

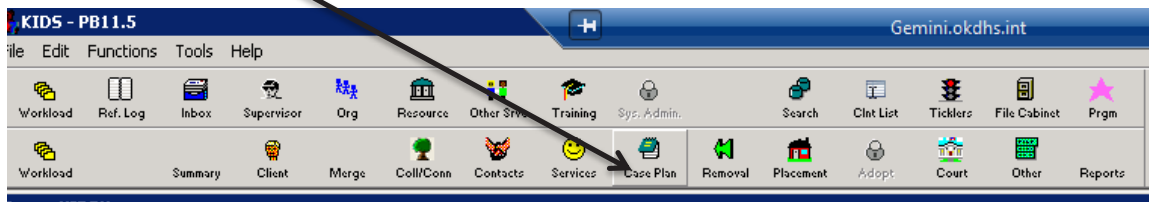
APPENDIX B



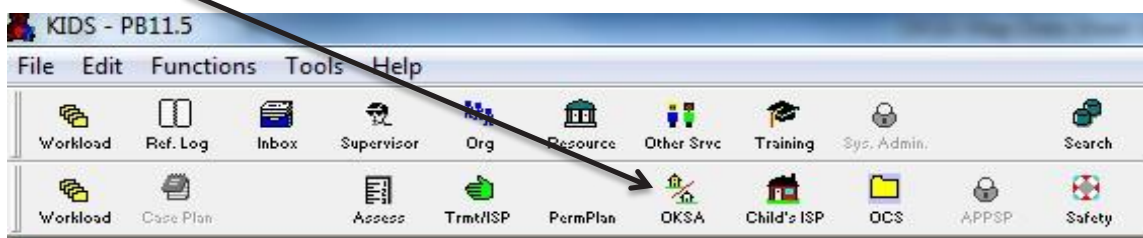
DOCUMENTING IN THE KIDS SCREENS



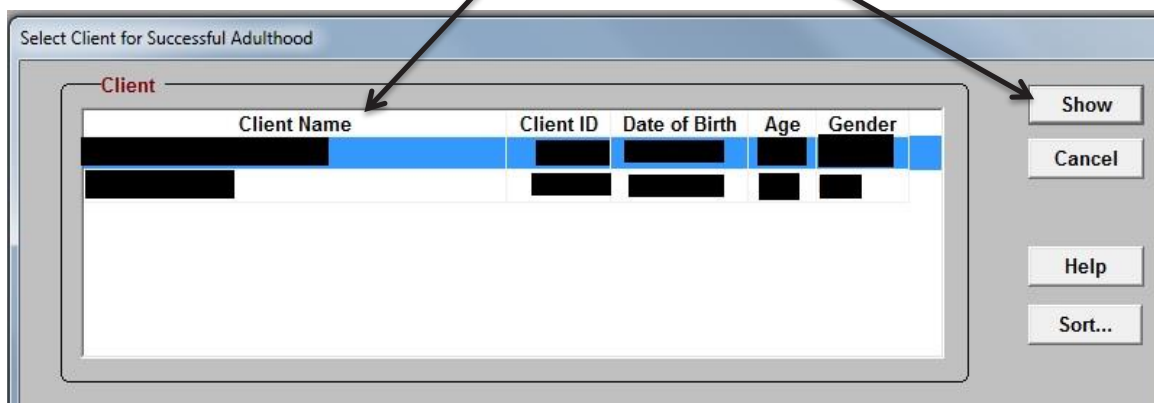
1. Select "Case Plan."



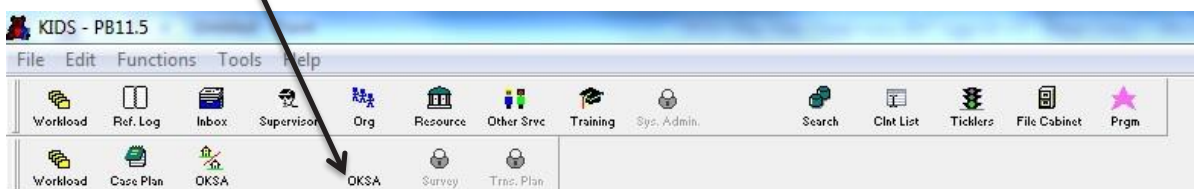
2. Select "OKSA."



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.

Type	Address	City	State
Placement	[Redacted]	[Redacted]	Oklahoma
Placement	[Redacted]	[Redacted]	Oklahoma
Residence (If not Perr	[Redacted]	[Redacted]	Oklahoma



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.

Phone Number List

Phone Type	Phone Number	Extension

Phone Number Information

Type: Phone Number: Ext:

Transaction Date: 02/02/2015

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.

E-mail Address List

Type	E-mail Address

E-mail Address

Type: E-mail Address:

Transaction Date: 00/00/0000



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.

Education | School **OKP/OHLAP** *Planned Graduation/GED Date: 00/00/0000

OKP/OHLAP

Application/Agreement Form Submitted Application Submitted By: JULIA STERR

Date OK Promise Application/Agreement Form Submitted: 05/01/2015 Date & Time: 5/29/2015 3:45 PM

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

Employment History

Employer Name	FEI#	Occupation	Start Date
[REDACTED]		Child Watch	08/01/2016

Employer

Name: [REDACTED] Federal Employment #: [REDACTED]

Employer Address

Format

Street Address P.O. Box: [REDACTED]

P.O. Box Rural Route #: [REDACTED] Box #: [REDACTED]

Rural Route Address

Foreign Address

Street

Number: [REDACTED] PreDir: [REDACTED] Name: [REDACTED] Suffix: Street PostDir: [REDACTED]



- 9. Select the “Connections” tab and add as many permanent connections as the youth can identify.

The screenshot shows the OKSA system interface. On the left is a tree view with the 'Connections' tab selected. The main area displays a table of connections:

Name	Outcome	Relationship	Home Phone
[Redacted]	[Redacted]	Aunt (Paternal)	[Redacted]
[Redacted]	[Redacted]	Grandparent (Paternal)	[Redacted]

Below the table is a checkbox for 'Show end-dated Connections'. The 'Demographics' tab is active, showing fields for Prefix, First, Middle, Last, and Suffix. The 'Last' field is highlighted in yellow. Other fields include Birth Date, SSN, Race, Hispanic or Latino Origin, Relationship To Family (set to 'Relative'), Start Date, End Date, Reason for End Date, Date of Death, and Employer Name.

- 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.”

