

# TRANSITION PLANNING



The Fostering Connections Act requires child welfare agencies to provide youth assistance in transitioning to adulthood, by requiring the youth's child welfare worker to help "the child develop a personal transition plan. The plan must be as detailed as the child chooses and include specific options on housing, health insurance, education, local opportunities for mentoring, continuing support services, work force supports, and employment services." **For OKDHS custody youth in out-of-home care, planning occurs throughout the youth's 17th year, culminating in a fully developed plan being documented the month preceding the 90th day the youth turns 18, submitted to the court as near the 90th day as possible, and continued planning during the 90-day period immediately before age 18. For youth remaining in voluntary care, transition planning will continue until their exit from care.**

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- Begin transition planning with OKSA, the youth, and their identified support network the month the youth turns 17.
  - NOTE: You will receive an email notification from an Oklahoma Successful Adulthood (OKSA) Transition Facilitator the month before a youth on your caseload turns 17, or upon their entering care after age 17.
- Participate in ongoing planning meetings, providing resource information and assisting youth with visualizing their transition plan.
  - Print a copy of the youth's updated *OKSA Hope for Tomorrow Goal Setting Plan* or *Plan for My Future*.
- Stay on track with transition planning by utilizing the *Transition Process Timeline* tipsheet, available at [OKSA.ou.edu](http://OKSA.ou.edu) or by contacting the OKSA Helpline at 800-397-2945 or [OKSA@ou.edu](mailto:OKSA@ou.edu).
- Prepare for the Transition Plan meeting which occurs 120 days before youth's birthday.
  - Print a copy of the *My Transition Plan* form (04PP018E).

## COMPLETE THE TRANSITION PLAN

- Meet with the youth and their support network and complete the *My Transition Plan* form.
  - Speak with the youth and document his/her input.
  - Assist the youth with completing the *My Transition Plan*.
  - Obtain signatures on the *My Transition Plan* and provide a copy to the youth.
  - Submit a copy of the *My Transition Plan* to the courts, as required by statute.
- Review the plan with the youth 60 days prior and 30 days prior to the youth's 18th birthday and assist the youth in meeting the goals stated in their plan.

## DOCUMENT THE TRANSITION PLAN

- Document contact in OKDHS KIDS system and select "Face to Face" as the Type/Location and "OKSA-Transition Plan" as the Purpose.
- Select the "14-18 yr" tab and complete all required information.
  - At the bottom of the screen, which asks if the 90 Day Transition Plan was completed, check the "Yes" box.
  - Select "Applies" or "Does not apply" to all indicated areas of the 90 Day Transition Plan.
    - NOTE: If "Does Not Apply" is selected, a reason must be included in the comment box provided.

**If you need assistance, email [OKSA@ou.edu](mailto:OKSA@ou.edu).**  
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- Save a copy of the Transition Plan, with signatures, in OnBase.
  - Scan the youth's *My Transition Plan*.
  - Open OnBase.
  - Click on the "Import" button at the top of the screen.
  - Click on the "Browse" button at the top left of the screen and select your document.
  - Click on "Document Type" and scroll down to select "830 CWS OKSA Transition Plan."
  - Select date the document was completed under "Document Date."
  - Enter Youth's KK# under "830 CWS Case Number."
  - Enter Youth's first name under "830 CWS Client First Name."
  - Enter Youth's last name under "830 CWS Client Last Name."
  - Click on "Import" at the bottom of the screen.
- Select "Case Plan."
- Select "OKSA," then select the appropriate youth from the list and select "Show."
- Select "Trns Plan."
  - Document the information from the youth's *My Transition Plan* under every corresponding tab.
  - Indicate the date all participants signed the document or provided verbal consent; and
  - Check the box that the 90 Day Transition Plan was saved in OnBase.
    - Select "Approval" and ensure your supervisor confirms the *My Transition Plan* is in OnBase and approves the plan in KIDS.
  - On the "Signature" tab, complete the following:
    - Indicate the date all participants signed the document; and
    - Check the box that the 90 Day Transition Plan was saved in OnBase.
- At your monthly visits 60 days prior and 30 days prior to the youth's 18th birthday, review the plan with the youth. Continue assisting the youth in meeting the goals stated in their plan and document these services monthly in the OKDHS KIDS system.
  - NOTE: Use the OKSA Guide for Documenting OKSA Services to help you document these tasks in KIDS each month.

## REPORT

- Per statute, provide the *My Transition Plan* to the court as near as possible to the 90th day before the youth turns age 18.
  - NOTE: For youth who are AWOL, complete the following information:
    - Section 1 – complete all demographic information.
    - Section 12 – under Child Welfare worker's comments, make a statement the youth has been AWOL since (insert date), and worker will complete the transition plan with youth upon his/her return to care.
    - Worker and supervisor both sign the document.
    - Submit the plan to the court as near as possible to the 90th day before the youth turns 18.

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