

Purpose: The PPS 3059A, My Plan for Successful Adulthood, serves as the formal transition plan document required by federal and state policy, in accordance with the Family First Prevention Services Act of 2018 for all youth and young adults who are 14 or older, regardless of case plan goal. For youth and young adults who are on the I/DD waiver or waiting list, case teams should utilize PPS 3059B. This form is to be used as a tool to help CWCMP staff and supportive adult(s) guide youth and young adults in formulating plans for their transition into adulthood by assessing their strengths and needs while also addressing adults. any current or future challenges. It is crucial that workers understand that transition planning with youth and young adults is a process that only successful with authentically engaged youth and young

See section 3214 of the PPS PPM for more information

Guidelines for Completion: Youth and young adults shall be involved in developing the My Plan for Successful Adulthood. Planning must be guided by the youth or young adult’s goals, wishes, hopes, and dreams. This plan shall be collaboratively created by the youth or young adult, the case management team, and supportive adults in the youth or young adult’s life. Supportive adults may include parents, birth family, foster parents, residential caregivers, kinship connections, mentors or other adults identified by the youth or young adult and case management team.

This plan should be utilized over time to focus on the long-term goals of the youth or young adult by creating short term goals and tasks that lead to successful completion of long-term goals. Case teams should use the information gathered from completing this form to guide case plan tasks. This form is updated prior to each case plan or whenever there is any new relevant information.

Based upon the youth or young adult’s age and maturity level, the plan is designed to be to guide discussions during monthly visits with the youth or young adult. Introducing the sections over time allows the youth or young adult to become familiar and comfortable with the plan. Some sections are not required to be completed at ages 14 and 15, may be used with youth of sufficient age or maturity. The form utilizes personalized wording such as “My Education Plan” and “I need support as I continue...” to encourage youth ownership in the planning process.

This form shall be forwarded to the court and attached to each case plan. This form also needs to be sent to the DCF Foster Care Liaison and the DCF Independent Living Coordinator with the case plan invitation.

The form must be reviewed at each case planning conference. The case manager shall document on the form which sections of the plan were not discussed during the current review period. The form must be completed, reviewed, and updated in its entirety 90 days prior to the youth or young adult’s exit interview. This document is expected to change leading up to adulthood. It is appropriate for this document to serve as a historical tracking tool, to assist the youth or young adult in documenting and observing their growth, progress, and achievements towards transition into adulthood.

- The top of the PPS 3059A is identifying information about the youth or young adult.
- Each section includes space for case teams to document identified case plan tasks based on the information provided in the section.
- The “Summarize goal progress since the last transition plan update” is intended to reflect ongoing progress for the youth or young adult. The summary of progress after initial completion shall include all previous updates to the plan and concerns about the plan, indicated by date with the top entry as the most recent, and shall specify the first and last name of the case manager or family support worker updating the plan. The summary shall reference the sections the information is updating.

- My Plan for Successful Adulthood shall be signed and dated each time transition planning occurs.

Section 1: Getting to Know you (Required for all youth or young adults ages 14 and older)

This section focuses on the important details of the youth or young adult's specific interests, culture, concerns, strengths, abilities, needs and preferences. This section is intended to be youth-driven and empower their voice and participation in the planning process for their transition into adulthood by personalizing the transition plan to the specific youth or young adult.

Section 2: My Support Network (Required for all youth or young adults ages 14 and older)

DCF understands the importance of stable and healthy long lasting relational supports for youth or young adults as they transition into adulthood. This section is used to document and support connecting youth and young adults to their identified support network outside of their case team. Youth and young adults should be given the opportunity to participate in a mentorship or supportive adult relationships and the case team shall assist in facilitating the resources to do so. Each youth or young adult should be given the opportunity to invite their support network to their transition and case planning processes.