OKSA General Info

- OKSA Youth Info
- OKSA Additional
- OKSA Contact Int
- OKSA Assessments
- OKSA Services
- Youth Demo
 - Addresses
 - Phone #s
 - Email
- Education
 - Dept of Ed
 - Education
- Employment
- Connections

Youth Information

Name: [REDACTED] Birth Date: [REDACTED] Age: 16 Years
Custody Status: Permanent OKDHS Custody County of Service: [REDACTED]
Adoption at/after age 14: Worker Responsible: [REDACTED]
Eligible Guardianship at/after age 14: No

Supported Permanency At/After Age 14

Date Guardianship Granted: 00/00/0000

Create OKSA Community Contractor Enrollment Form (04IL004E)

OKSA Community Contractor

OKSA Community Contractor Enrollment (04IL004E) Sent?
Date Sent: 00/00/0000

OKSA Services Type

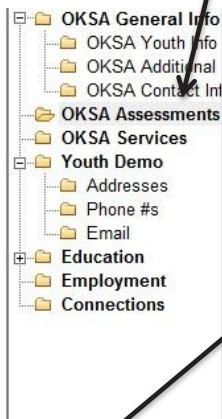
Regular OKSA
 DDS
 Incapable of Receiving OKSA

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





1. Select the "OKSA Assessment" tab.



Date	Type	Provided By
02/28/2017	Transition Needs	OKDHS
02/08/2016	Life Skills Assessment -16	OKDHS Staff-CW

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



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

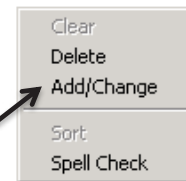
Type: Life Skills Assessment -16 Provided By: OKDHS Staff-CW
Date: 02/08/2016
Copy of OKSA Assessment Provided to: Youth? Child Welfare Worker?
Comments: Life Skills Assessment

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.

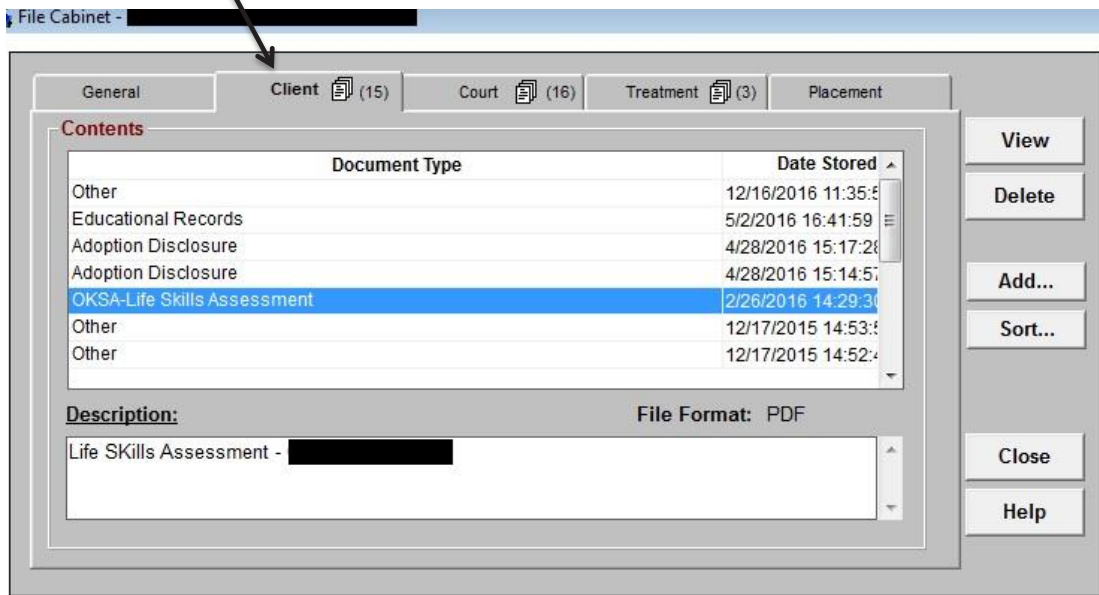




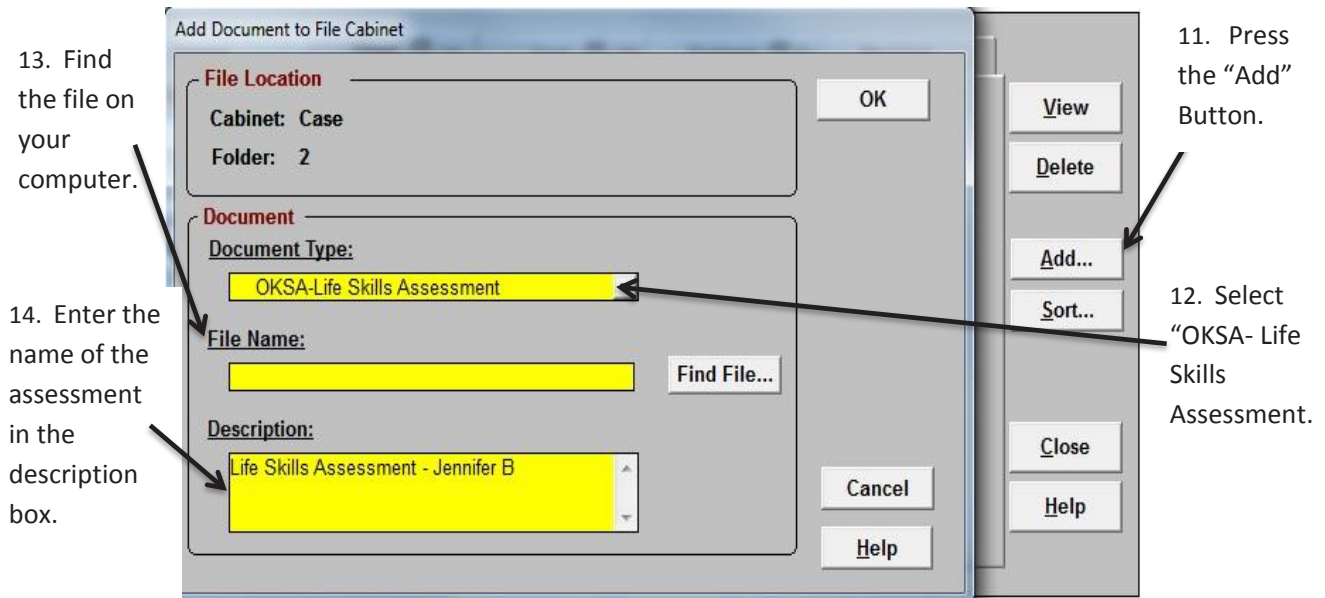
8. Save an electronic copy of the Life Skills Assessment to the file cabinet in KIDS.



