
**ORANGE COUNTY SOCIAL SERVICES AGENCY
CFS OPERATIONS MANUAL**

Effective Date: April 30, 2002
Revised: April 10, 2008
Revised: March 24, 2010

Number: D-0504

Independent Living Program (ILP) Services

Purpose	To provide guidelines for the provision of Independent Living Program (ILP) services.
Approved	This policy was approved by Mike Ryan, Director of CFS, on March 24, 2010. <i>Signature on file.</i>
Background	<p>In 1999, the United States Congress passed Public Law (P.L.) 106-169, which mandated that foster youth placed in out-of-home care, preparing to transition from the child dependency system to adulthood "...be enrolled in an Independent Living Program designed and conducted by State and local government to help prepare [those youth] for employment, post secondary education, and successful management of adult responsibilities." Congress passed this legislation based on its recognition that "...children aging out of foster care show high rates of homelessness, non-marital childbearing, poverty, and delinquent or criminal behavior."</p> <p>The County of Orange has a contract with Orangewood Children's Foundation (OCF) to provide Independent Living Program (ILP) services for ILP-eligible youth in Orange County. Further, the Transitional Planning Services Program (TPSP) (previously known as the Independent Living Program and Emancipation Planning Services) oversees the provision of ILP services to ILP-eligible youth and is the primary point of contact for linking ILP-eligible youth to OCF. TPSP also works in collaboration with the assigned Senior Social Worker (SSW) to ensure that ILP-eligible youth receive the services they require, consistently work towards attainable goals that prepare them for transition to adulthood, and are able to achieve physical and emotional stability, self sufficiency, and integration into a community upon transition to adulthood.</p>

Legal Mandates [California Department of Social Services \(CDSS\) Manual of Policies and Procedures \(MPP\) Section 31-236\(a\)](#) mandates:

- Development of a TILP with a youth in placement upon turning age 15 1/2
- Development of an updated TILP with a youth every six months thereafter
- Development of a TILP prior to the Dispositional Hearing for a child placed into protective custody after turning 16 years of age
- Incorporation of the TILP into the case plan

[CDSS MPP Section 31-525](#) directs that an ILP Program will provide program services and activities to assist ILP-eligible youth with preparing to live independently.

[CDSS MPP Section 31-525.3–31-525.5](#) defines eligibility requirements for receiving ILP services.

[CDSS MPP Section 31-525.63](#) mandates use of the Child Welfare Services/Case Management System (CWS/CMS) TILP document.

[CDSS MPP Section 31-525.71](#) mandates completion of a TILP for every ILP-eligible youth up to age 21.

[CDSS MPP Section 31-525.8](#) mandates that ILP services must be provided to support youth with: education, career development, health/mental health, daily living skills, financial literacy, and housing.

[All County Letter \(ACL\) 09-87](#) mandates that a 90-Day Transition Plan must be developed within 90 days of a youth aging out of foster care.

[Welfare and Institutions Code \(WIC\) Section 391](#) mandates the information and services that must be provided to a transitioning youth, including written information about the youth's child dependency history, prior to the Juvenile Court hearing to terminate child dependency proceedings.

[ACL 05-32](#) mandates that youth who are Juvenile Court dependents until 18 years of age are provided with a "Proof of Dependency/Wardship" letter, verifying the youth was a dependent until 18 years of age. The youth may use this letter to apply for post-emancipation financial support, including: emancipation stipends, transitional housing, educational scholarships and grants, and health care.

Definitions

Transitioning (Emancipating) Youth: A dependent of the Orange County Juvenile Court placed in out-of-home care for whom child dependency will be terminated upon the youth turning 18 years of age or completing high school or its equivalent prior to turning 19.

Efforts to Outcomes (ETO) ILP Services—Assessment B (F063-25-626) and ILP Services—Assessment C (F063-25-616): Assessment tools used for collecting data, which is entered into the ETO web-based database. The data is used to measure outcomes for ILP-eligible youth.

