
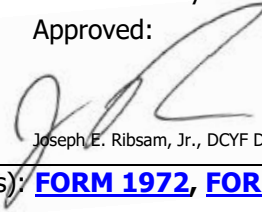


1972 90-DAY YOUTH TRANSITION MEETING	
Chapter: Adolescent Services	Section: Supporting Transitions
	New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: PD 18-40 Effective Date: September 2018 Scheduled Review Date:
Related Statute(s): RSA 169-B , RSA 169-C , RSA 169-D , and RSA 170-E Related Admin Rule(s): Related Federal Regulation(s): SSA 475	Approved:  Joseph E. Ribsam, Jr., DCYF Director Related Form(s): FORM 1972 , FORM 1978 , and FORM 1992 Bridges' Screen(s) and Attachment(s):

The goal of the DCYF Adolescent Program is to provide every youth in DCYF's care or who has been committed the opportunity to prepare for a healthy, productive life. The Division believes it is essential to listen to youth and ensure their voices are heard, valued, and considered while providing them every opportunity to acquire skills necessary to become self-sufficient. By collaborating with youth, the families and/or other connections the youth has identified, and providers working with the youth in a mindful and structured process, DCYF can assure a youth has a viable plan for transition into adulthood.

Purpose

This policy outlines the procedures followed by DCYF staff to conduct and document the 90-Day Youth Transition Meeting.

Definitions

"Commitment" or **"Committed"** means the dispositional status of minors who are ordered into the custody of DHHS for the remainder of their minority by a NH court as a result of being adjudicated delinquent, and who are subsequently placed in the care and control of the John H. Sununu Youth Services Center or another facility certified by DHHS for the commitment of minors; included are those juveniles who have been administratively released to parole, and those juveniles who have been paroled by the NH Juvenile Parole Board [see: RSA 169-B:19, I (j); and RSA 621:3, III].

"CPS" means the Bureau of Field Services' Child Protective Services within DCYF.

"CPSW" or **"Child Protective Service Worker"** means an employee of DCYF who is authorized by the Division to perform functions of the job classification Child Protective Service Worker.

"DCYF" or the **"Division"** means the Department of Health and Human Services' Division for Children, Youth and Families.

"JPPO" or **"Juvenile Probation and Parole Officer"** means an employee of DCYF who is authorized by the Division to perform functions of the job classification Juvenile Probation and Parole Officer.

"JJS" means the Bureau of Field Services' Juvenile Justice Services within DCYF.

"PCA" or **"Primary Caring Adult"** means an adult other than the youth's parent, chosen by a youth that: makes a lifelong commitment to be the youth's primary source of guidance and

encouragement; plays an important role in the youth having a safe and stable place to live, which may or may not include the youth living with the primary caring adult; understands the youth's current and future needs; and has been confirmed as fit to serve by the Court.

"Placement" means the removal of a child/youth from his/her normal place of residence to reside in a court-ordered substitute care setting under the placement and care responsibility of DCYF.

"Reasonable and Prudent Parent Advocate" means, for the purpose of this policy, a designated official within an agency, identified by a youth age 14 or older, who serves the role of advisor, and advocate, with respect to the application of the Reasonable and Prudent Parent Standards pursuant to SSA 475.

"90-Day Youth Transition Meeting" means a meeting that identifies and addresses the transition needs of youth in out-of-home care or who have been committed and occurs 90-90-daydays prior to the youth's 18th birthday [see section 475(5) of Social Security Act] and in cases of extended jurisdiction, again 90-days prior to the youth's final exit from state care or commitment.

"90-Day Youth Transition Plan" means a personalized plan developed by the youth and their CPSW/JPPPO at the 90-day youth transition meeting that can be as detailed as the youth wants it to be regarding the specific assistance and support available to the youth during their transition from care or detention and the specific options on housing, health insurance, education, local opportunities for mentors and continuing support services, and work force supports and employment services. This plan should be updated prior to the youth's exit from care or commitment if circumstances change. In those cases when the youth has extended jurisdiction beyond age 18, a second transitional meeting shall be held 90-days prior to the youth exiting care or commitment for the purpose of updating the transition plan.

