

STANDARDS FOR EFFECTIVE PRACTICE
8.0 - INDEPENDENT LIVING SERVICES

TABLE OF CONTENTS

8.0	INDEPENDENT LIVING SERVICES PROGRAM STATEMENT	2
8.1	SELF-SUFFICIENCY ASSESSMENT AND PLAN	3
8.2	BASIC LIFE SKILLS TRAINING	6
8.3	CAREGIVER AND STAFF TRAINING	8
8.4	THE CFSA'S EDUCATIONAL/VOCATIONAL ASSESSMENT AND PLAN	10
8.5	DOCUMENTATION AND RETRIEVAL	13
8.6	HOUSING SERVICES	15
8.7	RESOURCE NETWORK	18
8.8	AGING OUT OF CUSTODY	21
8.9	SERVICES FOR EMANCIPATED YOUTH	24

CHILD PROTECTION SERVICES
STANDARDS FOR EFFECTIVE PRACTICE

STANDARDS FOR INDEPENDENT LIVING SERVICES

8.0 INDEPENDENT LIVING SERVICES PROGRAM STATEMENT

Most youth in our society have family, community supports, and resources available to help them long after they have attained the age of emancipation. Youth in the child protection system who have been removed from their homes often lack the supports and resources necessary to successfully transition into adulthood.

The changing economic realities of our society have meant that most adolescents, growing up in stable, nurturing homes, remain in these homes well into their mid-twenties. Youth entering young adulthood face peer pressure, challenges and fear regarding the future, and a host of developmental changes that add to their confusion. For youth who have the added experience of being separated from families because of abuse, neglect or abandonment, the challenges of this period are compounded. It is even more critical for these youth that they have support, guidance, and direction from the Child and Family Services Agency (CFSA). Youth who are removed from their homes and do not have sufficient supports, including exposure to, or participation in, Independent Living Self-Sufficiency Services run the risk of long-term instability and vulnerability throughout adulthood. While many youth reconnect with their family of origin, these youth often do not have sufficient skills to live successfully as independent adults. Research has proven that this can result in extensive and costly involvement with the mental health system, dependency on government programs, and/or involvement with the criminal justice system. They may also be likely to experience poverty, homelessness, and substance abuse.

Independent Living self-sufficiency planning should be provided to all youth, fifteen years and older, who receive services from the CFSA. The CFSA and its out-of-home care providers must understand the urgency of this situation.

A public CFSA Independent Living program should include services, experiential activities and the active involvement of key community stakeholders which, in combination, will successfully prepare youth to function safely and responsibly as young adults. The provision of Independent Living Self-Sufficiency Services should be planfully implemented, individualized, and flexible to keep pace with the youth's changing developmental needs in accordance with the amount of time available to receive county support.

CHILD PROTECTION SERVICES
STANDARDS FOR EFFECTIVE PRACTICE

STANDARDS FOR INDEPENDENT LIVING SERVICES

8.1 SELF-SUFFICIENCY ASSESSMENT AND PLAN

Council on Accreditation Standards

The Council on Accreditation Standards G8.5 (Family Focused Service Planning); G9.10 (Transition to Independence for Youth and/or Persons with Special Needs); S23.3 (Community Living Services); and S23.4 (Independent Living for Youth) link to and support Standard 8.1 *Self-Sufficiency Assessment and Plan*.

Administrative Code

The Ohio Administrative Code Rule 5101:2-42-19 (Requirements for Provision of Independent Living Services) addresses Standard 8.1 *Self-Sufficiency Assessment and Plan*.

I. Philosophy

The public CFSA conducts an Independent Living Services self-sufficiency assessment with all youth in custody to determine the youth's overall potential, as well as aptitudes, skill competencies, and current needs. The self-sufficiency assessment process identifies and documents how the youth perceives life independent of the child protection system, public school, and community social services systems.

Collected assessment information is used as appropriate to guide the youth, foster family, birth family, community supports, key stakeholders or service providers, and staff in determining how to best address the youth's specific and individual needs. While the assessment of the youth's development is an ongoing process, an initial self-sufficiency assessment provides valuable baseline information as to the current level of functioning at a specific point in time.

II. Outcome

Youth function safely and responsibly while progressing toward self-sufficiency.