Section 3: My Identifying Documents (Required for all youth or young adults ages 14 and older)

(PPM 5259, 3214) (Section 475 of the Social Security Act) (Section 603(d) Fair Credit Reporting Act)

Section 3 focuses on the youth or young adult's identifying documents. It is important that the youth or young adult is assisted in obtaining their identifying documents. These documents are required upon release from custody and provide the youth or young adult with the essential documents needed to secure employment, housing, mental health and medical treatment, continued education, as well as a historical reference of their identity from their childhood. Having these documents in the youth or young adult's possession upon release is essential to their successful transition.

Progress shall be noted at each subsequent update following the initial plan development. The status of each personal document shall be checked including information about where the documents are physically located. For documents that have not been obtained or are missing, detailed steps to obtain these documents should be included on the form. Youth and young adults shall be provided these documents upon leaving care. Youth, case managers, and other supportive adults should plan for a secure place for keeping these documents upon release of custody.

Section 4: Life Skills (Required for all youth and young adults ages 14 and older)

This section is intended to assess the basic skills needed to successfully live independently as an adult. The categories are broken down for the youth or young adult, case worker, and supportive adult(s) to assess the youth's skill set in each domain using a Likert Scale from 1-5. By assessing the youth or young adult's competency in these essential life skills at age 14, the youth is given additional time and support to develop competency in these areas prior to transitioning into adulthood.

Case teams can explore specific life skills with youth and utilize the case plan to add tasks to develop these identified skills. Case teams may use scaling questions and tools such as asking a youth or young adult to identify why they scored them at that specific age while also disclosing to the youth or young adult why the case team/supportive adult(s) selected the score they did.

Section 5: Youth Advocacy (Required for all youth or young adults ages 14 and older)

Section 5 is an evaluation of the youth or young adult's awareness of regional and statewide councils and assesses interest in those councils or any other youth lead advocacy. The youth or young adult shall be provided with information on the Kansas Youth Advisory Council (KYAC) and the Regional Youth Advisory Councils (RYAC) to ensure that the youth has been given the opportunity to participate in

advocacy groups and to promote youth normalcy. Case teams should explore additional youth advocacy opportunities for youth/young adults outside of KYAC and RYAC such as Kansas Youth Empowerment Academy (KYEA), YLinK, school groups, etc.

Section 6: My Education Plan (Required for all youth or young adults ages 14 and older)

This section is an opportunity for case teams to assist youth or young adults with their plans for completing their secondary education, which may include an alternative educational program or GED. Plans for post-secondary education shall be addressed by indicating if the youth or young adult plans to attend a certified technical program, community college, or university. If the youth or young adult is receiving special education services, the IEP or 504 plan accommodations should be documented in this section. There is an option for youth or young adults to indicate if they would like to be accessed for any services or supports.

If it is identified the youth or young adult is behind in attainment of their secondary education, the case manager shall assist the youth or young adult in checking for missing secondary education credits. The youth or young adult shall also be assisted in checking to see if KSA 38-2285 applies. This statute allows youth in foster care to graduate with the state required 21 core credit hours.

Section 7: My Health and Well-Being (Required for all youth/young adults ages 16 and older)

Section 7 addresses provision of youth or young adult's health needs. This section includes information on providers and payment mechanisms. Case teams should explain Kansas Medicaid eligibility to the youth or young adult during the transition planning process. If the youth or young adult is receiving mental health services or taking medication, plans for the continued assessment of need, provision of the prescriptions necessary, and payments shall be made. Youth and young adults shall be given the opportunity to discuss if they find their providers, medications, or both helpful and if they have any concerns with their providers or medications.

Section 8: My Employment and Financial Plan (Required for all youth and young adults ages 16 and older)

Section 8 creates a plan for employment and financial literacy. Vocational training and support, self-employment, supported employment and Working Healthy options shall be explored. Youth and young adults shall be assisted in accessing their local Workforce Center's Youth Education, Employment, & Training Programs via the Workforce Investment Opportunities Act (WIOA). Tasks to add to case plan shall address what has been check marked underneath the heading "I would like more information..." The worker shall assess if the youth or young adult has a disability and refer the youth or young adult to Vocational Rehabilitation, Pre-ETS, or other appropriate services, if it is determined that the youth or young adult may be eligible for these supports.

