

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Chapter 11: Independent Living</b>	<b>Effective Date:</b> July 1, 2006
	<b>Section 13: Community Transition Training</b>	<b>Version:</b> 1

**POLICY** [NEW]

- The Department of Child Services (DCS) will conduct six (6) Community Transition Trainings each year throughout the State to assist youth “aging” out of foster care.

Code References

- N/A

**PROCEDURE**

The State IL Coordinator will:

1. Gather contact information from the local DCS office director, Chafee IL contracted service providers, and/or from the Internet for the identified county where training will be scheduled. See Practice Guidelines for agencies to be contacted.
2. Schedule a planning meeting in the identified county where the training will take place and invite local agencies in the areas of service needed by youth aging out of foster care.
3. Facilitate the planning meeting and present information about the identified domains needed by youth aging out of foster care.
4. Determine a date for the training and obtain commitment from community agencies present to provide presentations about their programs at the training
5. Approve the announcement flyer and distribute to potential attendees.
6. Facilitate the Community Transition Training and provide information on IL programs available to youth aging out of foster care.

The Chafee IL contracted service provider will:

1. Participate in the planning meeting and gather contact information from those agencies committed to providing presentations at the training.
2. Obtain contact information from participants for other possible presenters if needed.
3. Locate a facility in the community for the training (consider public facilities, such as libraries, state college facilities, community buildings, etc., if possible).
4. Follow up with the presenters to ensure that presentations are being prepared and begin collecting any documents that need to be copied for handouts.
5. Develop a flyer announcing the meeting and provide to State IL Coordinator for approval and distribution within two weeks of the planning meeting.
6. Develop an agenda in conjunction with the presenters and provide to State IL Coordinator in a timely manner.
7. Maintain registration records for the training.
8. Prepare binders for all registered participants with material provided by the presenters.
9. Assure that audio-visual equipment is available as needed.
10. Perform other duties as identified by the contract.

## PRACTICE GUIDANCE

### **Who Is Invited to the Planning Meeting?**

Community leaders in the following areas in the county are invited:

- Education: Special education, high school counselor, alternative education programs
- Housing: HUD, Transitional Housing
- Employment: Vocational Rehab, WorkOne, Workforce Development, Employabilities
- Service Providers: Contracted IL service providers through Chafee funds including the agency facilitating the Youth Advisory Board to assist with the youth panel.
- Mental Health and Community Health agencies: Community MH Centers, private mental health agencies, private practitioners who provide services to older youth, any community funded and serviced physical health agencies
- Community service agencies that have grants to serve this population or provide services on a sliding scale basis
- CASA/GAL Director
- Foster parent groups
- Chief Probation Officer for Juveniles
- Faith community: any faith based agencies providing services in the community to this population
- Youth Service Bureaus
- LCPAs and Residential Facilities in the area serving older youth
- Local DCS Office Director and Ongoing Supervisor

### **What Happens At The Planning Meeting?**

- Present the PowerPoint presentation that provides an overview of Casey Family Programs, including It's My Life, and identifies the life domains that are needed for foster youth to be successful.
- Explain the purpose of the training and the role of the communities in the training.
- Provide copies of each domain from It's My Life for presenters to use as a guide for the domain presentation.
- Ask for commitments for presentations for each domain.
- Discuss the importance of the youth panel presentation and obtain commitment from the contracted agency managing the Youth Advisory Board in the area to work with youth to organize the presentation.

### **Who Is Invited To The Community Transition Training?**

- Local DCS Office Director, Supervisors and Ongoing Family Case Managers
- County Probation Officers
- CASAs and GALs
- Foster Parents
- Mental Health Providers
- Chafee IL Contracted Service Providers
- Licensed Child Placing Agencies and residential agencies providing services to older youth in the county
- Youth Advisory Board members
- IARCCA
- DCS Regional Manager
- Others working with foster youth in the community

**Fees For the Training**

The training is free. The number who can attend is limited due to available space therefore, advance registration is required.

**FORMS AND TOOLS**

- N/A

**RELATED INFORMATION**

**Credit for Foster Parents**

Foster Parents may obtain six in-service training hours by attending this training.

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