
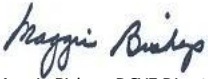


1985 EXTENDED CARE SERVICES	
Chapter: Adolescent Services	Section: Aftercare Services
	New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: 11-17 Effective Date: 2011 Scheduled Review Date:
	Approved:  Maggie Bishop, DCYF Director
Related Statute(s): RSA 170-G Related Admin Rule(s): Related Federal Regulation(s):	Related Form(s): FORM 2103, FORM 2597, and FORM 2598 Bridges' Screen(s) and Attachment(s):

Some youth who exit foster care are overwhelmed with the challenges of transitioning to adulthood and have not established the permanent connections to adults they need for on-going support. DCYF is responsible for offering temporary support to these young adults by partnering with them to stabilize their lives and by searching with them for a permanent adult in their life.

Purpose

To offer assistance to young adults formerly in out of home care through DCYF who are lacking the adult living skills and/or support necessary for the transition to adulthood. Extended Care Services provide temporary assistance for young adults transitioning to self-sufficiency.

Definitions

"Extended Care Services" means temporary assistance to young adults who request DCYF services and who are willing to commit and work on a transitional plan to independence and adulthood.

"Extended Care Placement" means an out-of-home care temporary transitional placement.

A **"Self-Sufficiency Plan"** is a planning document in which the young adult indicates their current status along with intermediate and long range needs and goals regarding housing, education, employment, well-being, life skills and connections to caring adults. Action steps agreed upon by both the young adult and DCYF are recorded and reviewed on a regular basis.

"Transition Meeting and Plan" is a process based on the "90 Day Youth Transition Meeting" format and the "90 Day Youth Transition Plan," that is designed to ensure the young adult has the adult living skills, resources and connections necessary for self-sufficiency.

Policy

- I. Former DCYF youth in out of home care (now young adults) who continue to need support and/or services and are between the ages of 18 and 21 and who were in DCYF care as a result of abuse and neglect for at least 6 months, may request extended care services from DCYF by following the process below:
 - A. Young adults may request Extended Care Services by contacting either the nearest District Office to where they are residing or if they prefer, the District Office that most recently managed their case.
 - B. All requests for assistance by young adults who have exited state care must be recorded in the Young Adult Request for Assistance Form (Form 2597). The form is to be completed by

the CPSW then reviewed and signed by the District Office Supervisor within 7 days of the young adult's request for assistance. This Form shall then be provided to the District Office Adolescent Worker and the Adolescent Program Specialist within 10 days of the young adults request for assistance. If a case is opened the form is to be placed in the young adult's file.

- C. DO staff may either refer the young adult to:
 - 1. The local, contracted Family Resource and Support Service provider;
 - 2. Another community resource;
 - 3. Open an after care or extended care case.

- D. When an extended care services case is assigned to the Family Services CPSW, he or she must:
 - 1. Contact the young adult and connect them with services to meet their immediate needs for food, clothing, shelter or medical care;
 - 2. Meet with the young adult to determine further service needs;
 - 3. Provide information about community resources related to housing, education, employment and support services;
 - 4. Work with the young adult to help them find a permanent connection;
 - 5. Develop a Self Sufficiency plan with the young adult and have the young adult complete a Self Sufficiency Services Agreement (Form 2598).

- E. For all young adults who request Extended Care Services, the following criteria apply:
 - 1. The service requested must not be more appropriately accessed through a community or state service agency including DCYF Aftercare Services.
 - 2. The young adult has not completed high school or obtained their GED or they lack the support from family, relatives or friends to meet their basic needs.
 - 3. The young adult is willing to complete and sign the Self Sufficiency Services Agreement (Form 2598) and to comply with terms of the agreement.

- II. The goals under which young adults are served through Extended Care Services include:
 - A. The creation of a stable permanency plan;
 - B. The transition to other state or community services;
 - C. Achieving self-sufficiency; and
 - D. Graduating from high school or obtaining their GED, if applicable.