Section 9: My Transportation Plan (Required for all youth and young adults ages 16 and older)

Section 9 is used to for address the youth or young adult's transportation needs. This section shall provide a sustainable plan for transportation upon transition into adulthood. Transportation options may include walking, bicycling, bus rides, arrangement of rides with friends, plans purchasing a car, or completing driver's education. Youth and young adults shall be supported in determining the cost of their intended transportation plan and ways the youth or young adult can realistically achieve their goals.

Section 10: My Housing Plan (Required for all youth and young adults ages 17 and older)

Section 10 works with the youth or young adult to develop an achievable plan for housing after release of custody. Housing options include living in their own apartment, with supportive adult(s), relatives, dormitories, or other settings. Back up housing plans shall be explored with all youth and young adults

regardless of their original housing plans. There is a statement at the top of the page for youth/young adults to indicate if they understand that DCF Independent Living does not provide physical placement or housing to young adults once they are released from custody. While some young adults may be eligible for financial assistance for housing, DCF Independent Living does not have physical structures to place young adults. It is vital that youth and young adults have a clear understanding of the housing resources available, as well as the potential barriers to obtaining housing once they are released from custody.

The PPS 7000A Independent Living Monthly Budget Plan can be utilized to assist the youth or young adult in planning housing options. This section shall describe the youth or young adult's plan for housing and where the youth or young adult will go if their housing plan were no longer safe or viable. For youth or young adults who are utilizing dormitories the plan should include where the youth or young adult will go during college breaks when dormitories are not available. It is important to list the contact information for housing plans if the youth or young adult has those details available to them. If the youth or young adult does not have a safe or viable housing plan, efforts shall be documented that show resources have been provided to the youth or young adult about safe housing options to avoid homelessness. A safety plan shall be documented to show the youth or young adult has access to emergency shelter and food within the community where they will be living once released from custody.

Section 11: Legal (Required for all youth or young adults ages 14 and older who have current or pending charges and/or past convictions)

Section 11 addresses legal matters for youth or young adults who have current or pending charges or past convictions. Case teams and youth or young adults should include information in this section on the specific counties the charges or convictions are from. They should also include specific contact information for the court services or probation officers as well as contact information for the youth or young adult's criminal defense attorney. Youth and young adults should be guided in a discussion on their plans for fulfilling court orders and paying fines and fees. Case teams should help youth and young adults connect with resources and develop plans for completing court orders and paying fines or fees prior to the youth or young adult being released from custody. The case team should also guide the youth or young adult in a discussion on how their charges, or convictions may impact them in adulthood. Case teams should help youth and young adults connect to resources to address and potentially resolve these barriers.

The PPS 3059 serves as the formal transition plan document required by Federal and State policy, in accordance with the Family First Prevention Services Act of 2018. It is crucial that workers understand that transition planning with youth is a process that is to be completed through close youth engagement. It is to be used as a tool to help youth assess their strengths and needs, and to address any current or future challenges while preparing them to for their transition to adulthood. The My Plan for Successful Adulthood is the form to be used for all youth in the custody of the Secretary of DCF who are 14 or older, regardless of case plan goal. The My Plan for Successful Adulthood shall be updated prior to the case planning conference. The My Plan for Successful Adulthood shall be reviewed at the case planning conference to ensure that the youth's goals and needs are being addressed and progress is being made toward a successful transition.

The transition plan is a strategy for assisting youth in achieving self-sufficiency. This plan should be viewed as a process that is youth-centered and focuses on the long-term goals of the youth by breaking them into smaller short-term goals. The PPS 3059 is initiated prior to the case plan when the youth is 14 or older and is updated prior to each case plan thereafter. It shall be forwarded to the court with the court report form/cover sheet and attached to each case plan.

