

# OKSA SERVICE TYPE DESIGNATION



An Oklahoma Successful Adulthood (OKSA) Service Type Designation is a comprehensive evaluation of the youth's readiness for transition to a successful adulthood, as well as an identification of the services and supports required for the youth to achieve a maximum level of self-sufficiency. **An OKSA Service Type Designation should be completed within 30 days of the youth's 14th birthday or within 30 days of the youth entering care, after the age of 14.** An OKSA Service Type Designation is the first step in the OKSA process. The OKSA Service Type can change depending on the varying situation of the youth.

## REVIEW AND UPDATE THE KIDS CASE

- Enter the OKDHS KIDS system using the KK# of the OKSA-eligible youth.
- Select "Case Plan."
- Select "OKSA", then select the appropriate youth from the list and select "Show."
- Select "OKSA" again. This will show you the OKSA Youth Info screen.
- Under "OKSA General Info" tab, select "OKSA Additional Info" and update all the information
  - NOTE: Be sure to scroll down on this tab and complete all information fields.
- Under the "Youth Demo" tab, select the appropriate tab and update all the youth's information.
  - Address: Ensure current placement address is accurate.
  - Phone numbers: Add all known phone numbers for the youth.
  - Email: Add youth's email address.
    - NOTE: Help youth create an email address if the youth does not have one.
- Under "Education" tab, select "Education" and update current information.
  - Education: Ensure planned graduation/GED date and information about special education services are entered.
    - NOTE: The "Grade Last Completed" is NOT the current grade the youth is in, but the grade the youth last completed.
  - School: Ensure the name and address of current school is accurate.
  - OKP/OHLAP: Verify application has been submitted.
    - NOTE: If application has not been submitted, assist youth with completing the application, obtain needed signatures and email to [\\*CWS.OHLAP.OklahomasPromise@okdhs.org](mailto:*CWS.OHLAP.OklahomasPromise@okdhs.org).
- Under "Employment" tab, update current employer information, with address and phone number.
- Under "Connections" tab, add as many connections as the youth can identify.
- Once you have updated all the screens, assess the case.
  - NOTE: Screens to review include, but are not limited to, AFCARS, Child's Disability, Placement, Finance, etc.

**If you need assistance, email [OKSA@ou.edu](mailto:OKSA@ou.edu).**  
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## DETERMINE WHICH SERVICE TYPE BEST SUITS THE YOUTH

- Go to the "OKSA Youth Info" screen.
- Under the "OKSA General Info" tab, select the correct OKSA Service Type Designation for the youth.
  - **Regular OKSA** - Refers to a youth who is likely to achieve self-sufficiency and be able to live independently in a community, who can increase their self-sufficiency with supports and/or services.
  - **DDS** - Refers to a youth who is currently approved for DDS services.
  - **Incapable of Receiving OKSA** - Refers to a youth who is unlikely to achieve a minimal level of self-sufficiency due to a severe physical or mental health issue. If you believe the youth should be designated as Incapable of Receiving OKSA, contact the OKSA Helpline at [OKSA@ou.edu](mailto:OKSA@ou.edu) with the youth's name and KK case number, and the reason you believe the youth should be considered incapable. Youth with this Service Type Designation are still eligible to access Youth Development Funds.

## REPORT

- For the OKSA Service Types of "Regular OKSA" and "DDS," ask the court to make a determination that OKSA Services are appropriate at the next court review.
  - NOTE: Report OKSA services provided to the youth at each court review.
- For the OKSA Service Type of "Incapable of Receiving OKSA," ask the court to make a determination that OKSA Services are not appropriate at the next court review.

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