




Policy and Procedures

<u>DEPARTMENT NAME:</u> Quality Management		
<u>SUBJECT:</u> Transition and Discharge Planning for Young Adults' Physical and Behavioral Health Services	<u>POLICY NUMBER:</u> QM-047	
<u>APPROVAL:</u> 	<u>EFFECTIVE DATE:</u> 2-4-2016	<u>REPLACES :</u> New Policy

- I. **PURPOSE:** The purpose of this policy is to establish the method used by Children's Network of Southwest Florida (CNSWFL) and Community Based Care Integrated Health (CBCIH) to ensure a Transition and Discharge Planning process for youth aging out of the child welfare system who are receiving physical health and behavioral health services through the Sunshine Health Child Welfare Specialty Plan. Community Based Care Integrated HealthCare (CBCIH) has subcontracted with CNSWFL to coordinate and be the liaison in the development of a Transition and Discharge Plan.

- II. **REVIEW HISTORY:** This is a new policy.

- III. **CONTACT:** Quality Management Director or Utilization Management Director.

- IV. **PERSONS AFFECTED:** Youth aging out of foster care, CNSWFL staff and contracted providers

- V. **POLICY:** This procedure describes the Transition and Discharge Planning process for youth aging out of the child welfare system, coordinated by CNSWFL and implemented by its subcontracted providers. Independent Living services will be coordinated by the CNSWFL and its subcontracted providers in which supportive and psycho-educational services are made available to these youth. The Transition and Discharge Planning process for youth aging out of the child welfare system will be conducted as outlined in the Florida Medicaid Community and Behavioral Health and Limitations Handbook.

- VI. **RATIONALE:** Transition and Discharge Planning for youth aging out of the child welfare system will promote increased capacity for successful independent living to include behavioral programming and structured interventions and contingencies to support the on-going development of adaptive, pro-social interpersonal behaviors.

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VII. CROSS REFERENCES: Florida Statutes 39.012; 39.0121; 39.6251; 39.701; 39.013; 39.621; 39.6012; 39.6035; 39.4091; 409.1451; 409.175
FAC 65C-28.009; 65C-41; 65E-9
Florida Medicaid Community Behavioral Health Services Coverage and Limitations Handbook
CBC Integrated Health Contract with the Children's Network of Southwest Florida

VIII. DEFINITIONS:

A. ASK: (Agency Secured Knowledge) Combined hardware/software solution that acts as a virtual file room storing scanned electronic copies of physical documents that comprise the case record.

B. Life Skills Assessment: a written document that identifies specific skills the youth already has, skills the youth should learn to prepare to live on his/her own, and the appropriate level of entry into the basic living skills training program.

C. Medicaid: as defined in Rule 59G-1.010, F.A.C., which includes eligibility based on income for most groups using Modified Adjusted Gross Income (MAGI).

D. Extended Foster Care (EFC): Young adults aged 18 to 21, or 22 if disabled may remain in foster care if they meet the following criteria: The young adults is either:

- completing secondary education or program leading to equivalent diploma.
- enrolled in an institution providing postsecondary or vocational education.
- participating in program or activity designed to promote or eliminate barriers to employment.
- employed at least 80 hours a month.
- unable to participate full time in above programs/activities due to a physical, intellectual, emotional, or psychiatric condition that limits participation.

E. PESS: (Postsecondary and Education Support Services) Financial and support services available to young adults 18 to 22 years of age who meet eligibility criteria.

F. RTI: (Road to Independence) Financial assistance available to eligible young adults enrolled prior to January 1, 2014, for purposes of supporting them in educational and vocational training needed to achieve independence.

G. Staffing: For purposes of this policy, a staffing is a review / consult between involved parties to the case.

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H. Transition Plan: The strategy developed by the youth, with assistance from the case manager, the caregiver, and other persons as requested by the youth, to achieve self-sufficiency. The plan shall address specific options for the youth for obtaining services and participating in activities that are needed to remove barriers to achieving economic stability, health and well-being, and permanent connections as defined by the youth. The plan will address physical, dental, and behavioral health care needs of the youth.

IX. PROCEDURES:

A. A written record of a youth receiving Independent Living services will be maintained in FSFN and additional documents will be maintained in ASK.

B. A staffing will be conducted minimally every 6 months to address permanency issues, independent living activities, services and needs of the youth, including all youth 15 years to 18 years of age. Staffings for all other young adults between 18 and 22 years of age will be conducted annually at the time of PESS or RTI program renewal or when there are significant changes to be addressed.

C. Independent Living / Life Skills Assessments will be conducted for youth in licensed care turning 13 years of age, within 30 days of the youth's 15th birthday and 30 days prior to the 17th birthday. Assessments will measure life skills development progress and determine the youth's skills and ability to live independently and become self-sufficient regardless of the youth's permanency goals.

D. Youth will be offered age appropriate activities and responsibilities by their caregivers with assistance and support provided by the youth's case manager.

E. Life skills services to include but not limited to banking and budgeting skills, parenting skills, educational support, interviewing skills, employment training and counseling will be provided to youth.

F. A transition plan will be developed with the youth, case manager, caregiver, and other persons as requested by the youth by 180 days after their 17th birthday. This will include a plan to achieve self-sufficiency, identify specific services to remove identified barriers to successful employment, and develop a personal support system.

G. Young adults will be assisted in applying for and participating as eligible in the Extended Foster Care Program.

H. Transition and discharge processes as described in this policy will be available to all youth under the care and supervision of CNSWFL, including youth who

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have received Specialized Therapeutic Services. Transition planning for all youth will include consideration of the following factors:

- The youth's desire to participate in the Extension of Foster Care (as outlined in 65C-41) and the acknowledgement of the requirements;
- The youth's acknowledgement of how to re-enter foster care up until age 21 or 22 if there is a disability;
- The youth's age, Transition Plans are completed for youth who are 17 years of age;
- The results of the youth's Life Skill Assessment and Independent Living Assessment (if the youth is 17);
- The youth's personal support system;
- Mediation management to support the youth's participation in school, employment, other activities as included in the case plan and/or transition plan.
- Choosing an appropriate MMA (Medicaid Medical Assistance) provider through the sharing of information and additional assistance as requested by the young adult.
- Options for living arrangements- housing plan; and
- Required documents (birth certificate, Social Security card, driver's license or state ID, Medicaid card, court order, educational records –IEP, GPA, credits, GED, HS diploma, APD services if applicable, and bank/financial information)