III. Evaluation

FACSIS events, CPOE and the Federal Health and Human Services outcomes may be considered when evaluating this standard. In addition, the public CFSA may consider the following:

- the number of youth in the custody of the agency aged fifteen or older;
- the number of youth who terminate custody with the public CFSA;
- the reasons why youth leave custody of public CFSA's;
- data on the youth's initial self-sufficiency assessment compared to data from other self-sufficiency assessments conducted on other youth;
- information collected from surveying youth regarding their goals, aptitudes, needs, and unmet needs.

IV. Standards for Implementation

- 1) The public CFSA should assure that an Independent Living self-sufficiency assessment is conducted and completed for each youth in custody by the youth's fifteenth birthday. This assessment should be age appropriate, developmentally appropriate, and appropriately reflect the circumstances facing the youth (e.g., if the youth is a teen parent). As far as the completion of the assessment, priority should be given to older youth. For youth who enter out-of-home care after the fifteenth birthday, a self-sufficiency assessment is completed within 30 days of entering care because time is critical at this age.
- 2) The self-sufficiency assessment/life skills assessment should be comprehensive and should include the public CFSA's educational assessment as detailed in Standard 8.4, *The CFSA's Educational/Vocational Assessment and Plan*.
- 3) The youth self-sufficiency assessment questionnaire should be designed to capture the youth's knowledge and skill level in the following areas:
 - a. money management and consumer awareness;
 - b. obtaining and maintaining employment;
 - c. life style choices including drug, alcohol, and tobacco awareness, sexuality and personal safety;
 - d. legal rights and responsibilities;
 - e. pregnancy prevention, parenting and child rearing;
 - f. personal care and hygiene;
 - g. household management;
 - h. knowledge of, and ability to access, community resources (e.g., food pantries);
 - i. personal management skills, including food preparation, nutrition, time management, and decision making;
 - j. social interaction and interpersonal skills;
 - k. health care;
 - l. educational/career planning;
 - m. housing issues;
 - n. transportation, community navigation skills; and
 - o. mental health services.
- 4) The self-sufficiency plan should be developed by the youth, caregivers, birth family, service providers, and concerned community stakeholders. It should include a written statement of goals, objectives, activities and training which identifies needed key resources. The completion of objectives and activities should be recorded and made part of the youth's case record.
- 5) Copies of the self-sufficiency plan should be made available to the youth, caregivers, birth family, key community stakeholders and service providers. The plan should be used as a working document, available at meetings held by the assigned staff with the youth.
- 6) The plan should be reviewed every 60 days (minimum), or as needed, to accurately reflect the youth's emancipation readiness needs and as appropriate considering the individual's needs (e.g., youth with developmental issues).
- 7) The self-sufficiency plan should be reviewed at each SAR by the public CFSA.

V. Financial Implications

Costs associated with Standard 8.1, *Self-Sufficiency Assessment and Plan* are as follows:

- a. development of questionnaire: 16 hours @ \$89.25/hour = \$1,432
- b. face-to-face interview: 3 hours @ \$89.25/hour = \$267.75
- c. plan development: 8 hours @ \$89.25/hour = \$714
- d. semi-annual reviews to review and revise plan as necessary: 6 hours @ \$89.25/hour = \$535.50

CHILD PROTECTION SERVICES
STANDARDS FOR EFFECTIVE PRACTICE

STANDARDS FOR INDEPENDENT LIVING SERVICES

8.2 BASIC LIFE SKILLS TRAINING

Council on Accreditation Standards

The Council on Accreditation Standards G9.10 (Transition to Independence for Youth and/or Persons with Special Needs); G9.11 (Educational Programs for Children and Youth in Out of Home Care); S23.3 (Community Living Services); and S23.4 (Independent Living for Youth) link to and support Standard 8.2 *Basic Life Skills Training*.

Administrative Code

The Ohio Administrative Code Rule 5101:2-42-19 (Requirements for Provision of Independent Living Services) addresses Standard 8.2 *Basic Life Skills Training*.

I. Philosophy

Basic life skills training is critical for youth receiving services from the CFSA. Basic life skills training prepares the youth to adequately function as a responsible adult. Normally, youth are exposed to basic life skills as part of their growth and development within the family system. Youth in out-of-home care, however, must be exposed to these basic life skills through a series of well-planned activities to ensure the youth receive what they would otherwise be deprived of.

II. Outcome

Youth have basic life skills to function safely and responsibly while progressing toward self-sufficiency.

