

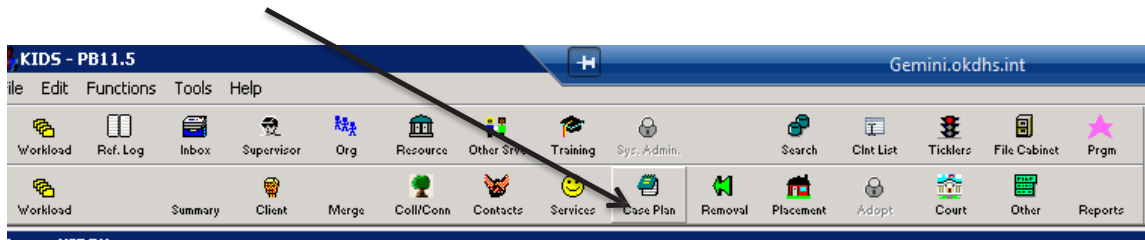


DOCUMENTING IN THE KIDS SCREENS

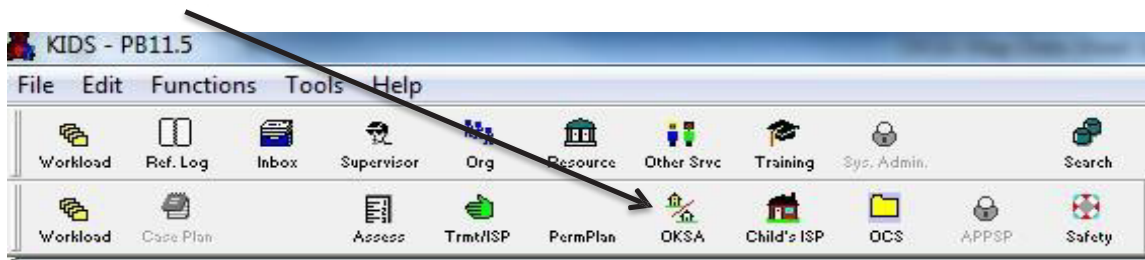
COMPLETING THE SERVICE TYPE DESIGNATION

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.

1. Enter the OKDHS KIDS system using the KK# of the OKSA-eligible youth.
2. Select "Case Plan"



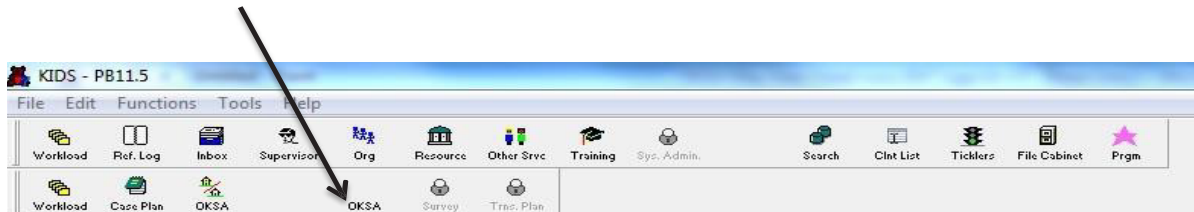
3. Select "OKSA"



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



5. Select "OKSA" again. This will show you the OKSA Youth Info screen.

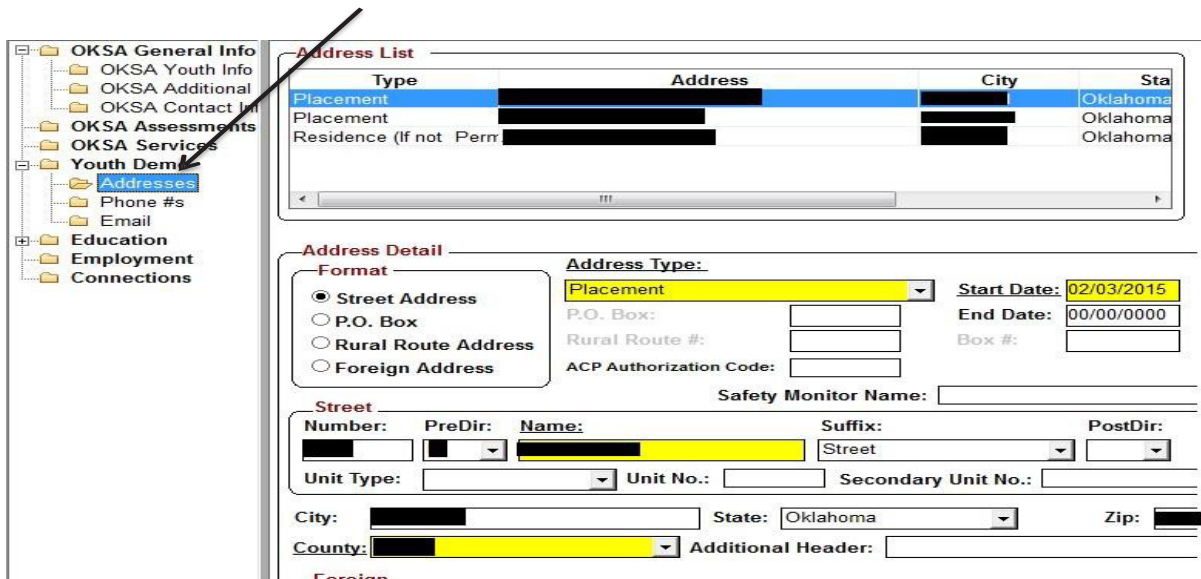


COMPLETING THE SERVICE TYPE DESIGNATION

6. Under “OKSA General Info” tab, select “OKSA Additional Info” and update all of the youth’s information.
 - NOTE: Be sure to scroll down on this tab and complete all information fields. If you are not sure about information, speak to the youth for additional details.



7. Under the “Youth Demo” tab, select the appropriate tab and update all the youth’s information.
 - Address: Ensure current placement address is accurate.



Type	Address	City	Sta
Placement	[Redacted]	[Redacted]	Oklahoma
Placement	[Redacted]	[Redacted]	Oklahoma
Residence (If not Perm	[Redacted]	[Redacted]	Oklahoma



- Phone numbers: Add all known phone numbers for the youth

Phone Number List

Phone Type	Phone Number	Extension

Phone Number Information

Type: Phone Number: Ext:

Transaction Date: 02/02/2015

- Email: add youth's email address.
 - NOTE: Help youth create an email address if they do not have one, preferably not one linked to their school.

E-mail Address List

Type	E-mail Address

E-mail Address

Type: E-mail Address:

Transaction Date: 00/00/0000



8. 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, rather it’s the last full grade the youth completed.
 - School: Ensure the name and address of current school is accurate.

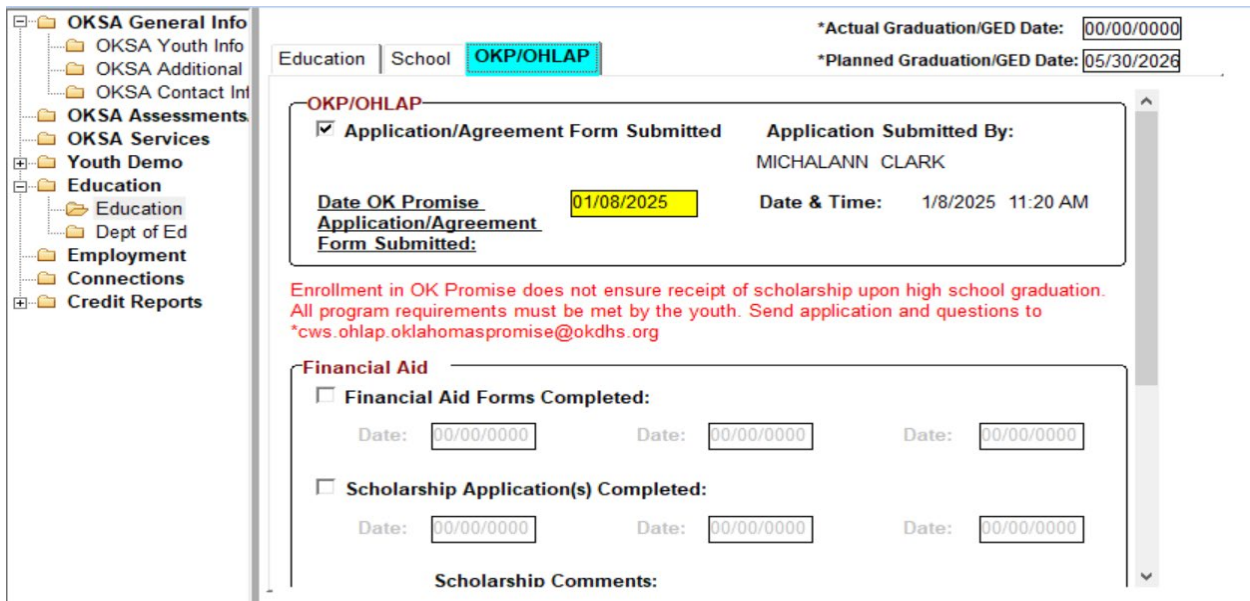
The screenshot displays a software interface with a tree view on the left and a form on the right. The tree view includes folders for 'OKSA General Info', 'Youth Demo', 'Education', 'Employment', and 'Connections'. The 'Education' folder is expanded, and the 'Education' sub-item is selected. The form has three tabs: 'Education', 'School', and 'OKP/OHLAP'. The 'Education' tab is active, showing the following fields:

- Current Grade Level:** Grade 10
- Grade Last Completed:** Grade 9
- Functioning Grade Level:** (empty)
- School Performance:** (empty)
- Education Status:** Attending
- Date Last Attended:** 00/00/0000
- Date Last Updated:** 07/11/2016
- Is child receiving Special Education services?:** No
- Date of Last IEP:** 00/00/0000
- Strengths:** (empty text area)
- Needs:** (empty text area)

Additional fields at the top right of the form include: *Actual Graduation/GED Date: 00/00/0000 and *Planned Graduation/GED Date: 00/00/0000. A table at the top of the form shows a row with columns: Date Last Updated, School Name, City, Grade Level (Grade 10), and Status (Attending).

9. Select “OKP/OHLAP” tab. Verify Application has been submitted.
 - NOTE: If application has not been submitted, assist youth with completing the application, obtaining the needed signatures, and email to [*CWS.OHLAP.OkalahomaPromise@okdhs.org](mailto:CWS.OHLAP.OkalahomaPromise@okdhs.org)

COMPLETING THE SERVICE TYPE DESIGNATION



Education | School **OKP/OHLAP**

*Actual Graduation/GED Date: 00/00/0000
*Planned Graduation/GED Date: 05/30/2026

OKP/OHLAP

Application/Agreement Form Submitted Application Submitted By: MICHALANN CLARK

Date OK Promise Application/Agreement Form Submitted: 01/08/2025 Date & Time: 1/8/2025 11:20 AM

Enrollment in OK Promise does not ensure receipt of scholarship upon high school graduation. All program requirements must be met by the youth. Send application and questions to *cws.ohlap.oklahomaspromise@okdhs.org

Financial Aid

Financial Aid Forms Completed:

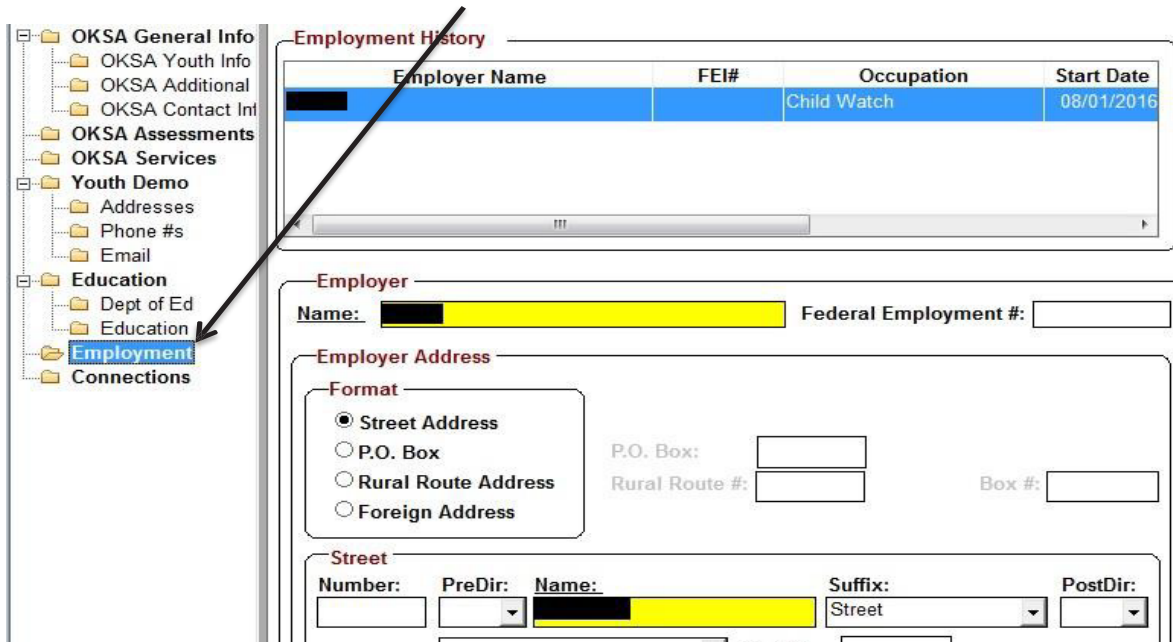
Date: 00/00/0000 Date: 00/00/0000 Date: 00/00/0000

Scholarship Application(s) Completed:

Date: 00/00/0000 Date: 00/00/0000 Date: 00/00/0000

Scholarship Comments:

10. Select "Employment" tab, update current employer information, with address and phone number.



Employment History

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

Employer

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

Employer Address

Format:

Street Address
 P.O. Box P.O. Box: [REDACTED]
 Rural Route Address Rural Route #: [REDACTED] Box #: [REDACTED]
 Foreign Address

Street

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



11. Select “Connections” tab, add as many connections as the youth can identify.

The screenshot displays the OKSA system interface. On the left is a navigation tree with categories like 'OKSA General Info', 'Youth Demo', 'Education', and 'Connections'. The 'Connections' tab is selected. The main area shows a table with columns: Name, Outcome, Relationship, and Home Phone. Below the table is a checkbox for 'Show end-dated Connections'. Below that are tabs for 'Demographics', 'Relationships', 'Contacts', 'Outcome', 'Actions', and 'Efforts'. The 'Demographics' tab is active, showing a form with fields for Prefix, First, Middle, Last, and Suffix; Alternate Last Names; Birth Date, SSN, Race, and Hispanic or Latino Origin; Relationship To Family (set to 'Relative'); Start Date and End Date; Reason for End Date; Date of Death; and Employer Name.

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

Show end-dated Connections

Demographics Relationships | Contacts | Outcome | Actions | Efforts

Demographics

Prefix: First: Middle: Last: Suffix:

Alternate Last Names:

Birth Date: SSN: Race: Hispanic or Latino Origin:

Relationship To Family: Start Date: End Date:

Reason for End Date: Date of Death:

Employer Name:

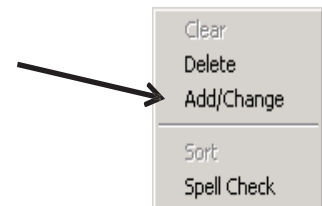
12. Once you have updated all screens, assess the case.

- NOTE: Screens to review include, but are not limited to, AFCARS, Child’s Disability, Placement, Finance, etc.

COMPLETING THE SERVICE TYPE DESIGNATION

13. 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 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.

