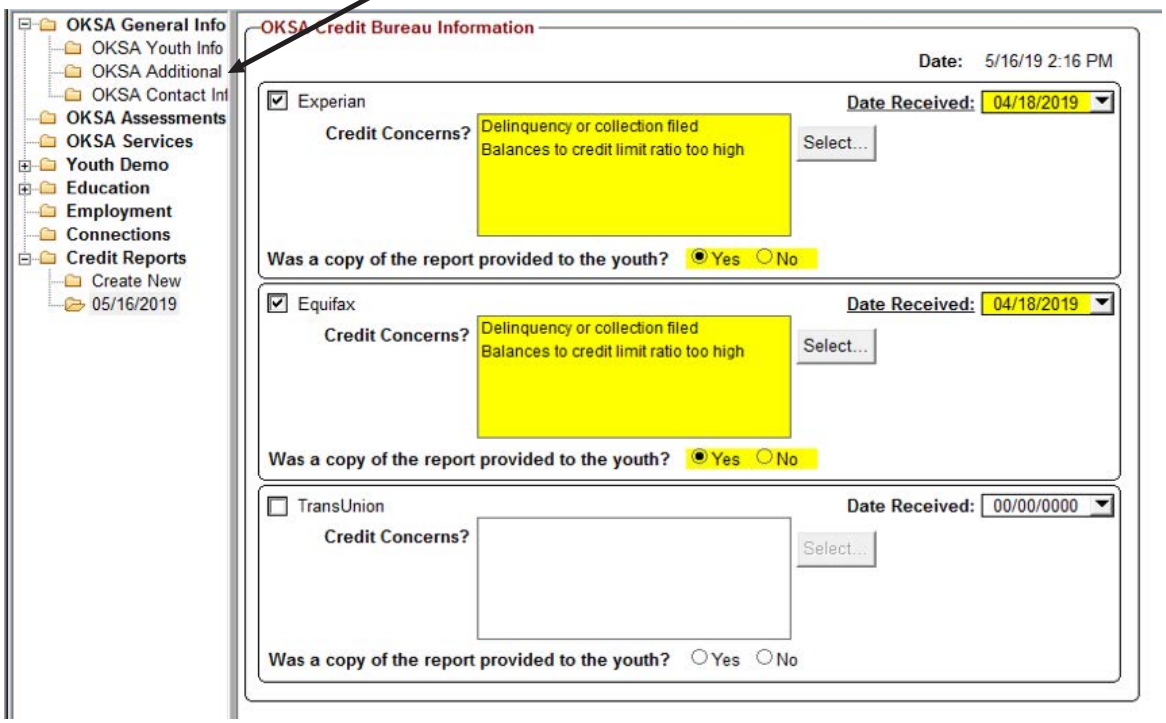
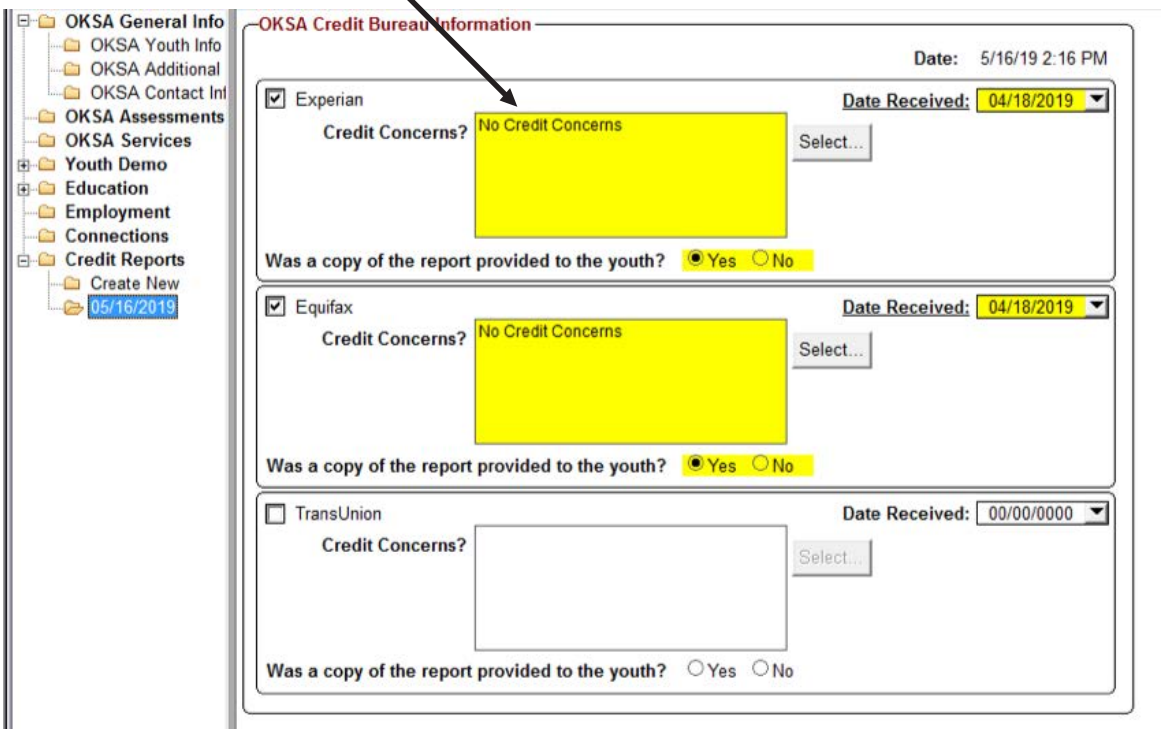


12. Add beginning date.

13. Under "Official Custody" select "Voluntary."

1. Go to the Successful Adulthood Youth Info Screen.

2. Select "OKSA Additional Info."



3. Information regarding the results of the youth's credit report will be provided in the "Credit Concerns?" box.