See section 3214 of the PPS PPM for more information.

▪ **Guidelines for Completion**

Youth shall be involved in developing the My Plan for Successful Adulthood. Planning must be guided by the youth's wishes, hopes and dreams. Case workers shall work directly with the youth to ensure that the youth's goals are attainable and that the youth is provided access to work toward their goals. This form shall be completed together in a collaborative manner between the youth, the case manager, and other supportive adults involved in the youth's life, as applicable, including the youth's parent(s) and birth family, foster parents, residential caregiver, kinship connections, and/or mentor. The process shall be youth-directed and based upon encompassing the youth's goals for the future, while utilizing the strengths-based perspective. Based upon the youth's age and maturity level, it is encouraged that each section of the plan be utilized as prompts for guiding case management discussions during monthly worker/child visits with the youth. Introduce the section domains over a period of time to allow the youth to become familiar and comfortable with the form. There are specific section domains that are not required to be completed at age 14, but these sections may be completed, if appropriate, when considering age and maturity factors. The form utilizes personalized wording such as "My Education Plan" and "I need support as I continue..." to encourage youth ownership in the planning process.

The form must be updated prior to each case plan to reflect the sections of the plan that have been discussed with the youth. Participants may type in the form, adding new content each time the plan is updated. The form must be reviewed at each case planning conference. The case manager shall document on the form which sections of the plan were not discussed during the current review period. The form must be completed in its entirety prior to the youth's exit interview. This document is expected to change over the course of the youth's years leading up to adulthood. The information on this form may be maintained with new information added as the document is updated over time. It is appropriate for this document to serve as a historical tracking tool, to assist the youth in documenting/observing their growth, progress, and achievements towards transition into adulthood.

- The top of the PPS 3059 is identifying information about the youth.
- The "Summarize goal progress since the last transition plan update" is intended to reflect ongoing progress for the youth. The summary of progress after initial completion shall

include all previous updates to the plan and concerns about the plan, indicated by date with the top entry as the most recent, and shall specify the first and last name of the case manager or family support worker updating the plan. The summary shall reference the section(s) the information is updating.

- ~~The My Plan for Successful Adulthood shall be signed and dated each time transition planning occurs.~~

- ~~**Section 1: My Identifying Documents (Required for all youth ages 14 and older)**
(PPM 5259, 3214) (Section 475 of the Social Security Act) (Section 603(d) Fair Credit Reporting Act)~~
Section 1 of the My Plan for Successful Adulthood transition plan focuses on the youth's identifying documents. The status of each personal document shall be checked, along with a location for who has physical possession of these documents. The step(s) needed to be taken shall identify what documents are missing and the plan for obtaining the missing documents prior to release from custody. It is of vital importance that the youth is assisted in obtaining their identifying documents. These documents are required upon release from custody and provide the youth with the essential documents needed to secure employment, housing, appropriate mental health and medical treatment, continued education, as well as a historical reference of their identity from their childhood. Having these documents in the youth's possession upon release is essential to their successful transition. Progress shall be noted at each subsequent update following the initial plan development. Youth shall be provided these documents upon leaving care. Youth shall be guided with development of a secure place to keep all identifying documents upon release from custody.

- ~~**Section 2: Getting to Know You (Required for all youth ages 14 and older)**~~
Section 2 of the My Plan for Successful Adulthood transition plan focuses on the important details of the youth's specific interests, culture, concerns, strengths, abilities, needs and preferences. This section is intended to be youth driven and to empower the youth's voice and participation in planning for their own transition to adulthood. By personalizing the transition plan document, it provides an opportunity for the youth to take ownership and become more goal oriented in the development of their plan.