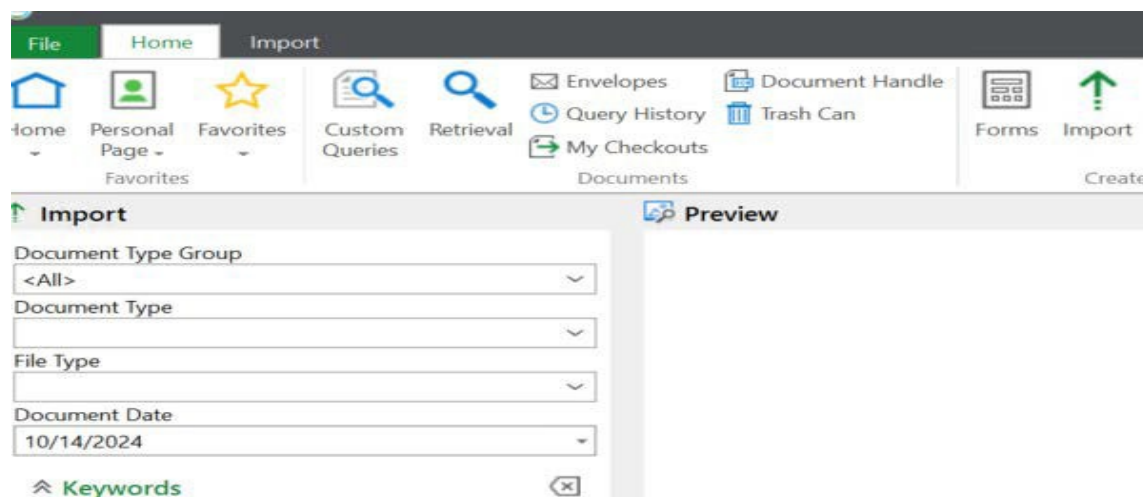
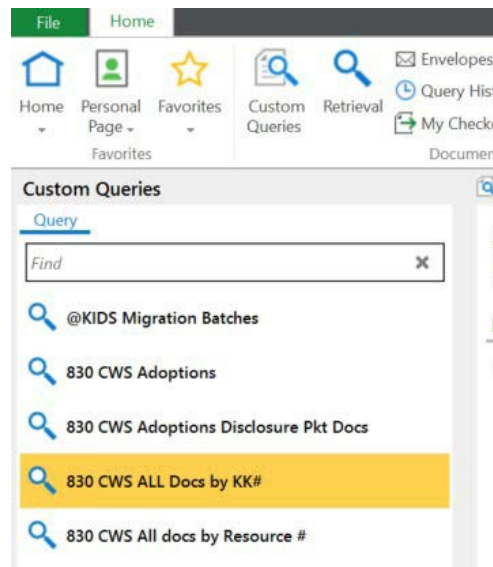
14. Right click in the white space to the right and select “Add/Change” to save.





The HOPE Assessment 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. Each year, between the ages of 14 and 18 (or until exiting voluntary care after 18), a new HOPE Assessment must be completed within 30 days of the youth’s birthday.

1. Complete and provide original copies of both the “HOPE Assessment” and the “Rights of Oklahoma Foster Youth” form (04IL011E).
2. Scan and save a copy of the “Rights of Oklahoma Foster Youth” form, signed by the youth, placement provider, and appropriate OKDHS or tribal representative, to OnBase.
 - a. Open up OnBase





DOCUMENTING THE OKSA HOPE ASSESSMENT

- 3. Email a completed copy of the HOPE Assessment to the OKSA Helpline email

OKSA@ou.edu

OKSA will document completion and save the results for you in OnBase.

- OKSA General Info
 - OKSA Youth Info
 - OKSA Additional
 - OKSA Contact Int
- OKSA Assessments
- OKSA Services
- Youth Demo
- Education
- Employment
- Connections
- Credit Reports

OKSA Assessments/Hope Plan

Date	Type	Provided By
04/28/2025	OKSA Hope Plan	OKSA Contracted Agency
04/22/2025	OKSA Hope Assessment	OKSA Contracted Agency
07/18/2024	Employment Assessment	OKDHS Staff-CW
06/10/2024	Life Skills Assessment -14	OKDHS Staff-CW
05/20/2024	Education	OKDHS Staff-CW

Type: OKSA Hope Assessment **Provided By:** OKSA Contracted Agency

Date: 04/22/2025

Copy of OKSA Assessment Provided to: Youth? Child Welfare Worker?

Comments: 17 YEAR OLD HOPE ASSESSMENT COMPLETED



DOCUMENTING THE OKSA HOPE GOAL SETTING PLAN & UPDATES

The OKSA Hope for Tomorrow Goal Setting Plan should be initiated within 60 days of the youth’s 14th birthday or within 60 days of the youth entering care, after the age of 14. This plan should be reviewed and updated at each monthly visit.

1. Email a completed copy to the OKSA Helpline email OKSA@ou.edu. OKSA will document completion and save the results for you in the KIDS OKSA screens and in OnBase.

➤ NOTE: A youth may only have one goal on their plan initially

OKSA Assessments/Hope Plan

Date	Type	Provided By
04/28/2025	OKSA Hope Plan	OKSA Contracted Agency
04/22/2025	OKSA Hope Assessment	OKSA Contracted Agency
07/18/2024	Employment Assessment	OKDHS Staff-CW
06/10/2024	Life Skills Assessment -14	OKDHS Staff-CW
05/20/2024	Education	OKDHS Staff-CW

Type: OKSA Hope Plan **Provided By:** OKSA Contracted Agency

Date: 04/28/2025

Copy of OKSA Assessment Provided to: Youth? Child Welfare Worker?

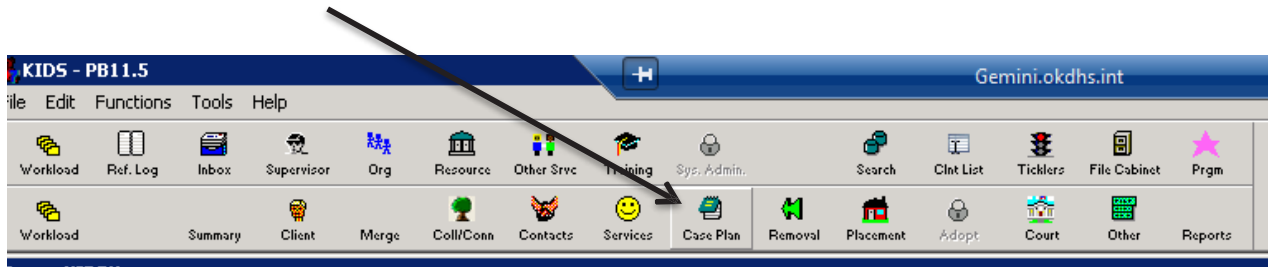
Comments: 17 YEAR OLD HOPE GOAL SETTING WORKSHEET COMPLETED

2. Add additional goals to the plan as you have discussions during your monthly visits.
3. Save those additional goals on new Hope Goal Setting Pages in OnBase.

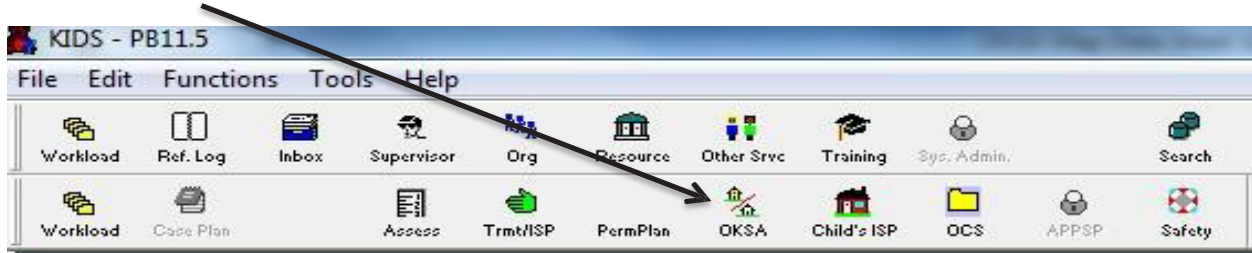
DOCUMENTING OKSA SERVICES

To meet the federal reporting requirement, IL/OKSA services which are provided to Oklahoma's youth must be documented in the OKDHS KIDS system each month.

1. Select "Case Plan".



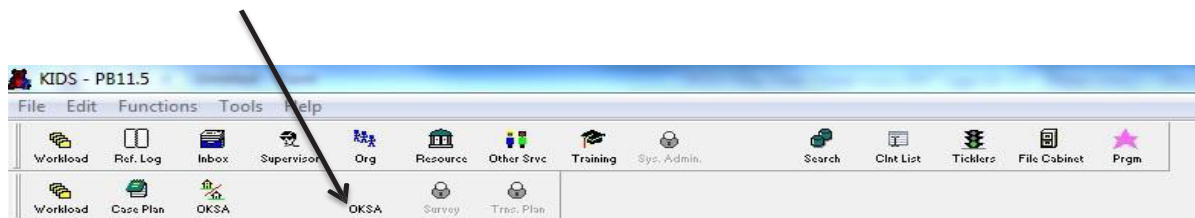
2. Select "OKSA".



