

1953 SKILLS TRAINING	
Chapter: Adolescent Services	Section: Fostering Independence
	New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: 06-04 Effective Date: March 6, 2006 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 2110 and FORM 2292 Bridges' Screen(s) and Attachment(s):

Purpose

To define the purchased, grant funded service specification for Skills Training.

Definitions

"Skills Training" is an independent living service for foster care youth that prepares them for adulthood through experiential learning.

"Service Code" is LA.

"Service Population" means foster care youth between the ages of 16 and 19.

"Service Unit" means one (1) session (2 hours per week).

Policy

Provider Qualifications/Requirements

- I. The provider must possess, at minimum, a bachelor's degree in social work, behavior management, clinical psychology, counseling psychology, educational counseling, or family counseling, and have completed 2 years of documented experience working with adolescents and families.
- II. The provider must provide skills training sessions within 12 weeks to 5-20 youth who are referred by the Independent Living Program staff, keep attendance records at each session, and provide make-up sessions, as necessary.
- III. Skills Training sessions must include all costs and materials, furnished by the provider. One make-up session must be made available to youth.
- IV. The provider must administer pre- and post testing, using the Maturity Profile or a DCYF approved tool for youth to determine individual capabilities.
- V. The provider must accompany youth into the community to become familiar with community banks and lending institutions, car dealerships, grocery stores, rental agencies, or to ride public transportation.
- VI. The provider must submit to the Independent Living Program staff a written summary of the progress made by each youth during the sessions. The summary must also include:

- A. The results of educational testing;
- B. The community resources visited or used by the youth;
- C. Recommendations for aftercare;
- D. The need for a mentor; and
- E. An indication of family support.

Service Provision Guidelines

- I. Skills Training must first be sought through community agencies that will not charge DCYF prior to authorizing payment. The community resources contacted must be documented in the youth's "Case Plan for Independent Living".
- II. Skills training includes training in job searching, obtaining employment, budgeting, local and main housing, health care, time management, accessing community resources, and establishing peer support groups.
- III. The "Case Plan for Independent Living" (Form 2292) must be completed, include this service, and be signed prior to service delivery.
- IV. Skills Training must be authorized by Independent Living Program staff on a monthly basis or at the completion of the sessions by the youth.
- V. Skills Training is limited to 12 weeks, unless the Independent Living Program Specialist approves an extension.

Payment Procedures

- I. Independent Living Program staff authorizes Skills Training by requesting enrollment of the provider, completing the "Service Authorization" (Form 2110), and obtaining the Independent Living Program Specialist's signature on Form 2110.

Practice Guidance

What is the Service Rate for this Service?

- Refer to [Item 2700 Rates](#) (Fiscal Management Chapter, Rates Section) for current rate.