

# DOCUMENTING VOLUNTARY SERVICES



Up to 90 days before their 18th birthday, youth may request placement in an OKDHS placement and services from OKDHS on a voluntary basis, or in special circumstances, a short-term voluntary placement while age 18, 19, or 20 years of age, when the youth:

- Reaches 18 years of age prior to completing his or her high school education or high school equivalency; or
- Did not obtain high school diploma or equivalency and left an out-of-home placement after reaching 18 years of age; or
- Needs out-of-home care during the months following completion of high school or equivalency prior to the youth or young adult entering college or a vocational program; or
- Reaches 18 years of age and is participating in a program designed to remove barriers to employment or is employed for at least 80 hours per month; or
- Has specified reasons approved by the Assistant Child Welfare Director.

## COMPLETE VOLUNTARY SERVICE FORM

- Complete a Voluntary Placement Request form (04IL001E).
  - NOTE: This form does not need to be signed by a notary, but your district director or their designee should be informed of the placement and sign the form.
- Save a copy of the Voluntary Placement Request form, with signatures, in OnBase.
  - Scan the youth's Voluntary Placement Request.
  - Open OnBase.
  - Click on the "Import" button at the top of the screen.
  - Click on the "Browse" button at the top 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.

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- Go to "Removal" screen in KIDS.
- Select the youth and select "Show."
- Under "Removal Context," select "Current Removal Status," then select "Voluntary."
  - Enter the date the youth began voluntary custody.
- Scroll down to "Voluntary Placement Agreement."
  - Enter all information requested.
- Go back to "Workload."
- Select "Court."
- Select "Status," then select the appropriate youth from the list and select "Show."
- Under "Custody Information," click on "Clear."
  - Under "Begin Date," add the beginning date.
  - Under "Official Custody," select "Voluntary."

**If you need assistance, email [OKSA@ou.edu](mailto:OKSA@ou.edu).**  
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