III. Evaluation

FACSIS events, CPOE and the Federal Health and Human Services outcomes may be considered when evaluating this standard. In addition, the public CFSA may consider the following:

- the number of youth who terminate custody with the public CFSA;
- the reasons why youth leave custody of public CFSA's;
- the number of hours of life skills training that youth receive;
- data on the youth's progress on their life skills training as compared to data on other youth;
- information collected from surveying youth regarding their life skills training, goals, aptitudes, needs, and unmet needs.

IV. Standards for Implementation

- 1) The CFSA should assure that life skills training is individually tailored to meet the youth's specific knowledge and skill needs, as identified through the youth's self-sufficiency plan.

- 2) Each youth, based on the individualized self-sufficiency plan, should receive a minimum of 45 hours of life skills training or participate in CFSA approved life skill activities by the time of emancipation.
- 3) Basic life skills training should include, but not be limited to, the following areas:
 - a. academic preparation (high school diploma, GED preparation, vocational training, work/study, college preparation);
 - b. money management and consumer awareness;
 - c. employment preparation (obtaining and maintaining employment);
 - d. knowledge of:
 - i. impact of drugs, alcohol, and tobacco on the human system,
 - ii. sexuality and choice,
 - iii. personal safety,
 - iv. legal rights and responsibilities;
 - e. pregnancy prevention, parenting and child rearing;
 - f. personal care and hygiene;
 - g. household management;
 - h. knowledge of, and ability to access, community resources;
 - i. personal management skills, including health and nutrition, time management and decision making;
 - j. personal awareness, emotional boundaries and self-esteem;
 - k. social interaction and interpersonal skills;
 - l. health care;
 - m. educational/career planning;
 - n. housing issues;
 - o. transportation, community navigation skills;
 - p. mental health services.
- 4) The public CFSA should approve all curricula developed for each basic life skills training. Each curriculum should include, but not be limited to, the following components:
 - a. curriculum outline;
 - b. goals, objectives;
 - c. experiential activities and time frames;
 - d. supplies;
 - e. evaluation including:
 - i. program evaluation;
 - ii. evaluation of transfer of learning.

V. Financial Implications

Costs associated with Standard 8.2, *Basic Life Skills Training* are estimated as follows:

- a. cost of curriculum development or purchase;
- b. cost of training: 45 hours @ \$89.25/hour = \$4,016.25

CHILD PROTECTION SERVICES
STANDARDS FOR EFFECTIVE PRACTICE

STANDARDS FOR INDEPENDENT LIVING SERVICES

8.3 CAREGIVER AND STAFF TRAINING

Council on Accreditation Standard

The Council on Accreditation Standard S23.7 (Human Resources) links to and supports Standard 8.3 *Caregiver and Staff Training*.

Administrative Code

The Ohio Administrative Code Rule 5101:2-42-19 (Requirements for Provision of Independent Living Services) addresses Standard 8.3 *Caregiver and Staff Training*.

I. Philosophy

Providing support, guidance and direction to youth as they make the adjustment to adulthood is difficult and challenging for all caregivers and staff. The CFSA is committed to providing orientation and training for caregivers and staff on self-sufficiency, special circumstances, and challenges facing youth. Therefore, it is critical that caregivers and staff are prepared to successfully meet the youth's needs as they become responsible adults.

II. Outcome

Staff and caregivers demonstrate competence in providing IL services.

Youth will function safely and responsibly while progressing toward self-sufficiency.

III. Evaluation

FACSSIS events, CPOE and the Federal Health and Human Services outcomes may be considered when evaluating this standard. In addition, the CFSA may consider the following:

- the number of CFSA staff and caregivers that have received training on self-sufficiency, special circumstances, and challenges facing youth;
- the number of training opportunities offered to CFSA staff and caregivers;
- the reasons why youth leave custody of public CFSA's;
- information collected from surveying youth regarding their level of satisfaction with IL services provided by the CFSA.

IV. Standards for Implementation

- 1) The CFSA caregiver(s) and casework staff should receive a minimum of six hours orientation and training on the agency's Independent Living and self-sufficiency services within their first year of service.

- 2) The self-sufficiency services orientation and training should include, but not be limited to, the following:
 - a. the Independent Living standards for effective practice, including self-sufficiency preparation (mentioned in the above philosophy section);
 - b. the profile and needs of youth (e.g., culture, sexuality, mental health, alcohol and drug issues, health issues);
 - c. the role of the caregiver(s) and staff in serving youth;
 - d. knowledge of the IL self-sufficiency assessment and planning process; and
 - e. how to access available community resources for youth.
- 3) The CFSA will offer information on where caregivers and casework staff can obtain at least 12 hours of annual training on Independent Living topics related to the needs of youth.
- 4) Caregivers and staff that work directly with IL youth will attend at least one IL related training annually.