Transitional Independent Living Plan (TILP): A self-populating CWS/CMS template, which the TPSP SSW and assigned SSW use when meeting with a youth to develop meaningful, attainable goals that will support the youth's transition to adulthood.

90-Day Transition Plan: A plan for transitioning youth to make final preparation for living independently upon termination of dependency within 90 days. The 90-Day Transition Plan defines goals in: Housing, Education, Health Insurance, Mentors/Continuing Support, and Workforce Support/Employment Services.

POLICY

Eligibility for ILP Services

A youth is eligible to receive ILP services up to their 25th birthday provided that:

- The youth was in out-of-home care at any time from their 16th to 19th birthday, OR
- The youth received Kinship Guardianship Assistance Payment Program (KinGap) assistance at any time between age 16 to 18

ILP-eligible Orange County Children and Family Services (OC CFS) youth may participate in all ILP services offered in Orange County.

ILP services provided by OCF and TPSP and other resources available for ILP-eligible youth are listed in [Attachment 1](#).

- A. **OC Youth Placed Out-of-County/State**
ILP-eligible OC CFS youth placed outside Orange County may participate in all ILP services offered in Orange County. In addition to these services, they may also benefit from ILP

services offered in the county where they are placed.

The TPSP SSW will send the *ILP Services—Referral for Out-of-County ILP Services (F063-25-612)* and completed TILP to the receiving County's ILP Coordinator. (A list of ILP Coordinators in each California county is available at <http://www.childsworld.ca.gov/res/pdf/ILPContacts.pdf>.)

When a youth is placed out-of-county after completion of an initial or updated TILP, the assigned SSW will send the *ILP Services—Referral for Out-of-County ILP Services (F063-25-612)* and current TILP to the receiving County's ILP Coordinator.

Note: When courtesy supervision is being provided for an OC dependent youth placed in another state pursuant to ICPC, the assigned SSW will submit the *ILP Services—ICPC Youth (F063-25-615)* to the OC ICPC Coordinator.

The OC ICPC Coordinator will forward the *ILP Services—ICPC Youth (F063-25-615)* to the receiving state's ICPC Coordinator for ILP services and, when necessary, assistance with completion of the County of Orange TILP.

B. Non-OC Youth Placed in OC:

ILP-eligible youth from other counties residing in OC are eligible to receive OC ILP services, except for the OCF Children's Trust Fund described in [Attachment 1](#). TPSP is the point of contact for other counties requesting OC ILP services for those counties' ILP-eligible youth.

Upon receiving a letter from another county's ILP Coordinator requesting OC ILP services for an ILP-eligible youth from that county, the TPSP SSW will:

- Mail *ILP Services—Acknowledgement Letter to Other County ILP Coordinator (F063-25-613)* to requesting county's ILP Coordinator
- Mail youth *ILP Services for Non-Orange County Youth (F063-25-614)*
- Mail youth information regarding OC ILP services (except for the OCF Children's Trust Fund)

Note: For ICPC Placement, the ICPC Coordinator will forward requests for ILP services received on behalf of out-of-state youth placed in Orange County pursuant to ICPC to the assigned OC SSW providing courtesy supervision. The assigned SSW will complete the placing state's TILP and

provide an orientation for ILP services.

**Creating TILP/
Establishing
TILP Goals**

The following activities are required to initiate ILP services:

- Completion of the initial TILP
- Documentation of completion of the initial TILP in the ILP database
- Provision of the completed initial TILP to OCF

The TILP will be generated and completed pursuant to [CWS/CMS Data Entry Standard—Generating the Transitional Independent Living Plan & Agreement Document](#).