9. Select the "Client" Tab.

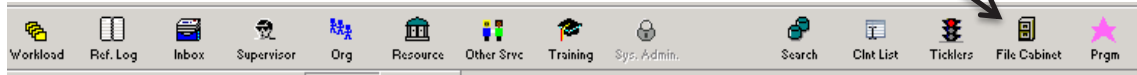


10. Add the document to the file cabinet.

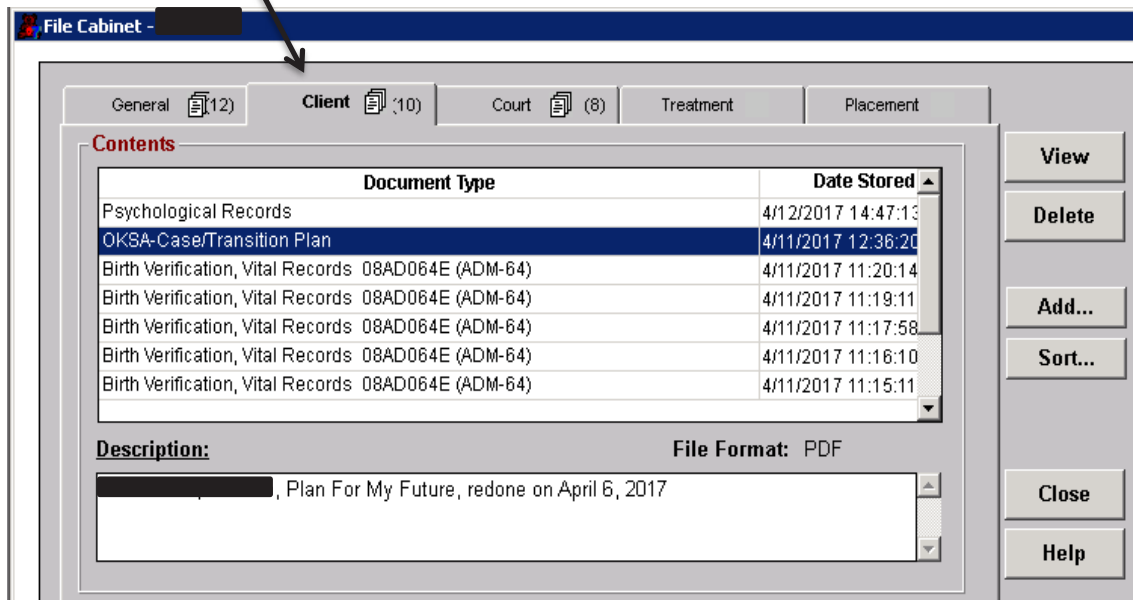




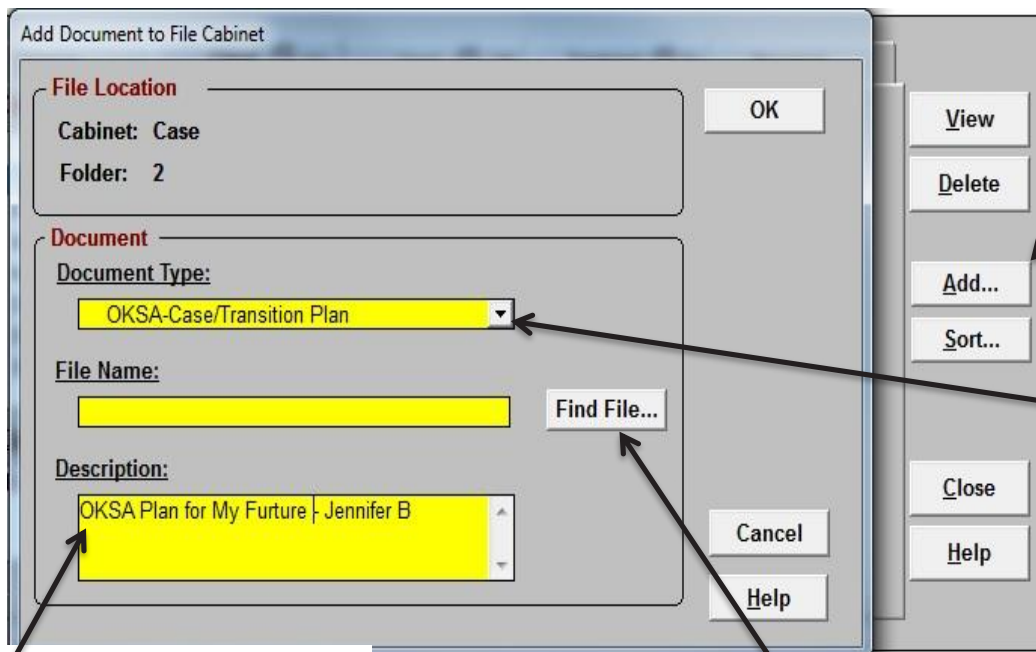
1. Save an electronic copy of the Plan for My Future to the file cabinet in KIDS.



2. Select the "Client" Tab.



3. Add the document to the file cabinet.



4. Press the "Add" Button.

5. Select "OKSA-Case/Transition Plan."

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

6. Find the file on your computer.



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

13. Under "Permanency Plan," enter the appropriate information.

14. Under "Dates," enter the appropriate information.

12. Under "Plan Participants," select the youth's name



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

Individual Service Plan - New

Gen. Info | **Reasons, Results, & Cond** | To Do | Standard To Do

Reason(s) for Oklahoma Department of Human Services (OKDHS) involvement:
(For court involved cases: After adjudication, only include information that led to the child being adjudicated deprived. Any allegations or findings stricken in the court process are not included. When copying ISP update this section with any changes that have occurred in court.)