V. Financial Implications

The costs associated with Standard 8.3, *Caregiver and Staff Training* are estimated as follows:

- a. cost of curriculum, available through the Ohio Child Welfare Training Program (OCWTP);
- b. cost of training- available through the OCWTP
 - i. Caregiver(s)- 6 hours @ \$25/session for attendance = \$150/caregiver family
 - ii. Staff- 6 hours = \$89.25 x 6 hours = \$535.50
 - iii. Refreshers- 2 hours per year

CHILD PROTECTION SERVICES
STANDARDS FOR EFFECTIVE PRACTICE

STANDARDS FOR INDEPENDENT LIVING SERVICES

8.4 THE CFSA'S EDUCATIONAL/VOCATIONAL ASSESSMENT AND PLAN

Council on Accreditation Standards

The Council on Accreditation Standards G9.10 (Transition to Independence for Youth and/or Persons with Special Needs); G9.11 (Educational Programs for Children and Youth in Out of Home Care); S23.3 (Community Living Services); and S23.4 (Independent Living for Youth) link to and support Standard 8.4 *The CFSA's Educational/Vocational Assessment and Plan*.

Administrative Code

The Ohio Administrative Code Rule 5101:2-42-19 (Requirements for Provision of Independent Living Services) addresses Standard 8.4 *The CFSA's Educational/Vocational Assessment and Plan*.

I. Philosophy

Although a traditional classroom setting is not appropriate for all youth, education has value beyond reading, writing, and arithmetic. Youth gain social skills, work ethic, the opportunity to pursue extra curricular activities, and learn cooperation and leadership.

CFSAs recognize that a basic high school education, GED equivalent, or vocational certification is fundamental to being a responsible, self-sufficient adult. CFSAs have an obligation to prepare youth in out-of-home care for the challenges of adulthood by supporting their attainment of a high school diploma or GED certificate. Educational and vocational planning is, therefore, the main focus for educational success and remediation challenges. CFSAs have the responsibility to work with each youth and their family to identify the youth's strength and abilities and to provide support where there is an identified educational deficit.

Each youth's potential to succeed educationally and vocationally must be tapped. Youth need opportunities to explore and pursue post secondary school options and career opportunities. CFSAs assist youth in acquiring the skills necessary to function safely and responsibly upon emancipation.

II. Outcome

Youth attain a high school diploma, GED certificate, or vocational certification prior to emancipation.

Youth function safely and responsibly while progressing toward self-sufficiency.

III. Evaluation

FACSIS events, CPOE and the Federal Health and Human Services outcomes may be considered when evaluating this standard. In addition, the public CFSA may consider the following:

- the number of youth who terminate custody with the public CFSA;
- the reasons why youth leave custody of public CFSAs;
- data on the youth's level of education, as compared to data on other youth in and outside agency custody;
- information on any special needs the youth possesses with regard to education;
- information collected from surveying youth regarding their educational/ vocational assessment including goals, aptitudes, needs, and unmet needs.

IV. Standards for Implementation

- 1) The public CFSA should assure that an educational assessment is conducted, completed, and made part of the self-sufficiency assessment process. The public CFSA's education assessment should include, but not be limited to, the following:
 - a. a review of most recent school records, including academic history and testing results (e.g., proficiency exams, intelligence tests, and personality profile results);
 - b. an assessment of basic reading, writing, and arithmetic skills;
 - c. a consideration of the total time left prior to emancipation;
 - d. the special programs available in the school system to support youth (e.g., gifted, Learning Disabled (LD), Developmentally Handicapped (DH), tutoring, GED and Severe Behavioral Handicap (SBH), etc.);
 - e. a review of the Individual Education Plan (IEP) and a transition plan, if any;
 - f. information gathered from youth, including vocational interests, goals, and self-identified strengths and needs;
 - g. consideration of future educational plans in relation to career goals;
 - h. an exploration and inventory of available resources including the financial assistance programs and fees needed to support educational/vocational plan:
 - i. a list of resources, including potential supports or mentors:
 - j. the youth's work history; and
 - k. the written questionnaire designed to capture the youth's knowledge and skills related to independent living.
- 2) The educational/vocational assessment is part of the self-sufficiency assessment and plan (see Standard 8.1, *Self-Sufficiency Assessment and Plan*).
- 3) Upon assembling the items needed for the educational/vocational assessment, the family and assigned staff should meet to review the educational plan and to identify needed resources to assist the youth in meeting planned goals and objectives. Review of the educational plan may involve meeting with the birth and/or Caregiver family depending on the custody status and the details of the situation. The decision to meet with the birth and/or Caregiver family should be made on a case by case basis, with a preference toward being inclusive where practical.
- 4) The plan should include obtaining a high school diploma (including the passage of the 10th grade proficiency exam), passing the GED exam, or obtaining a vocational certificate.
- 5) The educational/vocational plan should include employment and/or job training opportunities, when assessed as in the best interest of the youth. Note: youth considering dropping out of school should be informed of the implications of the decision (including: less income, fewer job opportunities, and the delay of obtaining a driver's license).