- ~~**Section 3: Life Skills (Required for all youth ages 14 and older)**~~
Section 3 is intended to assess the basic skills needed to successfully live independently as an adult. The categories are broken down for the youth, case worker, and placement to assess the youth's skill set in each domain. By assessing the youth's competency in these essential life skills at age 14, the youth is given additional time and support to develop competency in these areas prior to transitioning into adulthood. The youth's progress towards life skills competency is documented on the My Plan for Successful Adulthood transition plan to support the youth in remaining focused on their needs to prepare for adulthood and self-sufficiency.

- ~~**Section 4: My Education Plan (Required for all youth ages 14 and older)**~~
Section 4 of the My Plan for Successful Adulthood transition plan shall include a strategy for the youth to complete their secondary education, which may include an alternative educational program or a GED. Plans for higher education shall be addressed by indicating if the youth plans to attend college, junior college, or a vocational school. Educational settings and financial assistance shall be addressed, and steps to transition from high school to further education shall be included in tasks on the case plan. If the youth is receiving special education services, the IEP/504 plan shall be coordinated. If it is identified the youth is behind in attainment of their secondary education, the case manager shall assist the youth in checking for missing secondary education credits. The youth shall also be assisted in checking to see if Kansas State Statute #38-2285 applies, also known as Senate Bill 23. This provision allows for foster youth to attain a minimum of 21 credit hours.

~~Additional information can be located on the Kansas State Department of Education (KSDE) website. The step(s) needed to be taken shall address what has been check marked underneath the heading, "I would like more information..." The worker shall assess if the youth has a disability or is receiving educational supports through an Individualized Education Plan (IEP) or a 504 plan and refer the youth to Vocational Rehabilitation and/or Pre-ETS, if it is determined that the youth may be eligible for these services.~~

▪ ~~**Section 5: Youth Advocacy (Required for all youth ages 14 and older)**~~

~~Section 5 is an evaluation of the youth's awareness of regional and statewide councils (KYAC and RYAC) and assesses the youth's interest in participation. The youth shall be provided with information on the Kansas Youth Advisory Council (KYAC) and the Regional Youth Advisory Councils (RYAC) to ensure that the youth has been given the opportunity to participate in advocacy groups and to promote youth normalcy.~~

▪ ~~**Section 6: My Connections Plan (Required for all youth ages 14 and older)**~~

~~Section 6 is a strategy for developing Connections for Success via individuals, community supports, and services. The relational supports a youth has or will have shall also be documented. An individual shall be listed for help with overall/everyday living. Community supports may include mentors, legal guardians, faith-based organizations, community agencies (Mental Health Centers, CDDOs, Independent Living Centers, etc.), DCF divisions (Rehabilitation Services, APS), family, and other relationships the youth has established. Mentor programs shall be discussed and documented with the youth. Youth shall be given the opportunity to participate in a mentor/supportive adult relationship and the case worker shall assist in facilitating the resources to do so. Each youth shall be given the opportunity to invite up to two supportive adults of their choice to participate in their case planning.~~

▪ ~~**Section 7: My Health/Well Being (Required for all youth ages 15 and older)**~~

~~Section 7 is a strategy for addressing the youth's health needs, including where the youth will receive services and how they will be paid for. Continuing coverage by Medicaid shall be explained in the transition plan. If the youth is receiving mental health services or taking medication, plans for the continued assessment of need, provision of the prescriptions necessary, and payments shall be made. If the youth is eligible for HCBS services and/or is receiving services from a CDDO, this shall be included in the information and the case manager(s) from the agency or agencies shall be included in the transition planning.~~

▪ ~~**Section 8: My Employment/Financial Plan (Required for all youth ages 16 and older)**~~

~~Section 8 is a strategy for employment and financial literacy. In addition to employment, the plan may include other financial supports such as Independent Living funds, HCBS waivers, and SSI. Vocational training and support, self-employment, supported employment and Working Healthy options shall be explored. Youth shall be assisted in accessing their local Workforce Center's Youth Education, Employment, & Training Programs via the Workforce Investment Opportunities Act (WIOA). The step(s) needed to be taken shall address what has been check marked underneath the heading "I would like more information..." The worker shall assess if the youth has a disability and refer the youth to Vocational Rehabilitation and/or Pre-ETS, if it is determined that the youth may be eligible for these services.~~