N/A

Conditions or Behaviors which need to be changed or corrected:

N/A

Desired Results:

N/A

Buttons: Add, Change, Delete, Clear, Copy ISP, Approval..., Cancel

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

Individual Service Plan - WALLACE - New

Gen. Info | Reasons, Results, & Cond | **To Do** | Standard To Do

For: [Dropdown menu]

To Do(s) For: [Text box]

To Do	Risk Factor
See youth's attached OKSA Plan	

Children's Risk Related Needs

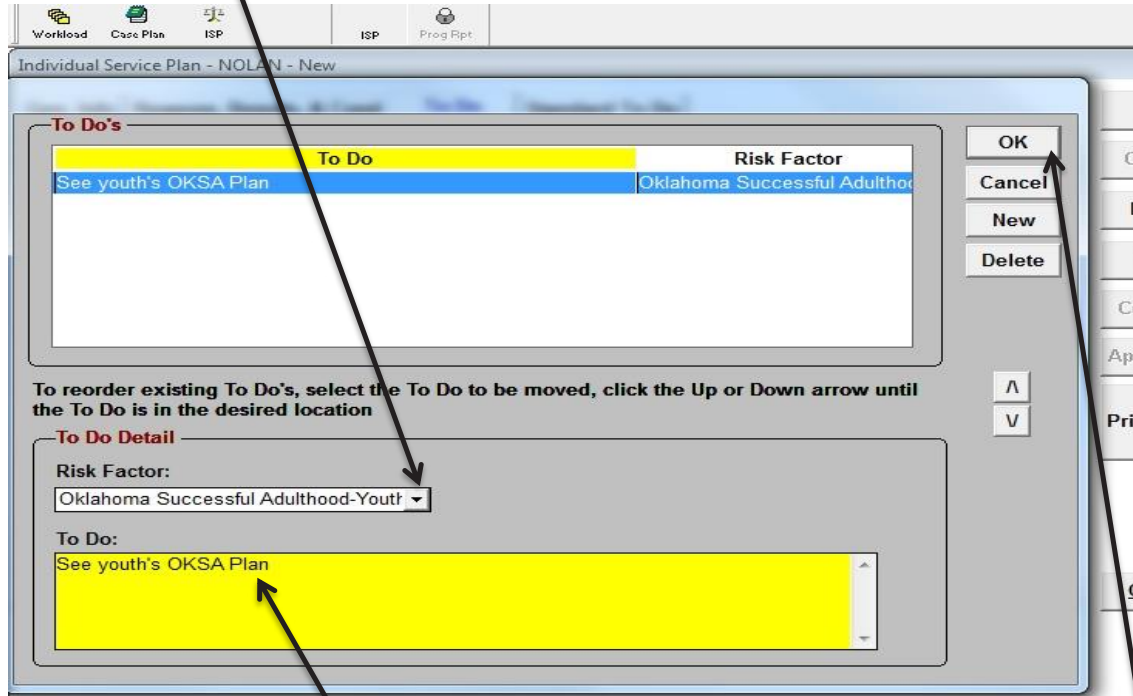
Child's Name	Need
--------------	------

Buttons: Add, Change, Delete, Clear, Copy ISP, Approval..., Print To Do, Cancel

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.

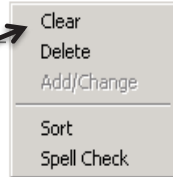


1. Select the "OKSA Services" tab.

Date	Type	Service	Provided By
06/07/2017	Family Support and Healthy Marriage	Healthy Relationships	OKSA Contracted Agency
01/31/2017	Other Financial Assistance	Miscellaneous	OKSA Contracted Agency
07/05/2016	Other Financial Assistance	Miscellaneous	OKSA Contracted Agency

Type: Other Financial Assistance
Service: Miscellaneous
Provided By: OKSA Contracted Agency
Date/Begin Date: 01/31/2017 End Date: 01/31/2017
Comment: Luggage, Through My Eyes Jml and My Next Best Move book

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.

Type: Academic Support
Service: Budget and Financial Management Training
Provided By: Career Preparation
Date/Begin Date: Educational Financial Assistance
Comment: Employment Programs/Vocational Training
Family Support and Healthy Marriage Ed.



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

A screenshot of a software interface showing a dropdown menu for the "Service" field. The "Type" field above it is set to "Academic Support". The "Service" dropdown is open, showing a list of options: "Academic Counseling", "Education Plan", "Financial Aid Packets", "GED Fall Packets", "GED Preparation", and "GED Spring Packets". An arrow points from the instruction above to the "Service" dropdown. The "Provided By", "Date/Begin Date", and "Comment" fields are visible but empty.

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

A screenshot of the same software interface, now showing the "Provided By" dropdown menu open. The "Type" field is still "Academic Support" and the "Service" field is now set to "Academic Counseling". The "Provided By" dropdown is open, showing a list of options: "OKSA Contracted Agency", "OKDHS Staff-CW", "OKDHS Staff-DDSD", "OKDHS", "Mentor-OKDHS", and "Volunteer-OKDHS". An arrow points from the instruction above to the "Provided By" dropdown. The "Date/Begin Date" and "Comment" fields are visible but empty.



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

Type: Academic Support

Service: Academic Counseling

Provided By: OKSA Contracted Agency

Date/Begin Date: 00/00/0000 End Date: 00/00/0000

Comment:

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.

[Read Only] - Case Contact Information - NOLAN

General Info | Visits | Meeting | CSM | Purpose/Comments | Contact Guide | Safety | 0 - 12 Mo. | 13 - 36 Mo. | 14 - 18 Yr.

General Info

Contact Entered By: [Redacted] Date: 05/17/2017 05:48 pm

Contact By: [Redacted]

Type/Loc.: Face to Face (Placement Provider) Source: Case

Status: * Attempted Completed Word Document: [Redacted]

* Announced Unannounced Contact Date: 05/16/2017 Time: 12:25 * a.m. p.m.

Participants

***Client/Collateral**

ID	Name	Select...
2175901	[Redacted]	Select...

***Non-Client/Non-Collateral Participant**

Applies To

ID	Name	Select...
2175901	[Redacted]	Select...

Purpose:

Worker Visit
OKSA-Transition Plan

Buttons: Add, Change, Delete, Clear, Find..., Approval, Addendum, Contact Src, Cancel

2. Select the “14-18 yr. tab.

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

[Read Only] - Case Contact Information - [Redacted]

General Info | Visits | Meeting | CSM | Purpose/Comments | Contact Guide | Safety | 0 - 12 Mo. | 13 - 36 Mo. | 14 - 18 Yr.

Child Name	Age In Years at Contact	Child Info Added
[Redacted]	17	Yes

Assessment of life skills development - ongoing

Discuss and assess youth's attainment of skills necessary to establish independence and concerns, such as activities needed to reinforce and support the youth's identity. Life skills development falls into these domains:

Daily living: nutrition, menu planning, grocery shopping, meal preparation, dining, kitchen clean up and food storage, home management, and home safety.

