

# DSS Policy and Procedure Guide

Division 03: Child Welfare

Chapter 12: Staffings, MDITs, Icebreakers, TDMs

## Item 005: Transition Conferences

Suggested changes send to: [DSS PSOA Mailbox](#)

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References: Division 31-525.65; 31-525.66;  
30-504.1, 31-002(c)(28), 31-002(t)(4), and 31-236.6.

Replaces Issue: October 25, 2004

Transition Conference Referral Form

## Policy

At the age of 16, 17, and 90 days prior to dependency being dismissed, all youth eligible for the Independent Living Program (ILP) will be offered individual conferences designed to help them develop a Transition Plan to ensure post-emancipation stability and ensure that aftercare needs will be met.

## Purpose

These instructions are intended to standardize Transition Conferences for the Independent Living Program and assure that all staff is aware of the assigned social worker's role in this process.

## Procedures

### General Procedures

- The assigned social worker will identify the youth that are 16 and 17 years old and least 90 days prior to their dependency dismissal. A completed Transition Conference referral must be submitted to the ILP office assistant via e-mail if the assigned social worker is unable to facilitate the conference on their own. The youth shall provide input as to who should be invited. Participants may include foster parents, biological parents, siblings, extended family members, the assigned social worker, social workers from other agencies, family, the ILP services social worker, mental health services professionals and others that the youth identifies as significant persons in their lives.
- The assigned social worker will contact all parties as to the date, time, and location of the conference. If a Transition Conference referral has been submitted, the ILP office assistant will secure an ILP Services social worker to assist in facilitating the Transition Conference. The ILP office assistant will also schedule the date, time and location of the conference and relay all information to the assigned social worker. It is the responsibility of the assigned social worker to inform all parties of the date, time and location of the conference.
- If the youth is a Central Valley Regional Center (CVRC) client, the CVRC assigned worker and the Department of Social Services (DSS) CVRC Liaison are expected to attend.
- It is expected that the assigned social worker inform a Public Health Nurse of the conference and discuss medical issues that may need to be addressed.
- Adequate time must be provided for inviting participants and setting up a location. Adequate time is at least three weeks, but preferably four weeks before the proposed conference date.

- The assigned social worker is responsible for contacting all parties, arranging the conference, and reserving a conference room if the meeting is going to be held in a county office. If an ILP Services social worker is requested to facilitate the conference they will bring materials necessary to facilitate including a Post-it Table Top Pad and markers. The assigned social worker shall bring the youth's case file, a document holder for the youth, and a blank Transition Conference worksheet.
- The assigned social worker or facilitator shall initiate introductions, lead the group in confirming the purpose of the conference and guide the group through the process laid out in the Transition Conference Summary. The assigned social worker or facilitator will post the Post-it sheets after each one is completed, so that they can be referred to at any given time.
- The assigned social worker shall thoroughly review the youth's case file to be fully prepared for the Transition Conference. The assigned social worker will document the transition plan on the Transition Conference Summary. Following the Transition Conference, the youth will be provided a copy of the Transition Conference Summary detailing the Transition Plan discussed in the conference (housing, education, employment, etc).
- The assigned social worker will import the Transition Conference Summary in CWS/CMS under the ILP Delivered Services section and enter the conference summary in the ETO database. If an ILP Services social worker has facilitated the conference, the ILP Services social worker will provide a copy of the conference summary to the assigned social worker. It's the responsibility of the assigned social worker to provide a copy of the Transition Conference Summary to the participants. If the assigned social worker is unable to import the document into the ETO database, they may e-mail a copy of the conference summary to the ILP Services social worker who will enter the summary into the ETO database.

### **Transition Conference**

The Transition Conference format follows the Family Group Conference Model. All participants of the Transition Conference are strongly encouraged to participate. Following meeting purpose and introductions, the format/flow of the conference is as follows:

- **Youth's Strengths:** All participants should be able to define at least one strength the youth possesses. These strengths may be youth's abilities (i.e., hard worker, determined, etc) or assets (i.e., high school diploma).
- **Youth's Needs:** These needs should include all current needs, as well as needs upon emancipation (i.e., job, housing, driver's license, etc.).
- **Youth's Goals:** Goals are defined into two types, short term and long term. Short term goals should occur within the next six months (i.e., housing, high school diploma, etc). Long term goals occur beyond the short term goal time frame (i.e., where the youth sees himself/herself in two years, five years such as career, housing, college, etc).

### **Transition Plan**

Once the attendees of the Transition Conference discuss the youth's strengths, needs and goals, the actual Transition Plan is developed. The strengths, needs and goals will be used to structure the Transition Plan in the following areas (in each area, a minimum of three plans/options will be discussed):

- **Housing:** What are the youth's immediate plan and more long- range plan for housing (i.e., initially stay with foster parents and pay rent then move to apartment with friends)?
- **Education:** What are the youth's immediate plan and more long range plan for education (i.e., get high school diploma and then attend college)?
- **Employment:** What are the youth's immediate plan and more long range plan for employment?
- **Medical/Dental:** Does the youth have any specific medical/dental needs?
- **Permanent Connection:** To whom does the youth feel connected? Is this individual able to provide the necessary support to the youth once he/she leaves a system of care?
- **Other:** Discuss any other needs listed earlier that do not fit into the above categories (driver's license, transportation, etc).
- **Resources:** Make a list of all programs, agencies, organizations, and individuals who may be of assistance to the youth after transitioning out of care. This list would include: ILP, financial aid, foster parents, Medi-Cal, etc.

### **Follow-Up**

- Once a youth completes a Transition Conference, his/her Transition Plan will be reviewed with him/her by the assigned social worker every six months to assess the appropriateness of the plan, assist in linkages to community resources, evaluate follow-up services, etc. The youth has the right to request a Transition Conference follow-up at any point after the initial Transition Conference. A youth would request this Transition Conference follow-up through the assigned social worker.

### **Youth Refusal of Participation**

- If a youth refuses to participate in a Transition Conference, the assigned social worker will narrate this in CWS/CMS. The assigned social worker will also input the narrative in the ETO database. At each face to face contact the assigned social worker has with the youth, he/she will continue to ask if the youth would like to participate in a Transition Conference.