TILP goals will be established in collaboration with the youth and will support the youth's transition to adulthood by focusing on:

- Education: Earning a high school diploma or General Equivalency Degree (GED)
- Budgeting and financial management skills
- Preventative health activities (e.g., substance abuse prevention, nutrition education, pregnancy prevention)
- Developing a mentoring relationship with a responsible adult
- Obtaining mental health services as necessary
- Establishing and maintaining a bank Account
- Obtaining information regarding college, vocational training programs, and other educational/employment programs
- Participating in employment and training services
- Completing applications for financial assistance
- Completing Medi-Cal re-application prior to termination of child dependency proceedings
- Securing safe, affordable housing
- Developing knowledge of how to obtain important documents, including but not limited to:
 - Certified birth certificate
 - Social Security card
 - California identification or driver's license
 - Proof of citizenship or residency status
 - Death certificate(s) for parent(s)
 - Proof of previous child dependency status for educational financial aid applications
 - Educational records
 - Medical records
 - Immunization records
 - Work permit

TILP goals will be:

- Actionable: Within control of the youth to achieve the goal
- Realistic: Can be achieved in a six-month period
- Measurable: Progress towards completing the goal can be objectively assessed

Initial TILP

The TPSP SSW will be responsible for meeting with the youth and the youth's out-of-home caregiver to complete the following:

- Initial TILP
- Orientation for ILP services and additional resources
- *ILP Services—Assessment B (F063-25-626)* (questionnaire to obtain information regarding a youth's current status in: education, housing, finances, health/mental health, creating permanent connections)

This must occur when:

- A youth in out-of-home care turns 15 ½, OR
- A youth 16 years or older is placed in out-of-home care

When possible, it is best practice for the assigned SSW to participate in the meeting to complete the initial TILP.

Note: Refer to Procedure section “Completing Initial TILP” for instructions regarding completing and processing the initial TILP and *ILP Services—Assessment B (F063-25-626)*.

Exception: When an OC dependent youth is placed in a non-adjacent county or out-of-state and is not receiving courtesy supervision:

- The assigned SSW will be responsible for completing the initial TILP
- The TPSP SSW will be responsible for completing *ILP Services—Assessment B (F063-25-626)* by telephone

Updated TILP

The assigned SSW will be responsible for meeting with an ILP-eligible youth and the youth's out-of-home caregiver or parent(s) (this includes ILP-eligible youth on Trial Visits or placed with parent[s] pursuant to a Family Maintenance case plan) to complete the updated TILP prior to the Status Review Hearing every six months until child dependency proceedings are terminated.

Note: Refer to Procedure section “Completion of Updated TILP” for instructions regarding completing and processing the updated TILP.

Incorporating TILP Goals into Case Plan

The assigned Investigations or continuing services SSW will:

- Attach photocopy of the signed, most recently completed TILP to the Jurisdictional/Dispositional Hearing Report and each Status Review Hearing Report submitted to the Court
- Incorporate the goals outlined in the most recently completed TILP in the case plan

Note: Refer to Procedure section “Incorporating TILP Goals into Case Plan” and [CWS/CMS Data Entry Standard—Transitional Planning Services Instructions](#).

Reviewing TILP Goals—Monthly Contacts

The assigned SSW will review initial and updated TILP goals with the youth and the youth’s out-of-home caregiver during each mandated monthly contact to assess the youth’s progress in achieving the goals and provide support services as needed.

Documentation of ILP Delivered Services

When a contact is completed with an ILP-eligible youth, the assigned SSW will be responsible for:

- Creating a CWS/CMS contact
- Documenting the type of delivered ILP service

Note: Refer to [CWS/CMS Data Entry Standards—Transitional Planning Services Instructions](#) for additional information.

On a monthly basis, OCF provides a summary of services offered by OCF and TPSP to each ILP-eligible youth.

The TPSP Staff Specialist/clerical staff will be responsible for reviewing the monthly summary of services and forwarding the information to assigned SSW’s clerical staff to enter into CWS/CMS.

The assigned SSW’s clerical staff will be responsible for entering ILP delivered services provided by OCF and TPSP into CWS/CMS, pursuant to [CWS/CMS Data Entry Standards Transitional Planning Services Instructions](#).