Housing and community resources: housing, transportation, community resources, and awareness of the legal system

Money management: beliefs about money, saving, income tax, banking and credit, budgeting and spending plans, and consuming

Self care: personal hygiene, health, alcohol, drugs and tobacco, and sexuality

Social development: personal development, cultural awareness, communication, relationships, and leisure time.

Work and study skills: educational status, career planning, employment, decision-making, and study skills

[Redacted] continues to work on IL Skills.

Buttons: Add, Change, Delete, Clear, Find..., Approval, Addendum, Contact Src, Cancel



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

Child Name	Age In Years at Contact	Child Info Added
[redacted]	17	Yes

Jerry continues to work on IL Skills.

Successful Adulthood case plan/transition plan.

Discuss with the youth his or her progress towards their Successful Adulthood plan. Verify youth has the following: certified birth certificate, original social security card, state identification card, or driver license. If youth has driver license, verify proof of insurance. Discuss the youth's transition plan for exit from care and identify the steps needed to attain the plan.

[redacted] completed his 90 day transition plan. He wants to remain at SPECK home until he graduates from high school.

90-Day Transition Plan Completed Yes No Not Applicable Date Completed 05/18/2017

- 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.

[Read Only] - Case Contact Information - WILLIS

Child Name	Age In Years at Contact	Child Info Added
ANGEL M. ADAMS	17	Yes

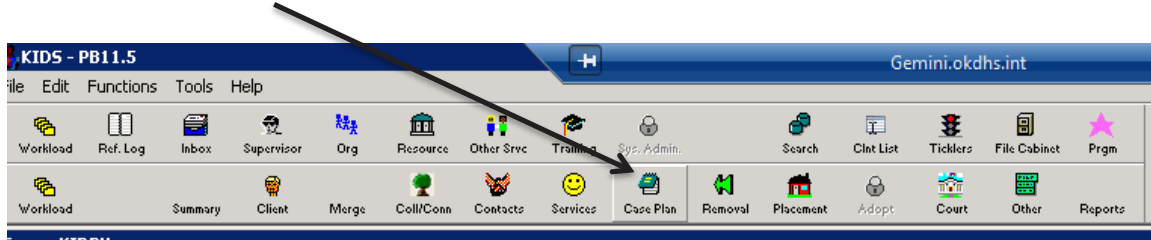
90-Day Transition Plan Completed Yes No Not Applicable Date Completed 00/00/0000

	Applies	Does Not Apply	Reason Not Complete/ Not Applicable
Housing	<input checked="" type="radio"/>	<input type="radio"/>	
Health Insurance	<input checked="" type="radio"/>	<input type="radio"/>	
Health Care Treatment Decisions	<input checked="" type="radio"/>	<input type="radio"/>	
Education	<input checked="" type="radio"/>	<input type="radio"/>	
Mentoring & Continuing Support	<input checked="" type="radio"/>	<input type="radio"/>	
Work Force Support & Employment Services	<input checked="" type="radio"/>	<input type="radio"/>	

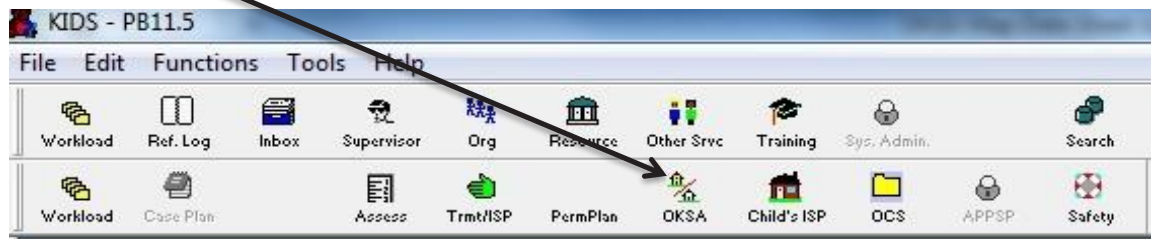
- 6. Select “Applies” or “Does Not Apply” to all indicated areas. If “Does Not Apply” is selected, a reason must be included in the comment box to the right.



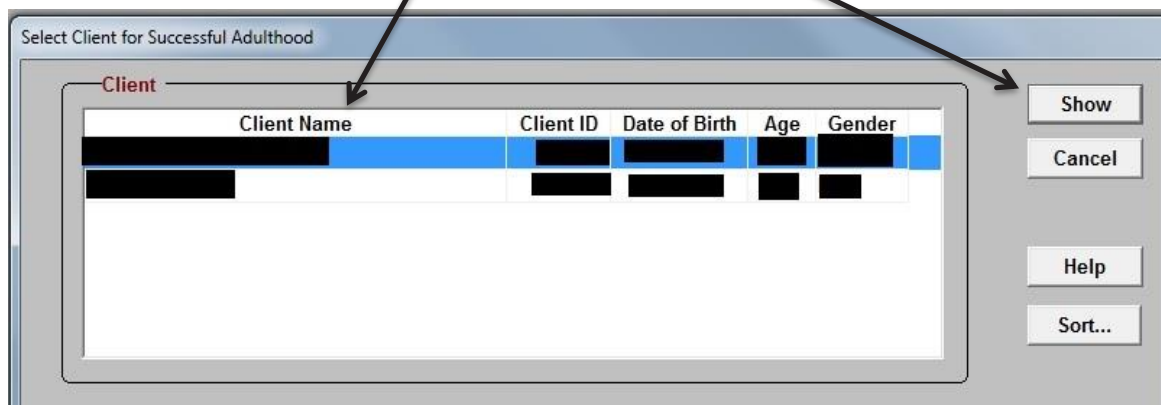
7. Select "Case Plan."



8. Select "OKSA."



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





10. Select "Trans Plan."

The screenshot shows the KIDS software interface. At the top, a menu bar includes 'File', 'Edit', 'Functions', 'Tools', and 'Help'. Below it is a toolbar with various icons. The 'Trans. Plan' icon is highlighted with a black arrow. The main window title is '90-Day OKSA Transition Plan - [redacted]'. It features several tabs: 'Essential Documents', 'Tribal Youth', 'Additional Discussion', 'Resources/Services', 'Comments', and 'Signatures'. The 'Identifying Info' tab is selected and highlighted with a black arrow. This tab contains a form with the following fields:

- AWOL
- Youth's Name: [redacted]
- Transition Plan meeting date: 05/16/2017
- Date of Birth: [redacted]
- KK Number: [redacted]
- Court Case Number: [redacted]
- Judge: [redacted]
- Other Case Numbers:
- Expected Transition Date: 06/01/2018

On the right side of the window, there are several buttons: 'Add', 'Change', 'Delete', 'Clear', 'Approval', 'Print', and 'Cancel'.