Policy

- I. A 90-day youth transition meeting shall occur 90-days prior to the 18th birthday of all youth who:
 - A. Are in placement through CPS or JJS involvement, regardless of their permanency plan; or
 - B. Are committed to the Sununu Youth Services Center.
- II. In cases where the youth has extended the Court's jurisdiction over them, another transition meeting shall be held and is to occur 90-days prior to the youth's exit from state care. See [practice guidance](#) below for exceptions.
- III. When CPS and JJS are both working with a youth, the CPSW or JPPPO who initiated the court ordered placement is expected to take the lead in scheduling and facilitating the meeting, as well as in completing all necessary forms.
- IV. When a youth is committed, the JPPPO shall take the lead in ensuring that the 90-day youth transition meeting occurs, either by directly scheduling the meeting or seeking the assistance of SYSC staff in doing so.
- V. Prior to the meeting being scheduled, the CPSW/JPPPO shall speak with the youth to:
 - A. Explain the purpose of the 90-day transition meeting; and

- B. Provide the youth an opportunity to give their input regarding the meeting, including individuals they would like to invite and the time, date, and location of the meeting.
- VI. The 90-day youth transition meeting may be held in conjunction with other meetings involving the youth, such as a treatment team meeting or F.A.I.R. meeting if the youth agrees.
- VII. The following forms must be completed during the 90-day transition meeting, with a paper copy attached to the current case plan and placed in the file:
- A. The 90-Day Youth Transition Plan (Form 1978);
 - B. The 90-Day Youth Transition Meeting Checklist (Form 1972); and
 - C. The Foster Care and FAFSA Independent Status Verification (Form 1992).
- VIII. The 90-Day Youth Transition Plan (Form 1978) shall include documentation of the specific action steps that will be taken to assure the needs of the youth are addressed prior to the youth's exit from care/commitment.
- A. This plan shall identify who is responsible for completion of the tasks/actions and the timeframes in which the tasks/actions are to be completed; and
 - B. Determine if subsequent meetings are necessary to assist in completing tasks.
- IX. The completion of the 90-Day Youth Transition Plan (Form 1978) and 90-Day Youth Transition Meeting Checklist (Form 1972) are to be entered into the Bridges case contact log by selecting "Independent Living" as the purpose and entering "90-day youth transition meeting" as the first line of the contact.
- A. Copies of the 90-day youth transition plan shall be provided to the youth and be made available to other individuals who were present; and
 - B. Immediately following the 90-day youth transition meeting, update the youth's expected exit date (from state care/commitment) located in the "Independent Living" screen in Bridges and keep it updated thereafter.
- X. The CPSW/JPPPO must provide support to ensure that the youth has the following in his/her possession prior to being discharged from state care or released from SYSC:
- A. Certified Birth Certificate;
 - B. Social Security Card;
 - C. Driver's License or Non-Driver Identification card;
 - D. Health Insurance Information;
 - E. [Medical Records](#); and
 - F. Completed Form 1992 Foster Care and FAFSA Independent Status Verification (as applicable.)

Procedures

- I. The Adolescent Worker shall:
 - A. Provide each CPSW and JPPO in their District Office with a list of youth on their respective caseload who are 17.5 years of age;
 - B. Inform CPSWs and JPPOs around the 90-day youth transition meeting process and offer support and guidance as needed;
 - C. Attend 90-day youth transition meetings upon request and as time allows in order to provide support and discuss potential resource for the youth; and
 - D. Provide support to the CPSW and/or JPPO in the event that the youth declines to participate in their meeting, and if deemed appropriate, meet with the youth to address any issues related to the youth's not wanting to participate.