Deferment of ILP Services

TILP goals will not be established and participation in ILP services will be deferred when a youth is:

- Placed in a medical or psychiatric facility (e.g., a locked facility)
- Placed pursuant to a voluntary placement
- Placed in legal guardianship without dependency
- Unwilling to participate in developing a TILP
- Determined by a primary care physician or health care professional to be physically or mentally unable to benefit from ILP services
- AWOL

Note: Refer to Procedure sections “Deferment of ILP Services: Cognitive/Physical Condition” and “Deferment of ILP Services: AWOL/Youth Refusal” for further direction.

The assigned SSW will attempt to complete the TILP and orientation to ILP services **within 30 days** of a change in circumstances that warranted deferment of ILP services (e.g., an AWOL youth’s whereabouts become known or a youth who previously refused to establish TILP goals agrees to do so).

The TPSP SSW will attempt to complete the *ILP Services—Assessment B (F063-25-626)* by telephone.

Transitional Planning Conferences (TPCs)

Transitional Planning Conferences (TPCs) are meetings conducted with transitioning youth to mobilize a support system to assist the youth with achieving goals related to: Education, employment, housing, health, securing essential documents (e.g., driver’s license, Social Security card, birth certificate), and establishing social supports and a permanent connection with at least one stable adult.

TPSP SSWs will coordinate and facilitate TPCs with youth placed in out-of-home care who are 17 years of age and older. Further, the assigned SSW may submit the *ILP Services—Transitional Planning Conference (TPC) Referral (F063-25-624)* to request a TPC for any youth 16 years of age or older prior or subsequent to the TPC completed upon the youth turning 17.

Anyone identified as a resource for support may be invited to attend a TPC. The TPSP TPC Coordinator and assigned SSW will collaborate to invite participants to the TPC.

Note: Attorneys acting in a professional capacity are not invited to attend due to the non-adversarial nature of TPCs.

TPCs will follow the following format:

- Participants will be greeted by the TPC facilitator and asked to sign the *ILP Services—Transitional Planning Conference (TPC) Confidentiality of Information (F063-25-622)*
- The purpose of the meeting to support the youth with establishing goals and obtaining commitments from TPC participants to assist the youth with achieving those goals will be defined
- Participants will be asked to participate in a discussion about the youth's strengths and goals in the areas defined above
- Participants will be asked to commit to support the youth in achieving the defined goals
- The meeting information, goals, and plan for who will support the youth with achieving each goal will be documented on the Transitional Planning Conference (TPC) Summary
- The Transitional Planning Conference (TPC) Summary will be provided to all TPC participants

TPCs will be held in a designated location at CFS. However, as determined to be necessary, appropriate, and feasible, a TPC may be conducted at any location, including the youth's placement that best meets the needs of the youth.

During monthly case compliance contacts completed pursuant to CFS P&P [Case Compliance Contacts and Documentation \(E-0105\)](#), the assigned SSW will follow-up with the youth to discuss:

- Progress in achieving the goals established during the TPC
- Obstacles to achieving goals
- The level of support provided by the individuals who committed to assisting the youth with achieving each goal
- A plan for working towards achieving unmet goals

When a youth identifies obstacles in completing a goal due to insufficient support from the individual who committed to assisting the youth with achieving a particular goal, the assigned SSW will follow up with that individual to establish a plan to ensure that they provide the required support.

Referrals 120 Days Prior to Termination of Dependency

Within no more than 120 days prior to the Juvenile Court hearing calendared to terminate child dependency, the assigned SSW will submit the following:

- *ILP Services—WIC 391 Letter Referral (F063-28-333)* to the TPSP SSSS to request completion of a letter pursuant to the requirements of WIC 391
- *ILP Services—Transitional Planning Conference (TPC) Referral*

(F063-25-624) to request a 90-Day Transition Plan TPC (as described below)

WIC 391 Letter Upon receiving a *ILP Services—WIC 391 Letter Referral (F063-28-333)*, the TPSP SSSS will assign a TPSP SSW, who will obtain information from CWS/CMS to write a letter that includes information regarding the youth's:

- Native American heritage or tribal connections, if applicable
- Family history
- Placement history
- Medical, Dental, and Psychological History
- Educational History
- Siblings' whereabouts for siblings who are under the jurisdiction of the Juvenile Court

The TPSP SSW will submit the completed letter to the assigned SSW who will provide the letter to the youth upon termination of dependency.