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



12. Under “Education,” enter youth’s education information from the “My Transition Plan” Document.

The screenshot shows the 'KIDS - PB11.5' application window. The 'Education' tab is selected in the '90-Day OKSA Transition Plan' form. The 'Education' section includes the following options:

- Did Not Discuss
- My current educational status:
 - attending high school, grade: 11
 - graduated high school, date: 00/00/0000
 - attending General Education Development (GED) class
 - obtained GED, date: 00/00/0000
 - attending vocational classes
 - completed vocational classes
 - attending college
 - obtained a certificate of completion
 - other: [text box]
- We discussed:
 - completion of a voluntary placement agreement allowing me to remain in foster care to complete my high school education or GED

The 'My plan for education is:' section contains a text box with the following text: "reported he wants to remain at SPECK Home so he can graduate from high school." A yellow highlight is present in the text box.



13. Under “Employment & Income,” enter the youth’s employment & income plan from the “My Transition Plan” document.

The screenshot shows the '90-Day OKSA Transition Plan' document with the 'Employment & Income' tab selected. The form includes the following sections:

- Did Not Discuss:** A checkbox option.
- To Do's:** A button.
- My current employment and income status:** Radio button options for:
 - working full-time, 35 hours or more per week
 - working part-time, less than 35 hours per week
 - not currently workingPlus checkbox options for:
 - accessing a trust fund
 - other source(s) of income: [text input field]
- We discussed:** A checked checkbox for 'available employment programs through Workforce Oklahoma, including Job Corps', and unchecked checkboxes for:
 - available summer work programs through my tribe, if applicable
 - community-based employment programs
 - initiating the re-application process for Supplemental Security Income (SSI) or Social Security

14. Under “Housing”, enter youth’s housing plan from the “My Transition Plan” document.

The screenshot shows the '90-Day OKSA Transition Plan' document with the 'Housing' tab selected. The form includes the following sections:

- Did Not Discuss:** A checkbox option.
- To Do's:** A button.
- My housing plan is:** Radio button options for:
 - apartment or house by myself
 - apartment or house with roommate(s)
 - with biological family
 - with foster family
 - Job Corps
 - military
 - transitional or supervised living program
 - adult group home
 - Developmental Disabilities Services Division (DDSD) companion home
 - specialized foster care
 - DDSD daily living skills home
 - other: [text input field]



15. Under “Health,” enter youth’s health plan from the “My Transition Plan” document.

KIDS - PB11.5

File Edit Functions Tools Help

Workload Ref. Log Inbox Supervisor Org Resource Other Srvc Training Sys. Admin. Search Cnt List Ticklers File Cabinet Prgm

Workload Case Plan OKSA OKSA Survey Trns. Plan

90-Day OKSA Transition Plan - [redacted] - [redacted]

Essential Documents Tribal Youth Additional Discussion Resources/Services Comments Signatures

Identifying Info Education Employment & Income Housing **Health** Life Skills Permanent Connections

Did Not Discuss To Do's

My health status:

- I had a physical and dental exam in the previous 12 months.
- I can schedule my medical appointments.
- I received the brochure, "Health Care Options for Independent Living Youth."

We discussed:

- locating a mental health provider in my local community and how to access mental health services if I need them
- my option to designate a health care proxy when I am 18 years old
- my eligibility for SoonerCare from 18 to 21 years of age and the application process 60 days prior to my 18th birthday

My health care plan is:

[redacted] reported he does not know.

Add
Change
Delete
Clear
Approval
Print
Cancel

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

KIDS - PB11.5

File Edit Functions Tools Help

Workload Ref. Log Inbox Supervisor Org Resource Other Srvc Training Sys. Admin. Search Cnt List Ticklers File Cabinet Prgm

Workload Case Plan OKSA OKSA Survey Trns. Plan

90-Day OKSA Transition Plan - [redacted] - [redacted]

Essential Documents Tribal Youth Additional Discussion Resources/Services Comments Signatures

Identifying Info Education Employment & Income Housing Health **Life Skills** Permanent Connections

Did Not Discuss To Do's

My life skills status:

Mode of transportation:

- my vehicle
- public transportation
- walking
- rely on friend or family
- bicycle

Driver license status:

- valid driver license
- valid driver permit
- no driver license or permit

Financial Management:

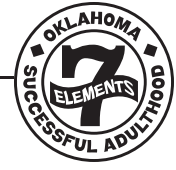
- I have a checking account
- I have a savings account

I will have money as I leave foster care:

- Yes
- No

We discussed:

Add
Change
Delete
Clear
Approval
Print
Cancel



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

KIDS - PB11.5

File Edit Functions Tools Help

Workload Ref. Log Inbox Supervisor Org Resource Other Srvc Training Sys. Admin. Search Clnt List Ticklers File Cabinet Prgm

Workload Case Plan OKSA OKSA Survey Trnz. Plan

90-Day OKSA Transition Plan - [REDACTED] - [REDACTED]

Essential Documents Tribal Youth Additional Discussion Resources/Services Comments Signatures

Identifying Info Education Employment & Income Housing Health Life Skills **Permanent Connections**

Did Not Discuss To Do's

My permanent connections status is:

- I can identify five adults who will provide guidance for me.
- I completed a Permanency Pact.
- I have spiritual support in my local community.
- I have a connection with my tribe, if applicable.
- I participate in cultural activities and practices of my tribe, if applicable.

Add
Change
Delete
Clear
Approval
Print
Cancel

18. Under “Essential Documents,” enter youth’s answers from the “My Transition Plan” document.

KIDS - PB11.5

File Edit Functions Tools Help

Workload Ref. Log Inbox Supervisor Org Resource Other Srvc Training Sys. Admin. Search Clnt List Ticklers File Cabinet Prgm

Workload Case Plan OKSA OKSA Survey Trnz. Plan

90-Day OKSA Transition Plan - [REDACTED] - [REDACTED]

Identifying Info Education Employment & Income Housing Health Life Skills Permanent Connections

Essential Documents Tribal Youth Additional Discussion Resources/Services Comments Signatures

Did Not Discuss To Do's

I have:

- a certified copy of my birth certificate
- a photo ID
- my Social Security card
- my citizenship/naturalization papers

We discussed:

- selective service registration (males only)
- voter registration
- death certificates for deceased parent(s)
- trust fund information
- other:

Add
Change
Delete
Clear
Approval
Print
Cancel



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.