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



4. Select "OKSA" again. This will show you the OKSA Youth Info screen.





5. Select the “OKSA Services” tab.
6. Right click in the empty white space to the right and select “Clear”.

OKSA Services

Date	Type	Service	Provided By
10/03/2025	Other Financial Assistance	Miscellaneous	OKSA Contracted Agen
06/18/2025	Career Preparation	Career Exploration	OKSA Contracted Agen
06/06/2025	Other Financial Assistance	Miscellaneous	OKSA Contracted Agen
03/28/2025	Other Financial Assistance	Go phones	OKSA Contracted Agen
03/07/2025	Other Financial Assistance	Miscellaneous	OKSA Contracted Agen

Type: Other Financial Assistance

Service: Miscellaneous

Provided By: OKSA Contracted Agency

Date/Begin Date: 03/07/2025 **End Date:** 03/07/2025

Comment: Shipped OKSA birthday gift: string lights to [REDACTED]

Context Menu: Clear, Delete, Add/Change, Sort, Spell Check

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

Type: [Dropdown Menu]

- Academic Support
- Budget and Financial Management Training
- Career Preparation
- Educational Financial Assistance
- Employment Programs/Vocational Training
- Family Support and Healthy Marriage Ed.

8. Under “Service”, select the service that best represents the specific service(s) you are documenting this month.

Type: Academic Support

Service: Academic Counseling
Education Plan
Financial Aid Packets
GED Fall Packets
GED Preparation
GED Spring Packets

Provided By:

Date/Begin Date:

Comment:

9. Under “Provided By”, select the type of individual that provided the service.

- NOTE: As the worker you are documenting the OKDHS Staff-CW services you helped provide. You may also be documenting the services the foster parent or other supports provided, you will get this information during your monthly calls or visits. “OKSA Contracted Agency” is the helpline documenting the services they are providing to the youth.

Type: Academic Support

Service: Academic Counseling

Provided By: OKSA Contracted Agency
OKDHS Staff-CW
OKDHS Staff-DDSD
OKDHS
Mentor-OKDHS
Volunteer-OKDHS

Date/Begin Date:

Comment:



- 10. Under “Date/Begin Date”, enter the date the service began. The begin and end date can be the same date as the contact.
- 11. Under “Comment”, enter a comment I more explanation is needed. Comments are not always needed.

The image shows a form with the following fields:

- Type:** Academic Support (dropdown menu)
- Service:** Academic Counseling (dropdown menu)
- Provided By:** OKSA Contracted Agency (dropdown menu)
- Date/Begin Date:** 00/00/0000 (text box)
- End Date:** 00/00/0000 (text box)
- Comment:** (text area)

Two arrows are present: one pointing to the Date/Begin Date field and another pointing to the Comment field.

- 12. Document the worker visit in “Contacts” and refer to the updated plan for additional information.



Begin transition planning with OKSA, the youth, and their identified support network the month before the youth turns 17. Transition planning occurs through the youth’s 17th year.

1. Enter a KIDS contact, select the “Face to Face” as the Type/Loc and 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”

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.



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

General Info | Visits | Meetings | 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

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 05/16/2017

5. Scroll down the page to the bottom of the screen, which ask if the 90-day transition plan was completed, check the “Yes” box.

[Read Only] - Case Contact Information - WILLIS

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

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

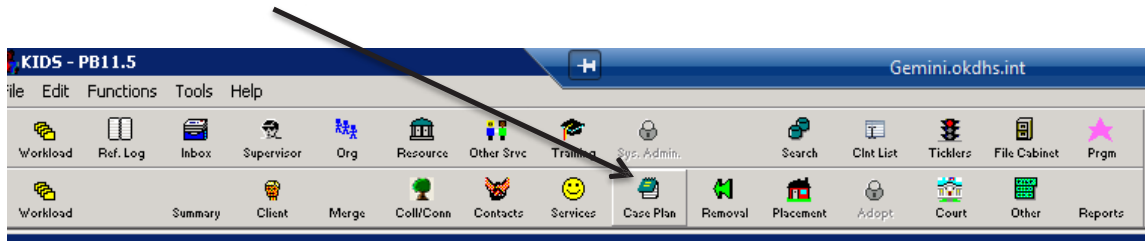
	Applies	Does Not Apply	Reason Not Complete/ Not Applicable
Housing	<input checked="" type="radio"/>	<input type="radio"/>	[REDACTED]
Health Insurance	<input checked="" type="radio"/>	<input type="radio"/>	
Health Care Treatment Decisions	<input checked="" type="radio"/>	<input type="radio"/>	
Education	<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 of the 90 Day Transition Plan.
 - NOTE: If “Does not Apply” is selected, a reason must be included in the comment box provided.

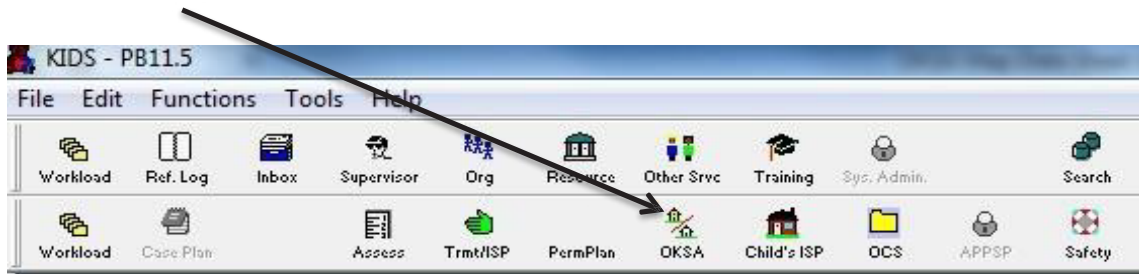
DOCUMENTING OKSA TRANSITION PLAN

7. Save a copy of the Transition Plan, with signatures, in OnBase.
8. Scan the youth's *My Transition Plan*
9. 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 youths last name under "830 CWS Client Last Name".
 - Click on "Import" at the bottom of the screen.

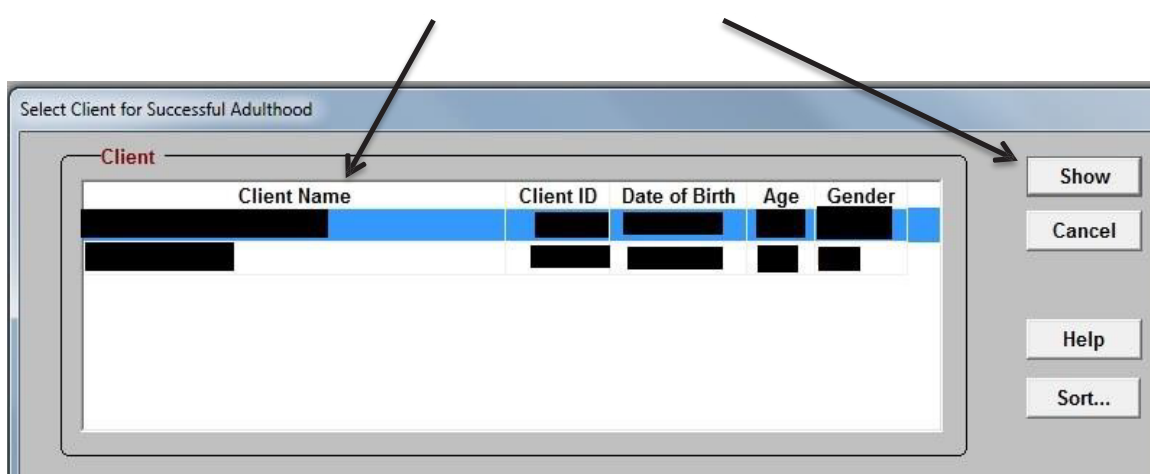
10. Select "Case Plan".