- 6) The CFSA should assist the youth in exploring career opportunities which will assist the youth in obtaining permanent full-time employment following emancipation from care when full-time post secondary education is not the goal. Career exploration activities may include, but not be limited to, the following:
 - a. job shadowing;
 - b. career mentoring;
 - c. apprenticeship;
 - d. field trips;
 - e. tutoring;
 - f. community service;
 - g. filling out employment applications; and
 - h. accessing community resources (e.g., ODJFS, Bureau of Vocational Rehabilitation, Workforce Investment Act).

V. Financial Implications

Costs associated with Standard 8.4, *The CFSA's Vocational/Educational Assessment and Plan* are included in Standard 8.1, *Self-Sufficiency Assessment and Plan*.

CHILD PROTECTION SERVICES
STANDARDS FOR EFFECTIVE PRACTICE

STANDARDS FOR INDEPENDENT LIVING SERVICES

8.5 DOCUMENTATION AND RETRIEVAL

Council on Accreditation Standards

The Council on Accreditation Standards G9.5 (Case Records); and G9.10 (Transition to Independence for Youth and/or Persons with Special Needs) link to and support Standard 8.5 *Documentation and Retrieval*.

Administrative Code

The Ohio Administrative Code Rules 5101:2-33-05 (Family and Children Services Information System (FACSIS) Reporting Requirements); 5101:2-39-081 (Case Planning for Children In Substitute Care); and 5101:2-42-19 (Requirements for the Provision of Independent Living Services); address Standard 8.5 *Documentation and Retrieval*.

I. Philosophy

Public CFSA's act as the custodian for youth in out-of-home care. As the legal custodians, public CFSA's have an obligation to keep current and complete records of the youth's life development while in care. Documentation provides an historical record of the youth's accomplishments, growth, and development. To ensure effective and efficient service delivery, public CFSA's are obligated to develop and implement a chronological system of documenting the receipt of chronological services provided, school records, awards, activities, etc., which will help to prepare the youth for self-sufficiency and independent living upon emancipation. This documentation will be entered in the statewide data information system and will serve as the basis for state and federal reporting requirements.

II. Outcome

Youth's records are complete.

Youth are able to function safely and responsibly while progressing toward self-sufficiency.

III. Evaluation

FACSIS events, CPOE and the Federal Health and Human Services outcomes may be considered when evaluating this standard. In addition, the public CFSA may consider the following:

- the number of youth receiving IL services from the CFSA;
- information regarding the completeness and accuracy of the documentation maintained by the CFSA;
- data on documentation that is found to be missing or incomplete for youth receiving IL services from the public CFSA or emancipated youth returning to seek services from the public CFSA;

- information collected regarding the youth's satisfaction with regard to document keeping access and retrieval, including positive experiences, difficulties, and/or unmet needs.

IV. Standards for Implementation

- 1) All casework activities with the youth relating to self-sufficiency/ emancipation activities should be documented.
- 2) The public CFSA should assure all records pertaining to the provision of self-sufficiency activities are secured and placed in the youth's centralized file. Public CFSAs should allow sufficient time for securing documents. These documents should include, but are not limited to, the following:
 - a. certified copy of birth certificate;
 - b. original social security card (if available);
 - c. driver's license (youth may come into care with a license);
 - d. state identification card;
 - e. immunization records;
 - f. personal and family medical history including list of doctors, dentists, clinics and hospitals where care has been obtained;
 - g. history of treatment services (medical, psychological) provided including, but not limited to: dates, treatment description, evaluation results, discharge summary, and a list of medications provided;
 - h. school grades/records and awards from school or extra-curricula activities;
 - i. personal and family history;
 - j. list of all schools attended and educational history;
 - k. list of all previous placements with addresses;
 - l. up-to-date lifebook, including photos;
 - m. death certificate(s) of parent(s), if applicable; and
 - n. other documentation deemed appropriate.
- 3) The public CFSA should provide and review appropriate documents with the youth one month prior to the youth's scheduled emancipation date. Any release of information will be in accordance with state and federal confidentiality laws.