- III. If available and approved by the Adolescent Program Specialist, the Extended Care Services that may be offered to young adults include:
- A. DCYF Case Management,
 - B. Adult Living Preparation,
 - C. Access to health care including enrolling in Medicaid or social security as applicable,
 - D. Community Based Services,
 - E. Transition to Aftercare/Community Services,
 - F. Crisis Intervention,
 - G. Family Support,
 - H. Respite Care,
 - I. Alcohol & Drug Abuse Outpatient Counseling,
 - J. Family Counseling,
 - K. Individual or Group Outpatient Counseling,
 - L. Transportation, pursuant to [ITEM 1916](#),
 - M. Young adult placement in a Foster Home, Independent Service Option (ISO), independent living housing (upon approval of Adolescent Program Specialist). (If a young adult is evicted from out-of-home placement, the provider and DCYF must work together to move the young adult to a shelter or another residence.)
 - N. Other DCYF purchased services upon the approval of the Adolescent Program Specialist.
- IV. Extended Care Services must be time-limited and the young adult must be under the age of 21.
- V. The Supervisor and CPSW must review each open Extended Care Services case every 30 days to monitor the young adult's progress, CPSW contacts and visits and entries on Bridges.
- VI. Extended Care placements must only be authorized:
- A. When no other placement resource is available to the young adult;
 - B. Upon approval by the Adolescent Program Specialist;
 - C. As a short-term remedy, up to 90 consecutive days, with 90 day extensions or until age 21 when approved by the Field Administrator; and
 - D. When arranged in foster family homes, ISOs or approved independent living arrangements.
- VII. The objectives of Extended Care placement are:

- A. To provide sustenance, care, and security for young adults by placing them in foster family homes, ISO's or in an approved independent living arrangement;
 - B. To ensure that quality care, stability, and safe conditions exist for young adults who are working on their transition plan to adulthood; and
 - C. To provide Adult Living Preparation as a way to help transition the young adult to self-sufficiency.
- VIII. A transition meeting with the young adult and their identified connections must be held within the first 45 days of the opening of their Extended Care Services case or sooner at the CPSW's discretion and again prior to case closure using the "90 Day Youth Transition Meeting" format and the "90 Day Youth Transition Plan."

Procedures

- I. To establish an Extended Care Services case, the Family Services CPSW must:
 - A. Contact the young adult within 24 hours of the young adult's request for assistance from the District Office to determine service needs unless the young adult reports that they are homeless in which an attempt to contact the young adult must be made upon receipt of this information;
 - B. Complete the Young Adult Request for Assistance form within 7 days of the youth's request for assistance.
 - C. Provide the Adolescent Worker and the Program Specialist with a copy of the Young Adult Request for Assistance form within 10 days of the Young's Adults request for assistance;
 - D. Review the young adult's most recent "90 Day Youth Transition Plan;"
 - E. Develop the Self Sufficiency Plan with the young adult, provide them with a copy and retain a copy for the case record;
 - F. Send a copy of the Self Sufficiency Plan to the Adolescent Program Specialist within 3 days of the form being completed;
 - G. Complete the Self Sufficiency Services Agreement with the young adult provide them with a copy and retain a copy for the case record;
 - H. Send a copy of the Self Sufficiency Services Agreement to the Adolescent Program Specialist within 3 days of the form being completed;
 - I. Obtain prior approval from the Adolescent Program Specialist for any and all expenditures;
 - J. The CPSW requests services and/or placements from a certified provider by:
 - 1. Contacting the provider and arranging for the young adult to receive services and
 - 2. Obtaining agreement on the begin date of service, length of service and/or number of units to be provided.

- K. Notify the Fiscal Specialist by Form 2103 via e-mail, note or verbal notification of the young adult to receive services once the CPSW finalizes the arrangements with the provider.
 - L. Monitor service delivery of the provider by obtaining and reviewing progress reports, contacting providers, and meeting with the young adult.
 - M. Conduct a transition meeting with the young adult and their identified connections within the first 45 days of the opening of their Extended Care Services case or sooner at the CPSW's discretion and again prior to case closure using the "90 Day Youth Transition Meeting" format and the "90 Day Youth Transition Plan." Provide copies of the "90 Day Youth Transition Plan" to the Adolescent Program Specialist.
 - N. For young adults placed in a foster home, an ISO or other independent living arrangement, visit the young adult at their placement at least once during a calendar month;
 - O. Arrange for the permanency planning team meeting; and
 - P. Complete all required entries on Bridges.
- II. The District Office Supervisor must review and sign the Young Adult Request for Assistance form.
- III. The Adolescent Program Specialist must:
- A. Inform the DCYF Director, on a quarterly basis, of the number, status of and expenditures for open Extended Care Service cases.
 - B. Approve any and all expenditures for services and placements for extended care cases.
 - C. Review and approve the 90-Day Youth Transition Plan.