90-Day Transition Plan The purpose of the 90-Day Transition Plan is to provide the youth and those supporting the youth with a concrete, individualized plan to follow in preparing for a successful transition to adulthood.

Upon receiving an *ILP Services—Transitional Planning Conference (TPC) Referral (F063-25-624)*, the TPC Coordinator will coordinate the 90-Day Transition Plan TPC. The 90-Day Transition Plan TPC will be held within the 90-day period prior to termination of dependency proceedings for a youth aging out of foster care.

The 90-Day Transition Plan goals will be developed at the direction of the youth and will be as detailed as the youth decides. The assigned SSW will encourage the youth to include a caregiver, family member, mentor, or other significant adult(s) in the 90-Day Transition Plan TPC.

The assigned SSW will:

- Provide the youth and any significant adult who participated in developing the 90-Day Transition Plan with a signed copy of the plan
- Attach the 90-Day Transition Plan to the court report recommending termination of dependency

The assigned SSW will request the youth to sign the 90-Day Transition Plan and write "Declined Plan" when the youth declines to participate in establishing 90-Day Transition Plan goals. The

assigned SSW will also enter a CWS/CMS contact when documenting the attempt to support the youth with establishing 90-Day Transition Plan goals.

For those youth unable to have meaningful participation in the development of the 90-day Transition Plan, the assigned SSW will:

- Develop transition plan in collaboration with agencies, service providers, and/or significant individuals in the youth's life
- Ensure plan is signed by all parties who participated in developing plan
- Provide copies of plan to youth and other individuals involved in developing the plan

Note: The 90-Day Transition Plan is completed in addition to the TILP. Once a 90-Day Transition Plan is completed, no additional TILP updates are required unless the Juvenile Court continues dependency beyond the 90-day period and a TILP update is due.

**Requirements
30 Days Prior to
Termination of
Dependency**

The assigned SSW is responsible for completing the following requirements within no more than 30 days of the Court hearing calendared to terminate child dependency. It is best practice to complete each of these requirements during the same in-person contact with the youth.

A. **ILP Services-Assessment C (F063-25-616):**

The *ILP Services—Assessment C (F063-25-616)* is a questionnaire used to obtain information regarding a transitioning youth's status in education, housing, finances, health/mental health, and creating permanent connections as close as possible to the Juvenile Court date calendared to terminate child dependency.

Upon completing the *ILP Services—Assessment C (F063-25-616)*, the assigned SSW will submit it to the assigned SSSS for review.

The assigned SSSS will:

- Review and sign the completed *ILP Services—Assessment C (F063-25-616)*, before signing the Status Review Hearing Report
- Forward photocopy of the signed *ILP Services—Assessment C (F063-25-616)* to the TPSP Staff Specialist upon reviewing and signing it
- File original, signed *ILP Services—Assessment C (F063-25-616)* on the Emancipation Services Acco

TPSP staff will enter the *ILP Services—Assessment C (F063-25-616)* into the ETO Database.

Note: An *ILP Services—Assessment C (F063-25-616)* will not be completed when ILP services were deferred pursuant to the “Deferral of ILP Services” Policy section.

Dependency Continued: The assigned SSW and SSSS will complete and submit *ILP Services—Assessment C (F063-25-616)*, pursuant to Procedure section “Completion of *ILP Services—Assessment C (F063-25-616)*/Dependency Continued,” when child dependency is continued from one reporting quarter to another. (Reporting quarters are January–March, April–June, July–September, October–December) [e.g., the *ILP Services—Assessment C (F063-25-616)* was completed in March, but dependency was continued until May].)

TPSP staff will enter the completed *ILP Services—Assessment C (F063-25-616)* into the ETO database.