Did Not Discuss

	Name	Relationship to Youth
1.	[Redacted]	Self

Comments: [Text Area]



23. Under “Signatures,” select all participants present at the youth’s transition meeting.

A screenshot of the KIDS software interface. The window title is "KIDS - PB11.5". The menu bar includes "File", "Edit", "Functions", "Tools", and "Help". Below the menu bar is a toolbar with icons for Workload, Ref. Log, Inbox, Supervisor, Org, Resource, Other Srvc, Training, Sys. Admin., Search, Clnt List, Ticklers, File Cabinet, and Prgm. A secondary toolbar shows icons for Workload, Case Plan, OKSA, OKSA, Survey, and Trns. Plan. The main window displays a "90-Day OKSA Transition Plan" for a specific case. The "Signatures" tab is selected, showing a form with the following fields:

- "Transition Plan Filed in KIDS File Cabinet" with a checkbox and a date field containing "00/00/0000".
- "Transition Plan Signatures/Dates Signed" section with a table:

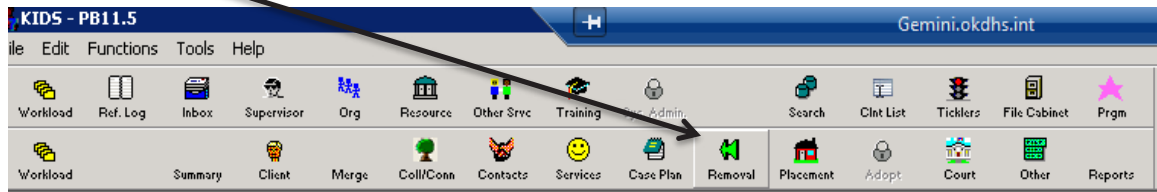
Signed By	Date Signed
<input type="checkbox"/> Youth:	00/00/0000
<input type="checkbox"/> Child Welfare Worker:	00/00/0000
<input type="checkbox"/> Child Welfare Supervisor:	00/00/0000
<input type="checkbox"/> Indian CW Worker:	00/00/0000
<input type="checkbox"/> Plan Participants:	00/00/0000

On the right side of the form, there are buttons for "Add", "Change", "Delete", "Clear", "Approval", "Print", and "Cancel". Two black arrows point from the text of step 23 to the "Signatures" tab and the "Transition Plan Signatures/Dates Signed" table. A third black arrow points from the text of step 24 to the "Transition Plan Filed in KIDS File Cabinet" checkbox and its date field.

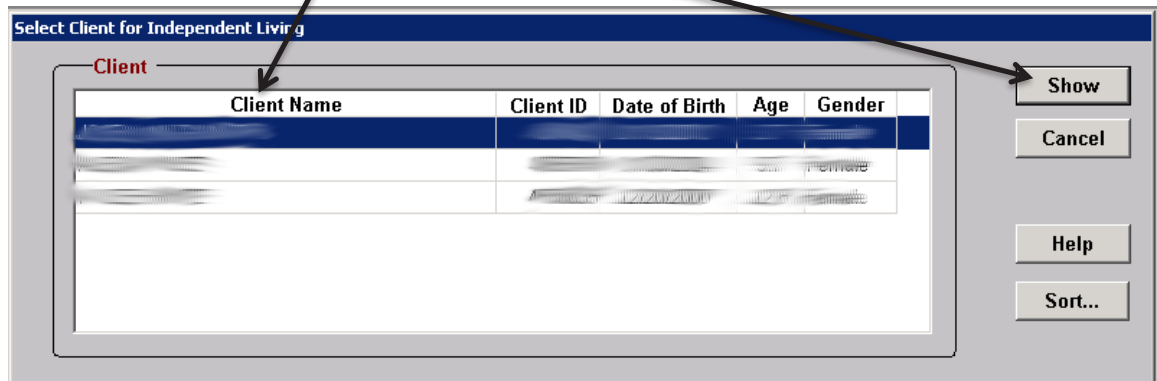
24. Check the “Transition Plan Filed in KIDS File Cabinet” box, and the date it was put in the file cabinet.



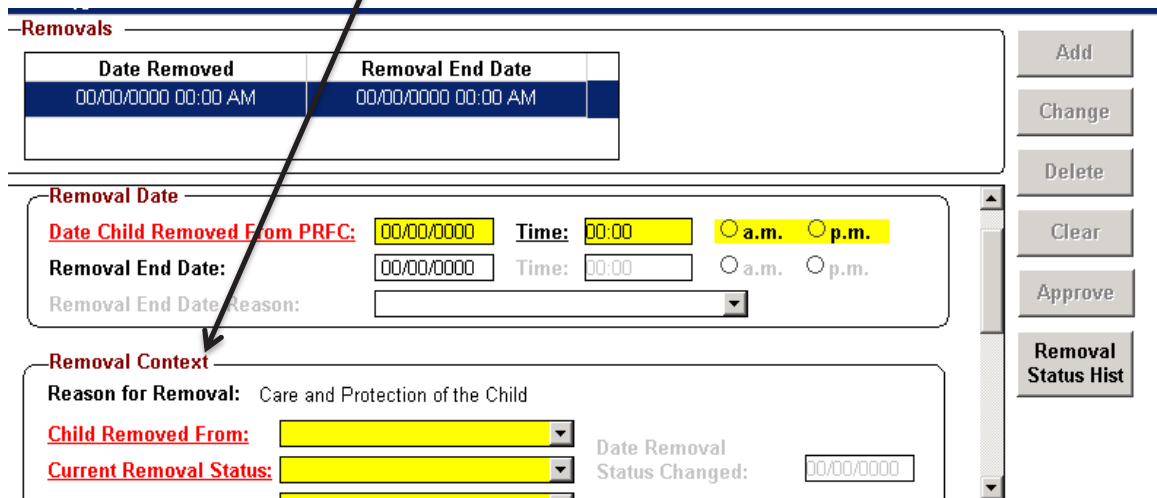
1. Go to the "Removal" Screen.