- II. The CPSW/JPPO shall:
 - A. Contact identified youth on their caseload that are in placement or who are committed at 17.5 years of age and inform them of the 90-day youth transition meeting and explain the purpose of the meeting. The CPSW/JPPO:
 1. May provide the youth with a blank copy of the 90-Day Youth Transition Plan (Form 1978) and review it with them prior to the meeting;
 2. Shall discuss with the youth their desired outcome and wishes with respect to the meeting's time, date, location, and attendance; and
 3. Shall make suggestions as to additional individuals/agencies to be invited, including those currently involved with the youth's case, and those who have been previously identified by the youth to consult on case planning, including the Reasonable and Prudent Parent Advocate (RPPA) and/or Primary Caring Adult (PCA);
 - (a) If no RPPA and/or PCA has been identified, efforts shall be made in identifying such and shall continue until one has been identified or the youth exits care;
 - B. Shall send notice on behalf of the youth, three (3) weeks prior to the meeting, to those individuals/agencies invited to attend the meeting;
 - C. Shall invite the Adolescent Worker and/or Permanency JPPO as applicable, as well as the Fiscal Specialist for the youth's District Office;
 - D. Ensure that the 90-day youth transition meeting occurs;
 - E. Ensure that applicable forms are completed during the meeting and that they are documented and placed in the case file as noted above;
 - F. Provide a copy of the completed 90-Day Youth Transition Plan (Form 1978) to the youth and make copies available to other individuals who were present for the meeting;

- G. Following the meeting, update the youth's expected exit date (from state care/commitment) located in the "Independent Living" screen in Bridges and keep it updated thereafter;
 - H. Ensure that any and all tasks that are agreed upon at the meeting are completed in a timely fashion and that there are no unresolved issues at the time of the youth's exit from state care/commitment; and
 - I. If needed, schedule additional meetings to follow up and ensure task completion.
- III. Should the youth decide to extend DCYF jurisdiction beyond their 18th birthday, then an additional 90-Day Youth Transition meeting shall be scheduled 90-days prior to the youth's expected exit date from state care.
- A. The subsequent 90-Day Youth Transition Plan (Form 1978) is to be recorded in the Bridges case contact log by selecting "Independent Living" as the purpose and entering the words: "second 90-day youth transition meeting" as the first line in the contact.
- IV. In the event a youth declines to participate in their 90-day youth transition meeting the District Office Adolescent Worker shall be consulted for assistance.
- A. Should the youth maintain that they will not participate, the meeting will be held without their participation.
 - B. The CPSW/JPPPO is required to document in the Bridges case contact log by selecting "Independent Living" as the purpose and entering the words: "90-day youth transition meeting – youth declined participation" as the first line of the contact, then record the efforts that were made to engage the youth's participation and indicate the outcome of the meeting that occurred without the youth's participation.
- V. If a youth is unable to participate due to having run away or escaped from commitment, the 90-day youth transition meeting is held without them.
- A. The CPSW/JPPPO is required to document in the Bridges case contact log by selecting "Independent Living" as the purpose and entering the words: "90-day youth transition meeting youth on the run and unable to attend" as the first line of the contact.
 - B. Should the youth return, the CPSW/JPPPO shall review the results of the meeting with them and update the plan as appropriate.
 - C. An additional 90-day youth transition meeting does not need to be rescheduled, however any previously determined follow up meetings should still occur.

Practice Guidance

What if there are concerns about safety or appropriateness regarding someone a youth wishes to have attend their 90-day youth transition meeting?

- The CPSW/JPPPO should discuss these concerns with the youth and attempt to resolve any concerns.
- If concerns remain, the CPSW/JPPPO should consult their supervisor.

If a youth extends jurisdiction, but then chooses to leave shortly thereafter, do I still need to hold the final exit meeting?

- In situations where a youth leaves care abruptly, it may not be feasible to hold a meeting. However, if the youth indicates they wish to leave in the near future, a meeting should be held if possible.

Does the 90-day youth transition meeting have to occur exactly 90 days before the youth turns age 18?

- The meeting must be held between 80 and 100 days from the youth's 18th birthday.

What sort of medical records should I help a youth obtain?

- At the very least, every youth leaving care/commitment at age 18 should have information as to:
 - The name and contact information of their primary care doctor;
 - The dates of their last and next appointments;
 - Any medical conditions and/or diagnosis; and
 - Any prescribed medications and how to obtain refills.
- If possible, the youth's medical history should be obtained. Ideally, this would go back to the youth's birth, but if this is not feasible, then at least since the youth entered care/commitment.
 - In the event that a youth has a significant medical condition, all records surrounding that condition should be obtained. When in doubt, consult with one of the DCYF Nurse Coordinators.
- If possible, the medical history of the youth's parents should be obtained if it is felt relevant to the health of the youth (such as the case of hereditary or genetic disorders).