11. Select "OKSA".

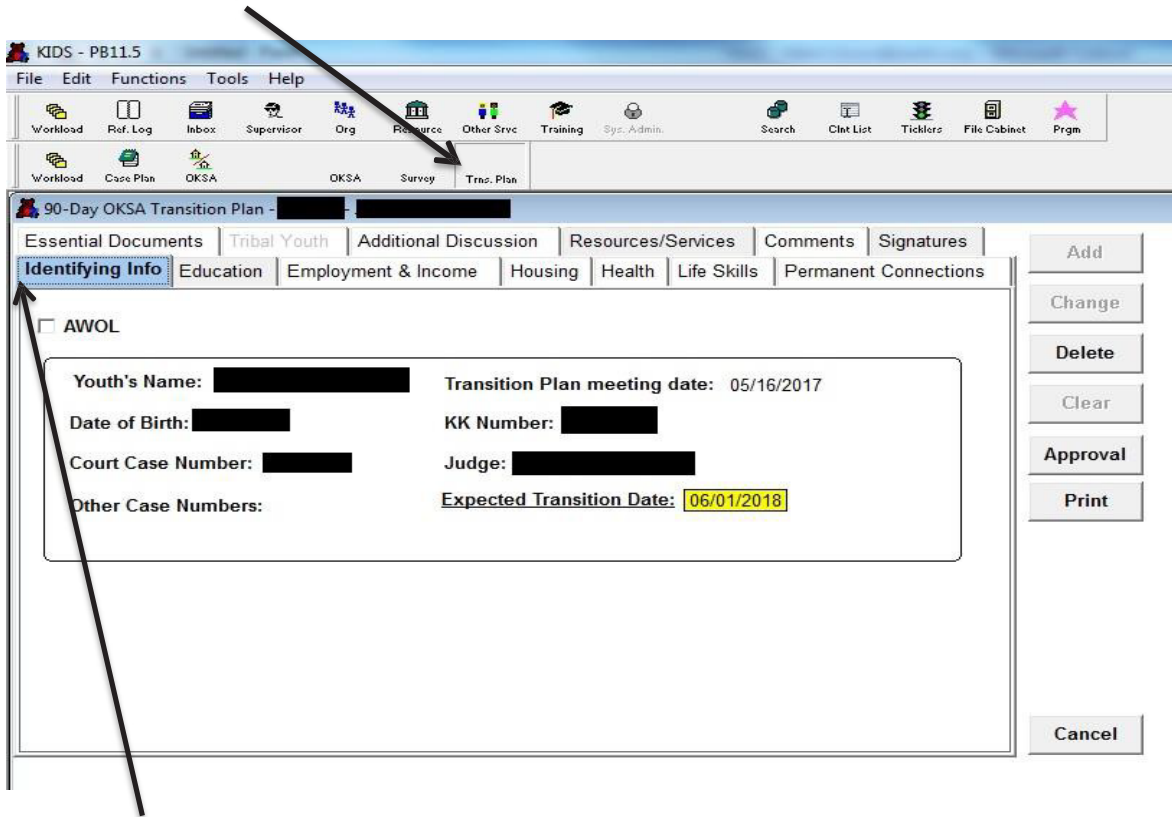


12. Select the appropriate youth from the list and select "Show".





13. Select “Trns Plan”.

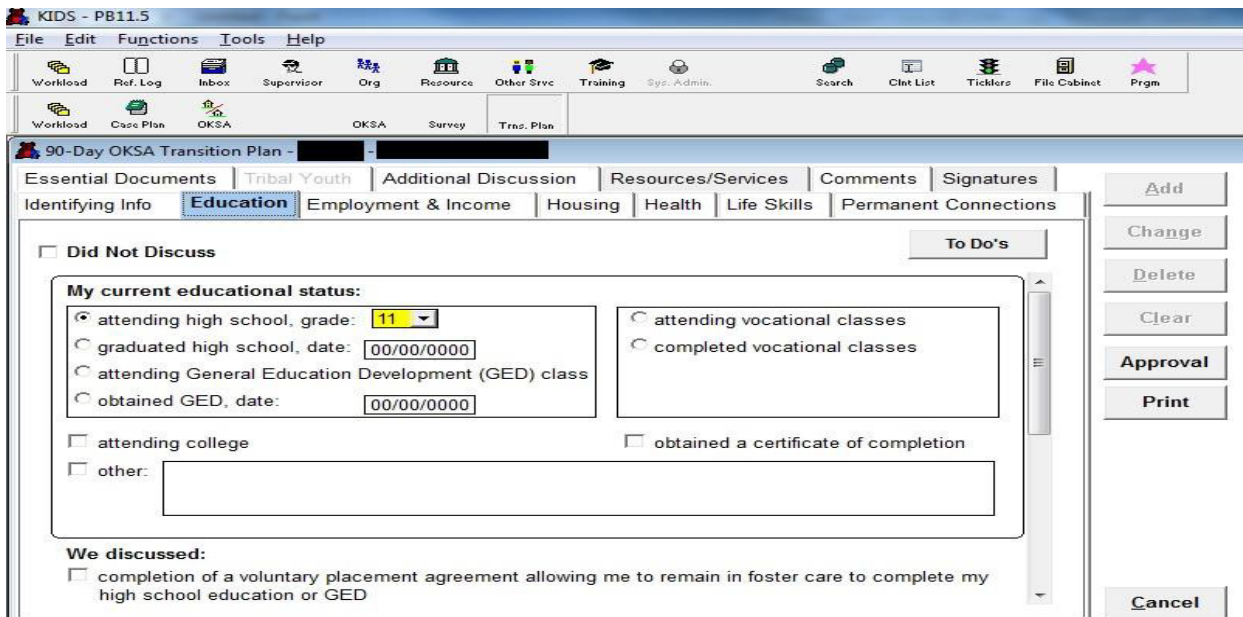


14. Under “Identifying Info”, enter youths identifying information.

15. Document the information from the youth’s *My Transition Plan* into every corresponding tab.

- NOTE: Not all information from *My Transition Plan* will correspond with the KIDS screens

16. Enter youth’s information under “Education”.





17. Enter youth’s information under “Employment & Income”.

90-Day OKSA Transition Plan

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 current employment and income status

- working full-time, 35 hours or more per week
- working part-time, less than 35 hours per week
- not currently working

accessing a trust fund

other source(s) of income:

We discussed:

- available employment programs through Workforce Oklahoma, including Job Corps
- 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

Buttons: Add, Change, Delete, Clear, Approval, Print, Cancel

18. Enter youth’s information under “Housing”.

90-Day OKSA Transition Plan

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

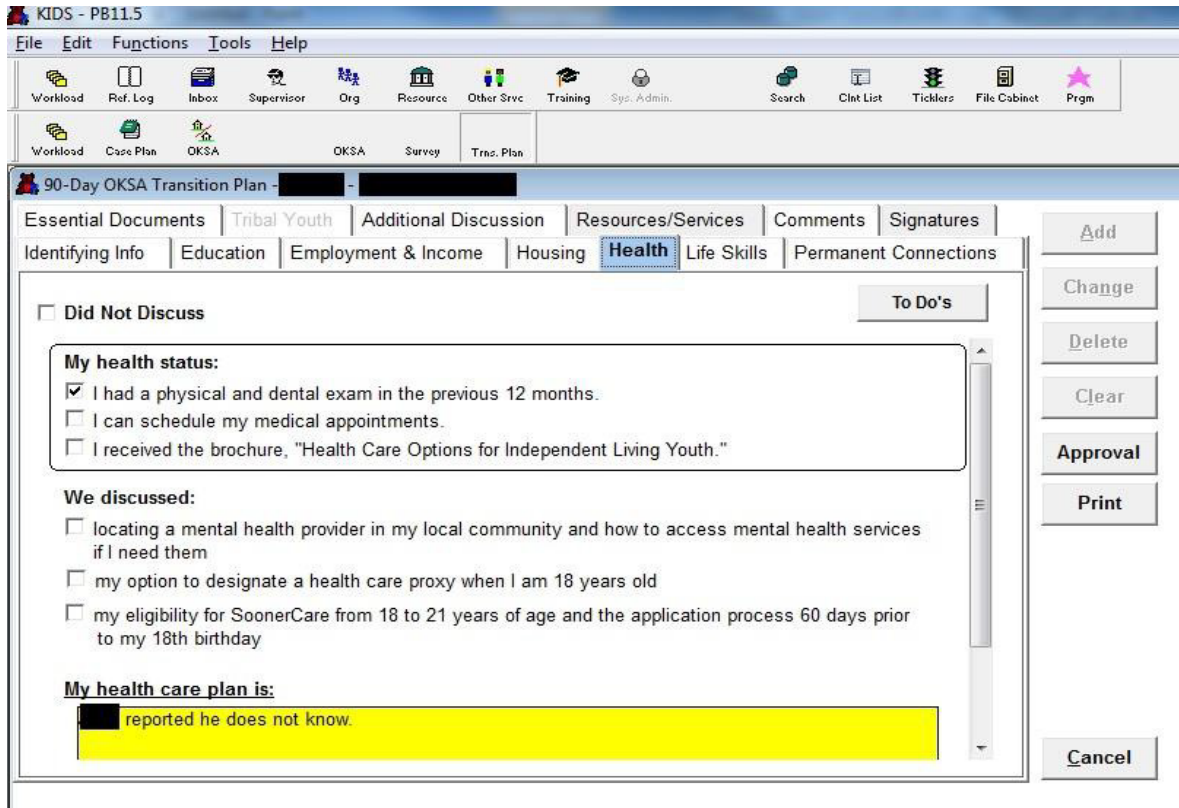
My housing plan is:

- 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:

Buttons: Add, Change, Delete, Clear, Approval, Print, Cancel

DOCUMENTING OKSA TRANSITION PLAN

19. Enter youth's information under "Health".



KIDS - PB11.5

File Edit Functions Tools Help

Workload Ref. Log Inbox Supervisor Org Resource Other Svc Training Sys. Admin. Search Clnt 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

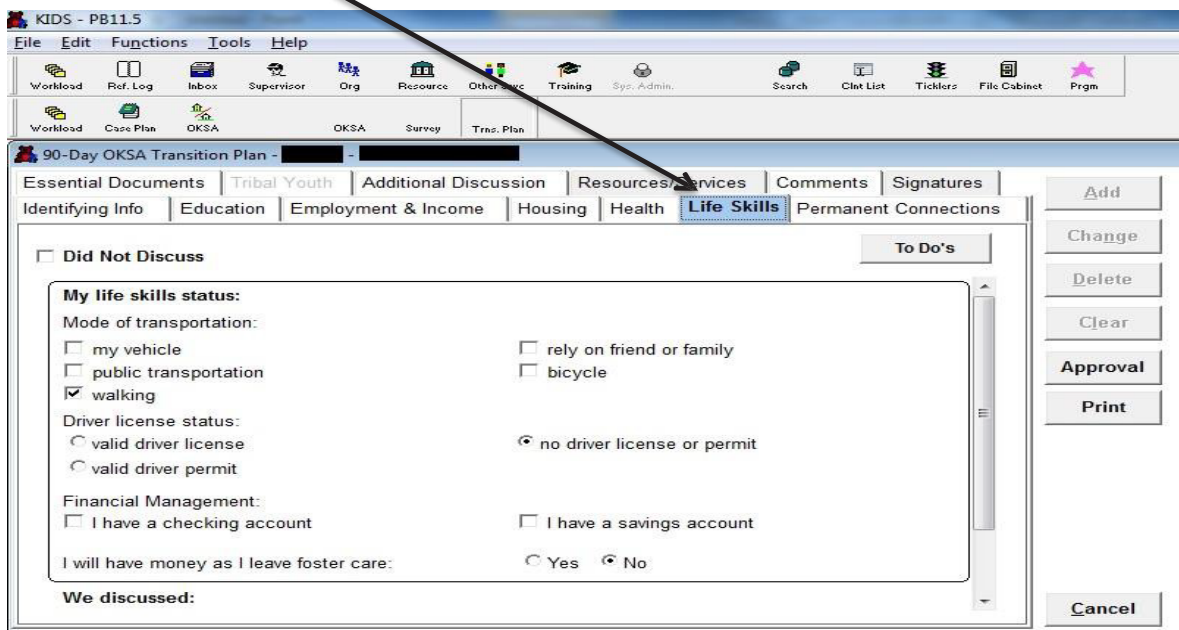
my eligibility for SoonerCare from 18 to 21 years of age and the application process 60 days prior to my 18th birthday

My health care plan is:

[redacted] reported he does not know.

Add Change Delete Clear Approval Print Cancel

20. Enter youth's information under "Life Skills".



KIDS - PB11.5

File Edit Functions Tools Help

Workload Ref. Log Inbox Supervisor Org Resource Other Svc Training Sys. Admin. Search Clnt 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 rely on friend or family

public transportation bicycle

walking

Driver license status:

valid driver license no driver license or permit

valid driver 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



21. Enter youth's "Supportive Connections" information in the "Permanent Connections" tab.

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 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 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

22. Enter youth's information under "Essential Documents".

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 Trns. 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



23. Enter youth's information under "Tribal Youth", if applicable.

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 Trns. 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

My tribal affiliation status is:

- I have my Certificate of Degree of Indian Blood (CDIB) card.
- I have my tribal enrollment/citizenship card.
- I have the necessary contact informatin for my tribe, such as telephone numbers, e-mail address, and tribal website to ensure I can learn about other activities, services, and supports available to me.
- I have Indian Health Services (IHS) card.
- I have my tribal health card.
- I received information regarding how to access any available tribal trust funds..

Add
Change
Delete
Clear
Approval
Print
Cancel

24. Enter youth's information under "Additional Discussion".

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 Trns. Plan

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Did Not Discuss

We discussed:

- the importance of participating in the federal National Youth in Transition Database (NYTD) that tracks independent living services and outcomes.
- supports and services available to me through the Yes I Can network until I reach 21 years of age
- the importance of maintaining a secure address for receiving mail
- the importance of reporting a change of address to SoonerCare, Yes I can network, the Social Security Administration, and completing a change of address card at the U.S. Postal Office
- that as I near 18 years of age, I will receive a list of community resources that may be a continuing support for me
- my right to receive a copy of my Child Passport or other documents that contain available information regarding my education, health, and social history.

- I understand I may be asked to complete surveys at 19 and 21 years of age.
- I give my consent for other state agencies and the Department of Motor Vehicles to be contacted or for any other search tool to be used to locate me if I have not called the Yes I Can network to

Add
Change
Delete
Clear
Approval
Print
Cancel



25. Add any information about resources or services under the “Resources/ Services” tab.

The screenshot shows the 'Resources/Services' tab selected. The table contains the following data:

	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

26. Under “Comments”, enter all comments regarding the youth’s plan from the youth, the worker, and any supportive adults who participated in the transition meeting.

The screenshot shows the 'Comments' tab selected. The interface includes a checkbox for 'Did Not Discuss' and a table for recording comments:

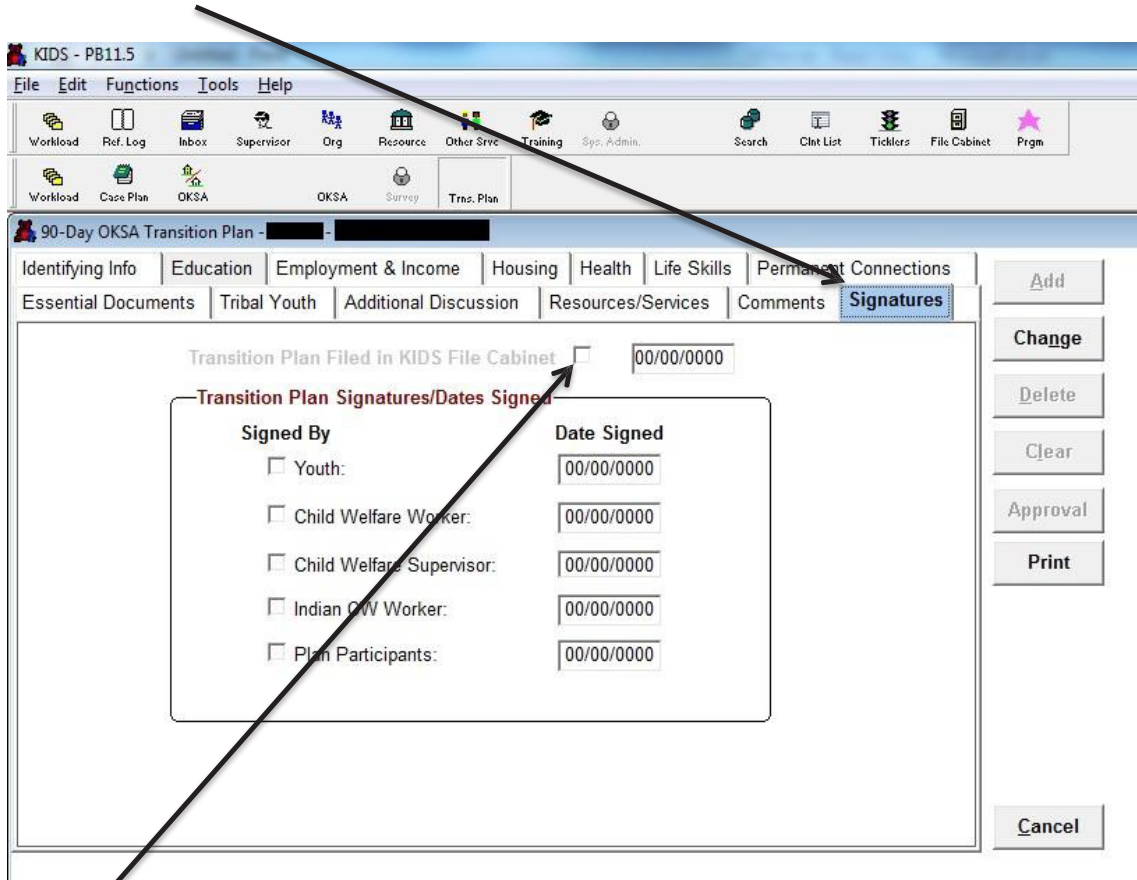
	Name	Relationship to Youth
1.	[Redacted]	Self

Below the table is a 'Comments:' text area for entering details.

DOCUMENTING VOLUNTARY SERVICES

27. 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.

28. 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.



KIDS - PB115

File Edit Functions Tools Help

Workload Ref. Log Inbox Supervisor Org Resource Other Strc Training Sys. Admin. Search Clt 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**

Transition Plan Filed in KIDS File Cabinet 00/00/0000

Transition Plan Signatures/Dates Signed

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

Add

Change

Delete

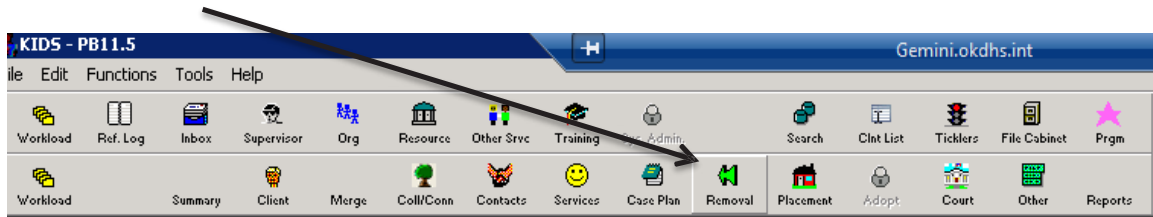
Clear

Approval

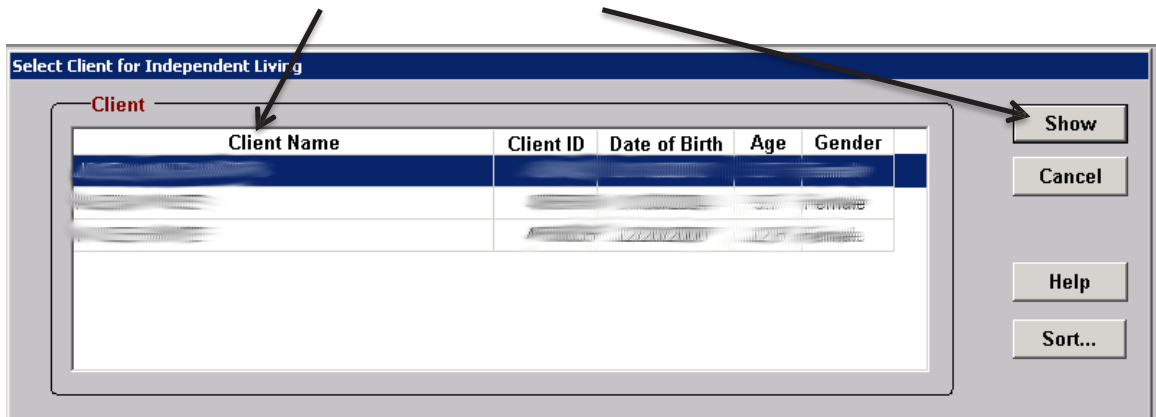
Print

Cancel

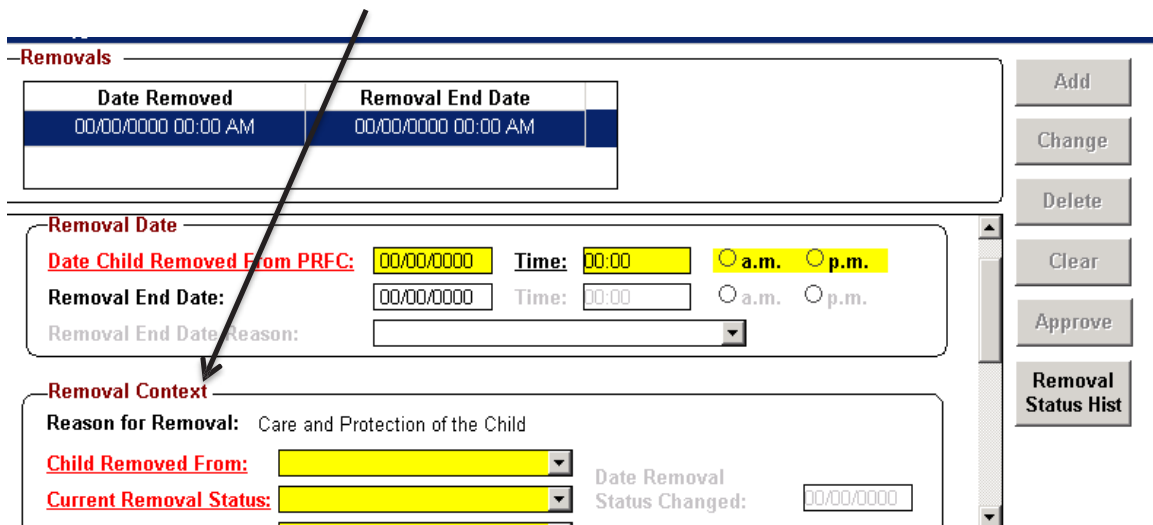
1. Go to the "Removal" screen.



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



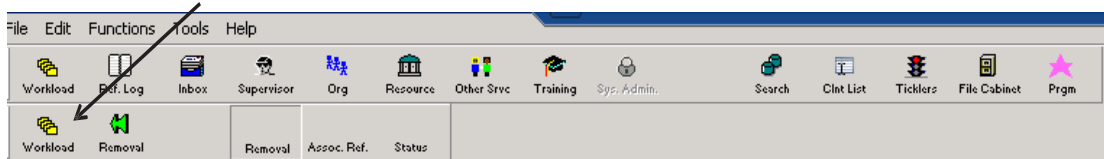
4. Under "Removal Context", select "Current Removal Status", then select "Voluntary".
➤ Enter the date the youth began voluntary care