B. Application for Food Stamp Benefits:

The assigned SSW will be responsible for facilitating the process for a transitioning youth to apply for Food Stamp benefits pursuant to PDU Dispatch [Food Stamp Applications for Transitioning Youth \(D-0512-D\)](#).

C. WIC 391 Documents, Information, and Services:

The assigned SSW will ensure that the documents, information, and services that must be provided to a youth prior to termination of child dependency proceedings have been provided. This information will be documented in the “Adequacy of Services Provided to Child Pursuant to WIC 391” section of the Court report.

**Proof of
Wardship Letter**

The assigned SSW will provide transitioning youth an *ILP Services—Proof of Wardship Letter (F063-25-617)* upon termination of child dependency.

When requested by a former Juvenile Court dependent, TPSP staff will complete the *ILP Services—Proof of Wardship Letter (F063-25-617)* and provide it to the youth.

A table listing staff responsibilities and required dates for the completion of each of the ILP services activities listed above is included in [Attachment 2](#).

REFERENCES

Attachments and Data Entry Standards

Click on the links below to directly access attachments to this P&P and any Data Entry Standards referred to.

- [CWS/CMS Data Entry Standards—Generating the Transitional Independent Living Plan & Agreement Document](#)
- [CWS/CMS Data Entry Standards—Transitional Planning Services Instructions](#)
- [Attachment 1—ILP Services and Resources for ILP-eligible Youth](#)
- [Attachment 2—Staff Responsibilities/Required Dates for Completion of ILP Service Activities](#)

Hyperlinks

Users accessing this document by computer may create a direct connection to the following references by clicking on them.

- CFS P&P [Case Compliance Contacts and Documentation \(E-0105\)](#)
- PDU Dispatch [Food Stamp Applications for Transitioning Youth \(D-0512-D\)](#)

Other Sources

Other printed references include the following:

None.

REQUIRED FORMS

Online Forms

Required forms listed below may be printed out and completed, or completed online, and may be accessed by clicking on the link provided.

Form Name	Form Number
ILP Services—Referral for Out-of-County ILP Services	F063-25-612
ILP Services—Acknowledgment Letter-Other County ILP Coordinator	F063-25-613
ILP Services for Non-Orange County Youth	F063-25-614
ILP Services—ICPC Youth	F063-25-615
ILP Services—Assessment C	F063-25-616
ILP Services-Proof of Wardship Letter	F063-25-617
ILP Services—Transitional Planning Conference (TPC) Confidentiality of Information	F063-25-622

ILP Services—Transitional Planning Conference (TPC) Confidentiality of Information (Spanish)	F063-25-622Sp
ILP Services—Transitional Housing Placement Program (THPP) Referral	F063-25-623
ILP Services—Transitional Planning Conference (TPC) Referral	F063-25-624
ILP Services—Assessment B	F063-25-626
ILP Services—WIC 391 Letter Referral	F063-28-333

Hard Copy Forms

Forms listed below must be completed in hard copy (including multi-copy NCR forms). **For reference purposes only**, links are provided to view these hard copy forms, where available.

Form Name	Form Number
ILP Services-90-Day Transition Plan (ACL 09-87)	Attachment A of CDSS ACL 09-87

CWS/CMS Forms

The following required forms may **only** be obtained in CWS/CMS. **For reference purposes only**, links are provided to view these CWS/CMS forms, where available.

Form Name	Form Number
Transitional Independent Living Plan	CS-IL Plan
Transitional Independent Living Plan (Spanish)	CS-IL Plan (SP)

Brochures

Brochures to distribute in conjunction with this procedure include:

Brochure Name	Brochure Number
None.	