V. Financial Implications

Costs associated with Standard 8.5, *Documentation and Retrieval* are included in Standard 8.1, *Self-Sufficiency Assessment and Plan*.

CHILD PROTECTION SERVICES
STANDARDS FOR EFFECTIVE PRACTICE

STANDARDS FOR INDEPENDENT LIVING SERVICES

8.6 HOUSING SERVICES

Council on Accreditation Standards

The Council on Accreditation Standards G9.10 (Transition to Independence for Youth and/or Persons with Special Needs); S23.3 (Community Living Services); and S23.4 (Independent Living for Youth) link to and support Standard 8.6 *Housing Services*.

Administrative Code

The Ohio Administrative Code Rules 5101:2-42-19 (Requirements for the Provision of Independent Living Services) and 5101:2-42-19.1 (Requirements for the Independent Living Arrangements [Environments]) address Standard 8.6 *Housing Services*.

I. Philosophy

As part of self-sufficiency planning, CFSAs are responsible for working with the youth, caregivers, and service providers to collaboratively locate and make arrangements for safe, affordable, and stable housing prior to emancipation from the system. The agency must work to assure youth, upon discharge, have a planful and smooth transition from out-of-home care into secure housing. CFSAs are responsible for the development of a continuum of housing options, including contingencies for emergencies, that represent graduating levels of self sufficiency and declining levels of supervision. CFSAs should assist youth in progressing toward housing that is appropriate considering the youth's individual capabilities and needs.

II. Outcomes

Youth live in safe and stable housing.

Youth function safely and responsibly while progressing toward self-sufficiency.

III. Evaluation

FACSIS events, CPOE and the Federal Health and Human Services outcomes may be considered when evaluating this standard. In addition, the public CFSA may consider the following:

- the number of youth who terminate custody with the public CFSA;
- the reasons why youth leave custody of public CFSAs;
- the number of emancipated youth who return to the public CFSA for services related to housing;
- the number of youth age seventeen years old or older, in agency custody or emancipated, receiving IL services specific to housing;
- information on any special needs the youth possesses with regard to housing;
- information collected from surveying youth regarding their educational/vocational assessment including: goals, aptitudes, needs, and unmet needs.

IV. Standards for Implementation

- 1) At least twelve months prior to the youth's eighteenth birthday, the CFSA, the youth, and identified key stakeholders (e.g., foster parent, service providers, persons who have developed a strong bond with the child) should address housing issues within the existing self sufficiency plan, including, but not limited to, the following:
 - a. activities and specific goals to be achieved;
 - b. activities designed to lead to the achievement of the goals;
 - c. the persons responsible (i.e., youth, caregiver, workers, etc.) for completing the activities;
 - d. the accompanying time frames and steps for locating and assuring stable, safe housing for the youth;
 - e. review of the plan by assigned staff and key shareholders within 60 days minimum or as needed to accurately reflect the youth's emancipation needs and as appropriate considering the youth's readiness needs; and
 - f. the assessment of skills and identification of existing needs.

- 2) The self-sufficiency plan should identify stable housing options for a minimum of twelve months following emancipation from the system. To develop the housing plan, the CFSA staff with the youth and identified key stakeholders, should review the advantages and disadvantages of appropriate housing options and how to access each. The options may include, but are not limited to, the following:
 - a. a planned placement with relatives;
 - b. low income housing;
 - c. boarding homes;
 - d. shared homes;
 - e. supervised apartments;
 - f. unsupervised apartments;
 - g. roommates;
 - h. dormitories (job corps., military services, college); and
 - i. adult shelter system/housing program.