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



3. Look under the removal context.





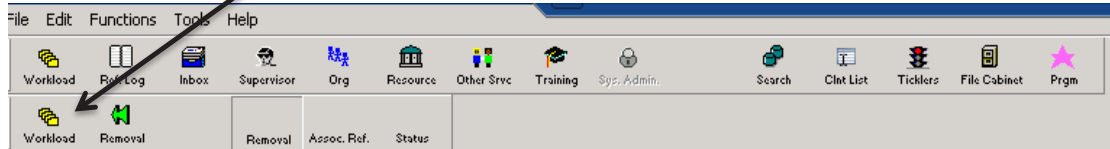
- 4. Click on “Current Removal Status”, change it to “Voluntary”, and enter the date the youth began voluntary custody.

Removal End Date: 00/00/0000 Time: 00:00 a.m. p.m.
Removal End Date Reason: [dropdown]
Removal Context
Reason for Removal: Care and Protection of the Child
Child Removed From: Mother (Biological)
Current Removal Status: Court-Ordered/Protective
Date Removal Status Changed: 00/00/0000
Caretaker Family Structure: Court-Ordered/Protective
Voluntary

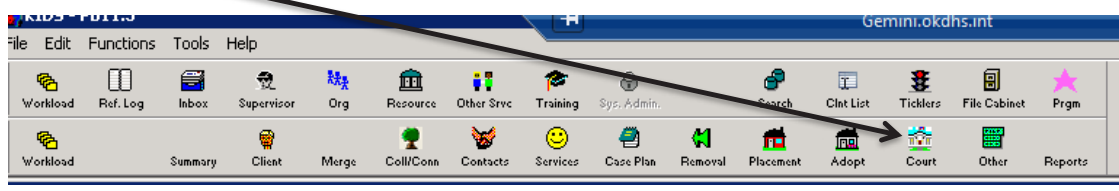
- 5. Scroll down to “Voluntary Placement Agreement” on the same page and enter all the information requested.

Voluntary Placement Agreement
* Date Parent/PRFC Signed Agreement: 00/00/0000 * One of these two fields is mandatory for voluntary removals
* Date Youth Signed Agreement: 00/00/0000
Note: The agreement is signed on or before the youth's 18th birthday when remaining in care.
Date OKDHS Signed Agreement: 00/00/0000
Is the Agreement saved in the KIDS File Cabinet? Yes No
Delete
Clear
Approve
Removal Status Hist

- 6. Go back to “Workload.”

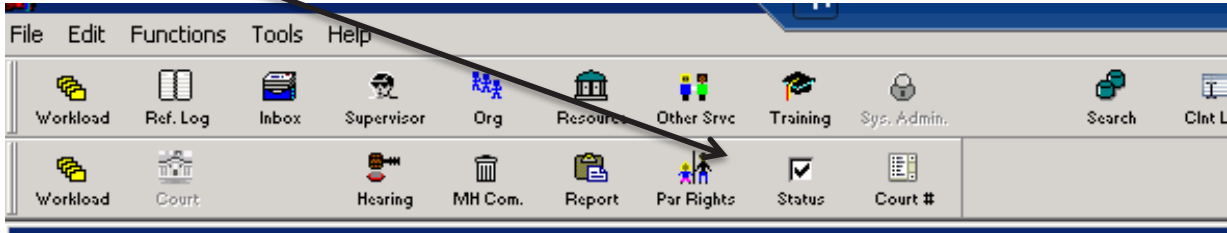


- 7. Select “Court.”

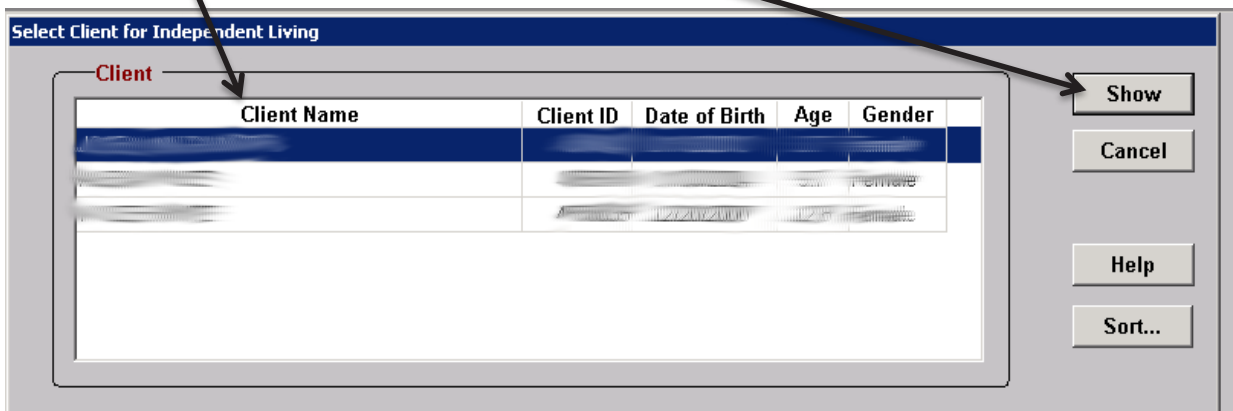




8. Select "Status."



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



10. Look under the "Custody Information" box.

Status

Begin Date	End Date
08/16/2012	00/00/0000
06/22/2012	08/16/2012

Status Details

Custody Information

Begin Date	End Date
08/16/2012	00/00/0000

Official Custody
Temporary

Custody Disposition
OKDHS Custody

Custody With:

Tribes: [Dropdown]
Name: [Text]
Address: [Text]

OKDHS Supervised:

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."

OKSA Credit Bureau Information

Date: 5/16/19 2:16 PM

Experian Date Received: 04/18/2019

Credit Concerns? Delinquency or collection filed
Balances to credit limit ratio too high

Was a copy of the report provided to the youth? Yes No

Equifax Date Received: 04/18/2019

Credit Concerns? Delinquency or collection filed
Balances to credit limit ratio too high

Was a copy of the report provided to the youth? Yes No

TransUnion Date Received: 00/00/0000

Credit Concerns?

Was a copy of the report provided to the youth? Yes No

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

OKSA Credit Bureau Information

Date: 5/16/19 2:16 PM

Experian Date Received: 04/18/2019

Credit Concerns? No Credit Concerns

Was a copy of the report provided to the youth? Yes No

Equifax Date Received: 04/18/2019

Credit Concerns? No Credit Concerns

Was a copy of the report provided to the youth? Yes No

TransUnion Date Received: 00/00/0000

Credit Concerns?

Was a copy of the report provided to the youth? Yes No