PROCEDURE

Required Actions— Completing Initial TILP	The following actions must be completed when completing the initial TILP.	
<u>Staff Responsible</u>	<u>Step</u>	<u>Required Action</u>

TPSP Clerical Staff	1.	Review monthly FEMA list to identify: <ul style="list-style-type: none"> Youth 15 years 6 months old in protective custody/declared dependents Youth 16 years old or older newly placed into out-of-home care
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2. Create TILP folder.
 3. Forward list of youth identified from FEMA list as requiring TILP/orientation to TPSP SSSS.
 4. Provide TILP folder for each youth requiring TILP to TPSP SSSS.
 - TPSP SSSS** 5. Assign TPSP SSW to complete TILP/orientation.
 - TPSP SSW** 6. Complete TILP and *ILP Services—Assessment B (F063-25-626)* pursuant to Policy outlined above.
 7. Sign and date the TILP.
 8. Ensure the youth and out-of-home caregiver sign and date the TILP.
 9. Provide original signed TILP to the youth.
 10. Provide copies of TILP to:
 - Youth’s out-of-home caregiver
 - Assigned SSW
 - TPSP SSSS
 11. Enter TILP into CWS/CMS.
 12. Create CWS/CMS case contact documenting date TILP and orientation to ILP services completed.
 13. Submit completed TILP and *ILP Services—Assessment B (F063-25-626)* to TPSP clerical staff.
 - TPSP Clerical Staff** 14. Document completion of TILP in ILP Database.
 15. Enter *ILP Services—Assessment B (F063-25-626)* into ETO Database.
 - TPSP SSSS** 16. Forward TILP to OCF Independent Living Specialist (ILS) Supervisor.
 - Assigned SSW** 17. File completed initial TILP in Emancipation Services Acco in Service Folder.
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Required Actions— Completing Updated TILP		The following actions must be completed when updating the TILP prior to Status Review Hearing every six months.	
Staff Responsible	Step	Required Action	
Assigned SSW	1.	Complete TILP pursuant to Policy outlined above.	
	2.	Sign and date the TILP.	
	3.	Ensure youth and out-of-home caregiver sign and date the TILP.	
	4.	Provide original signed TILP to youth.	
	5.	Provide copy of TILP to youth's out-of-home caregiver and <u>TPSP SSSS</u> .	
Assigned SSW or Clerical Staff	6.	Enter TILP into CWS/CMS.	
	7.	Create CWS/CMS case contact documenting date TILP completed.	
	8.	File completed updated TILP in Emancipation Services Acco in Service Folder.	
	9.	Attach copy of TILP to Status Review Hearing Report.	
TPSP SSSS	10.	Forward TILP to OCF ILS Supervisor.	

Required Actions— Deferment of ILP Services: Cognitive/Physical Condition		The following actions must be completed when a youth's physical or cognitive condition warrants deferment of participation in ILP services.	
Staff Responsible	Step	Required Action	
TPSP SSW/Assigned SSW	1.	Request case review by PHN.	
PHN	2.	Review case/referral and consult with assigned SSW to assess youth's ability to participate in ILP services.	

**TPSP
SSW/Assigned
SSW**

**TPSP SSW
(For Initial TILP)**

Assigned SSW

3. Send email or provide written documentation to SSW documenting reason if youth assessed to be unable to participate in ILP services.
4. Create CWS/CMS contact documenting review of case and reason if youth assessed to be unable to participate in ILP services.
5. Create TILP in CWS/CMS.
6. Document reason for inability to participate in ILP services on TILP.
7. Sign and date initial TILP.
8. Submit signed initial TILP and PHN documentation to TPSP clerical staff.
9. Forward initial TILP to assigned SSW.
10. File initial TILP in Emancipation Services Acco in Service Folder.
11. Complete TILP, orientation to ILP services, and *ILP Services—Assessment B (F063-25-626)* if circumstances change.

**Required Actions—
Deferment of ILP
Services:
AWOL/Youth
Refusal**

The following actions must be completed when a youth is AWOL or refuses participation in developing a TILP.

Staff Responsible	Step	Required Action
TPSP SSW/Assigned SSW	1.	Create TILP in CWS/CMS.
	2.	Document applicable reason TILP goals not developed (e.g., “Youth AWOL” or “Youth refused to develop TILP goals).
	3.	For youth who refused to develop TILP goals: Create CWS/CMS contact documenting date of attempt to complete TILP and orientation for ILP services.
	4.	Sign and date TILP.