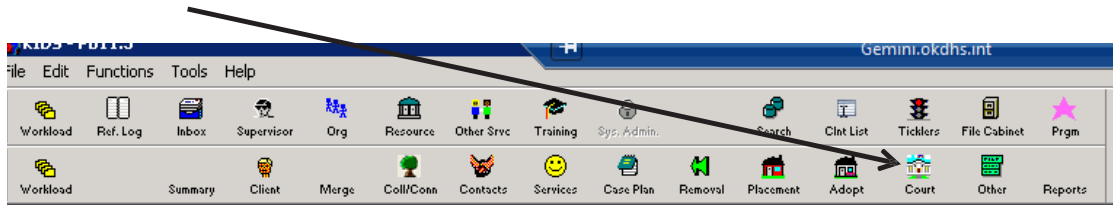


5. Scroll down to “Voluntary Placement Agreement” and enter all requested information.

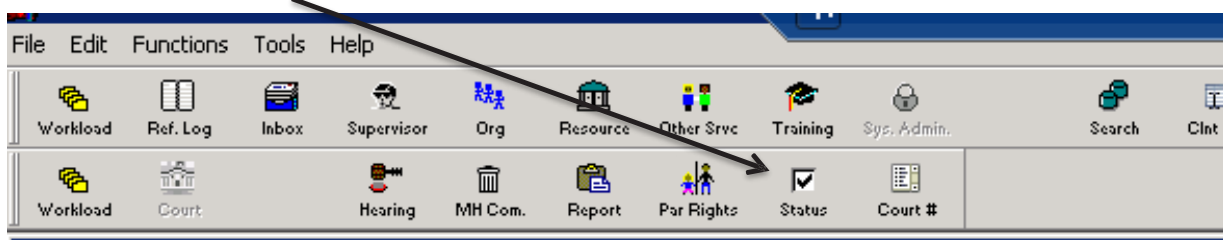
6. Go back to “Workload”.



7. Select “Court”.



8. Select “Status”. Then select the appropriate youth from the list and select “Show”.





9. Under "Custody Information", click on "Clear".
10. Under "Begin Date", add the beginning date.
11. Under "Official Custody", select "Voluntary".

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:

Tribe:

Name:

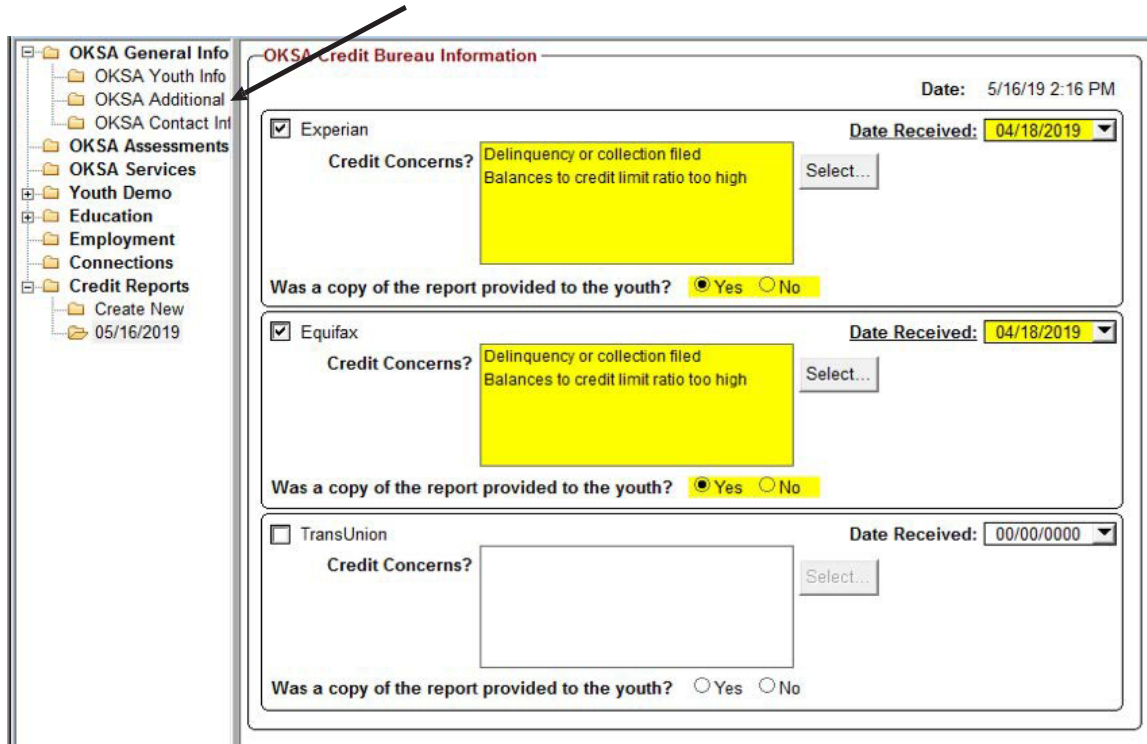
Address:

OKDHS Supervised:

Buttons: Add, Change, Delete, Clear

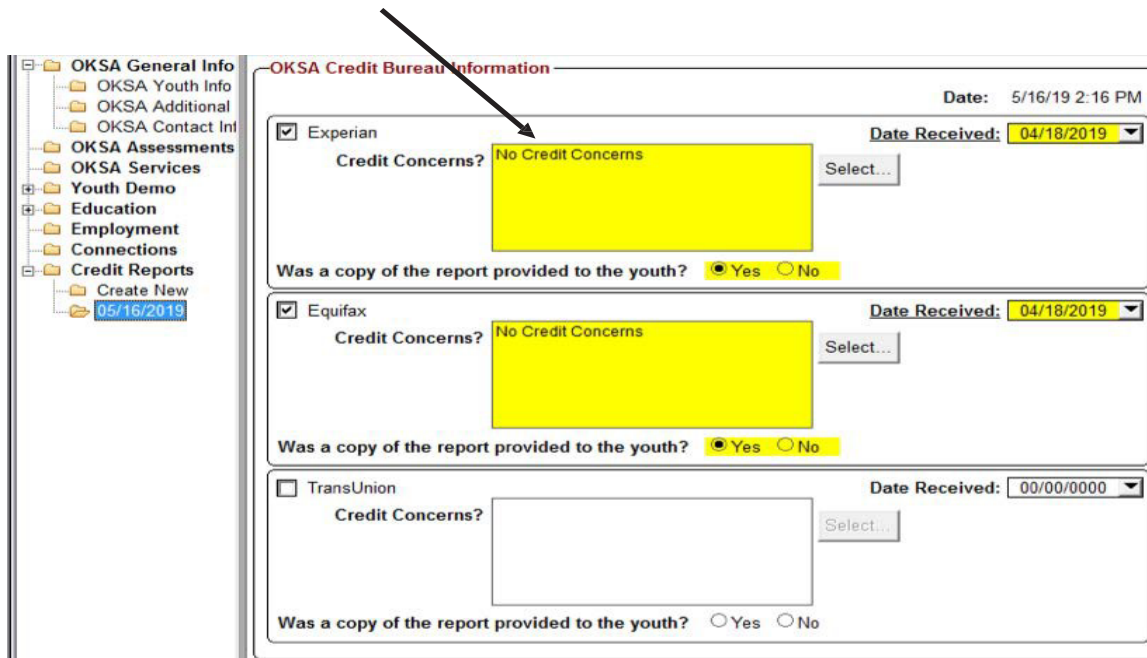
REVIEWING CREDIT REPORTS

1. Go to the OKSA Screens
2. Select “OKSA Additional Info”



The screenshot shows the "OKSA Credit Bureau Information" form. On the left is a navigation tree with "OKSA Additional Info" selected. The main form area is titled "OKSA Credit Bureau Information" and has a date of "5/16/19 2:16 PM". It contains three sections for credit bureaus: Experian, Equifax, and TransUnion. Each section has a "Date Received" dropdown menu. The Experian and Equifax sections are checked, and their "Credit Concerns?" boxes are highlighted in yellow, containing the text "Delinquency or collection filed" and "Balances to credit limit ratio too high". Below each section is a question: "Was a copy of the report provided to the youth?" with radio buttons for "Yes" and "No". The TransUnion section is unchecked and its "Credit Concerns?" box is empty.

3. Information regarding the results of the youth’s credit report will be provided in the “Credit Concerns?” box.



This screenshot shows the same "OKSA Credit Bureau Information" form, but the "Credit Concerns?" boxes for the Experian and Equifax sections are now highlighted in yellow and contain the text "No Credit Concerns". An arrow points from the text in step 3 to these boxes. The rest of the form, including the navigation tree, dates, and "Was a copy of the report provided to the youth?" questions, remains the same as in the previous screenshot.