▪ ~~**Section 9: My Transportation Plan (Required for all youth ages 16 and older)**~~

~~Section 9 is a strategy for addressing the youth's transportation needs. Transportation options may include walking, bicycling, bus rides, arrangement of rides with friends, plans for purchasing a car, or completing driver's education. Youth shall be guided in the development of the fiscal cost of~~

~~their intended transportation plan and ways the youth can achieve the plan. This section shall provide a tangible goal of saving money for a vehicle purchase or provide a sustainable plan for transportation upon transition into adulthood.~~

~~▪ **Section 10: My Housing Plan (Required for all youth ages 17 and older)**~~

~~Section 10 is a strategy for where the youth will live once they are no longer in foster care. Housing options include the youth living in their own apartment, an adoptive home or permanent custodianship/guardianship arrangement, relatives, college dormitory, or some other type of setting. The youth shall be guided to formulate a plan that is achievable. The PPS 7000A Independent Living Monthly Budget Plan can be utilized to assist the youth in financially planning housing options. This section shall describe the youth's plan for housing and where the youth will go if their housing plan were to no longer be a safe or viable option. It is important to list the contact information for housing plans if the youth has those details available to them. If the youth does not have a safe and viable housing plan, substantial efforts shall be documented that show resources have been provided to the youth and safe housing options have been explored in order to avoid homelessness. A safety plan shall be documented to show the youth has access to emergency shelter and food within their community.~~

~~▪ **Section 11: Exit Plan (Must be completed within 90 days prior to release from custody. If the exit plan is unable to be completed within 90 days prior to release of custody due to extenuating circumstances and exception has been granted per PPM 0100 the exit plan shall be completed as soon as possible and no later than 45 days after release from custody.)**~~

~~Section 11 shall be completed immediately prior to release from custody in conjunction with the youth, case manager, and DCF Independent Living Coordinator or designee.~~

- ~~• The youth's contact information after release of care shall be indicated, along with a back-up contact. If the youth is willing, a back-up contact shall be listed to include a possible contact available on social media.~~
- ~~• Boxes shall be checked indicating the individual documents the youth has been provided along with the area identified for secure storage of these documents. The youth shall have all of their listed documents in their possession prior to the release from custody.~~
- ~~• The youth's most recent plans shall be indicated for education and employment.~~
- ~~• Five individuals who would know how to contact the youth shall be listed.~~
- ~~• The youth shall be informed they may be surveyed at 19 and 21 years of age for the National Youth in Transition Database (NYTD).~~
- ~~• The Medical Power of Attorney/Living Will section shall be explained in its entirety. The case worker shall assist the youth in formally selecting a trusted adult to make medical decisions on the youth's behalf, should a situation arise where the youth were to become incapacitated for any reason. Not only is this a Federal requirement but selecting a Medical Power of Attorney helps prepare the youth to plan for emergencies and unforeseen circumstances where the youth may not be able to communicate their needs and treatment preferences.~~
- ~~• Indicate the services and supports the youth is interested in receiving from DCF Independent Living after release of custody.~~
- ~~• The youth shall be provided the DCF's Independent Living Coordinator's contact information.~~
- ~~• Participants in the Exit Plan shall sign and date when the Exit Interview has been completed and document any concerns surrounding the plan that the youth has developed.~~
- ~~• The youth shall be provided a copy of their completed My Plan for Successful Adulthood, with the Section 11: Exit Plan completed.~~

- ~~• The following documents shall be sent to the DCF Independent Living team email, to the region where the youth will be located or has requested services immediately prior to release of custody: copies of the youth's identifying documents, the PPS 3050 series, confirmation the youth was assisted in applying for Aged Out Medical, if eligible, and the last completed Casey Life Skills Assessment (CLSA).~~