**TPSP SSW
(For Initial TILP)**

5. Submit signed TILP to assigned SSW.
6. Complete TILP, orientation to ILP services, and *ILP Services—Assessment B (F063-25-626)* if circumstances change.

Required Actions— Incorporating TILP Goals Into Case Plan	The following actions must be completed when incorporating TILP Goals into the Case Plan.	
Staff Responsible	Step	Required Action
Assigned SSW	1.	Review most recently established TILP goals.
	2.	Create case plan pursuant to CWS/CMS Data Entry Standards—Transitional Planning Services Instructions .
	3.	Click “Service Objectives” page tab (step 11 of the “Case Plan” section of CWS/CMS Data Entry Standards—Transitional Planning Services Instructions).
	4.	Select “Service Type” into which each TILP goal fits. <ul style="list-style-type: none"> • Example 1: <ul style="list-style-type: none"> • Goal: Improve grades • Service Type: ILP Education • Example 2: <ul style="list-style-type: none"> • Goal: Find employment • Service Type: ILP Employment/ Vocational Training
	5.	Enter “Activities” and “Responsible Parties” documented for each TILP goal into “Description/Responsibilities for Service” box on “Service Objectives” page tab.

- **Example 1:**
 - Goal: Improve grades
 - Activity: Attend class, work with tutor twice weekly
 - Responsible Party: Youth and caregiver
 - Description/Responsibilities for Service: Improve grades by attending class and working with a tutor twice weekly
- **Example 2:**
 - Goal: Find employment
 - Activity: Complete online job search, request applications from Target, two grocery stores, and two retail shops
 - Responsible Party: Youth and caregiver
 - Description/Responsibilities for Service: Find employment by completing an online job search and requesting applications from Target, two grocery stores, and two retail shops)

Required Actions— The following actions must be completed when completing *ILP Services—Assessment C (F063-25-616)*.
Completion of ILP Services—
Assessment C (F063-25-616)
Staff

<u>Responsible</u>	<u>Step</u>	<u>Required Action</u>
Assigned SSW	1.	Complete <i>ILP Services—Assessment C (F063-25-616)</i> pursuant to Policy outlined above.
	2.	Submit <i>ILP Services—Assessment C (F063-25-616)</i> to assigned SSSS or designee.
Assigned SSSS	3.	Review <i>ILP Services—Assessment C (F063-25-616)</i> to confirm completion.
	4.	Sign and date the last page of <i>ILP Services—Assessment C (F063-25-616)</i> . (Note: <i>ILP Services—Assessment C [F063-25-616]</i> does not have a signature line. The document will be signed in the space below Question I-5.)
	5.	Photocopy signed <i>ILP Services—Assessment C (F063-25-616)</i> .

- 6. File original, completed, signed *ILP Services—Assessment C (F063-25-616)* on “Emancipation Services” Acco.
- 7. Pony photo copy of completed, signed *ILP Services—Assessment C (F063-25-616)* to TPSP Staff Specialist.
- TPSP staff 8. Enter completed *ILP Services—Assessment C (F063-25-616)* into ETO database after termination of child dependency proceedings.

Required Actions— The following actions must be completed when *ILP Services—Assessment C (F063-25-616)* must be reviewed and updated due to continuation of dependency.

Completion of *ILP Services—Assessment C (F063-25-616)* Dependency Continued
Staff Responsible

Staff Responsible	Step	Required Action
Assigned SSW	1.	Meet with youth to review responses to each <i>ILP Services—Assessment C (F063-25-616)</i> question.
	2.	Revise responses based on change(s) in youth’s circumstances.
	3.	Submit revised <i>ILP Services—Assessment C (F063-25-616)</i> to assigned SSSS.
Assigned SSSS	4.	Forward revised <i>ILP Services—Assessment C (F063-25-616)</i> to TPSP Staff Specialist.
TPSP Staff Specialist	5.	Enter completed <i>ILP Services—Assessment C (F063-25-616)</i> into ETO database after termination of child dependency proceedings.