- 3) All youth should be provided with instruction on the following regardless of the housing option selected. These should be part of the overall housing plan:
 - a. how to lease an apartment (the basics of a lease, knowledge of ground rules and procedures for eviction);
 - b. rental payments and deposits;
 - c. landlord expectations of tenants and how to communicate problems with resident manager/landlord;
 - d. tenant rights and contact numbers to address concerns;
 - e. arranging for utility and telephone hook-up;
 - f. all basic life skill training (see Standard 8.2, *Basic Life Skills Training*); and
 - g. emergency contact telephone numbers (e.g., key personnel, CFSA, legal aid).

- 4) Caseworkers must be aware of, and should assist youth in identifying the following minimum housing requirements:
 - a. all structures associated with the Independent Living arrangement are in a safe state of repair;
 - b. the Independent Living Arrangement is safely and adequately heated, lighted, and ventilated (unvented kerosene heaters shall not be used, unless the heater has been approved by "Underwriter's Laboratory");

- c. no firearm or other projectile weapon and no ammunition for such weapon is kept on the premises;
 - d. the Independent Living arrangement has access to an operating telephone;
 - e. the Independent Living arrangement has a continuous supply of safe drinking water;
 - f. the independent living arrangement has an operating bathroom and toilet facilities located within the building and connected to an indoor plumbing system;
 - g. garbage is disposed of on a regular basis and garbage stored outside shall be in covered containers or closed bags;
 - h. the Independent Living arrangement has an operating smoke alarm approved by "Underwriter's Laboratory" on each level of occupancy; and
 - i. the Independent Living arrangement has a portable chemical fire extinguisher in operating order in the cooking area.
- 5) Youth should be allowed to adjust to the selected housing environment while having the emotional and financial support of the CFSA. The plan should include gradually increase the youth's personal responsibility toward self-sufficiency (e.g., saving a certain percentage of their wages, shopping for groceries, doing their own laundry). Youth whose plans involve leasing or sharing an apartment, should have an opportunity to move into transitional housing at least three to six months prior to emancipation.

V. Financial Implications

Costs associated with Standard 8.6, *Housing Services* are as follows:

- a. Costs associated with case plan development, review through the semi-annual review process, modification and updates are included in Standard 8.1, *Self-Sufficiency Assessment and Plan*;
- b. Costs associated with training/instruction on housing options are included in Standard 8.2, *Basic Life Skills Training*;
- c. Costs associated with apartment rentals are estimated to be approximately \$483/month for 3-6 months, plus security deposit of \$483, (National Low Income Housing Coalition, 2002 Out of Reach report. Fair Market Rent one-bedroom unit in Ohio) and utility deposits of \$287.50;
- d. Costs associated with case management and supportive services for emancipated youth up to age 21 will depend upon the number of emancipated youth who return to request housing related services from the public CFSA.

CHILD PROTECTION SERVICES
STANDARDS FOR EFFECTIVE PRACTICE

STANDARDS FOR INDEPENDENT LIVING SERVICES

8.7 RESOURCE NETWORK

Council on Accreditation Standards

The Council on Accreditation Standards G9.10 (Transition to Independence for Youth and/or Persons with Special Needs); S23.3 (Community Living Services); and S23.4 (Independent Living for Youth) link to and support Standard 8.7 *Resource Network*.

Administrative Code

The Ohio Administrative Code Rule 5101:2-42-19 (Requirements for the Provision of Independent Living Services) addresses Standard 8.7 *Resource Network*.

I. Philosophy

Youth growing up in stable, supportive environments are part of natural support systems which are available to them well into adulthood. These support systems provide the intellectual, emotional, psychological and physical supports needed for the natural transition from adolescence to adulthood. Youth emancipating from out-of-home care do not, in most cases, have a safe, supportive familial support system. It is imperative to these youth that community resources are available when support is needed.

Youth who do not have knowledge of, or access to, community resources are at risk of failing to access and benefit from available services. CFSA's have an obligation to these youth to provide them with tangible information regarding available community services and provide hands-on experiential activities, which will introduce the youth to those services typically needed during the transition from a youth in-care to independence.

II. Outcome

Youth are linked with community resources.
Youth function safely and responsibly within the community.

III. Evaluation

FACSIS events, CPOE and the Federal Health and Human Services outcomes may be considered when evaluating this standard. In addition, the public CFSA may consider the following:

- the number of youth who terminate custody with the public CFSA;
- the reasons why youth leave custody of public CFSA's;
- the number of emancipated youth that return to the agency to seek services related to accessing community resources;
- data on the youth's access to resources and utilization of community resources;
- information on any special needs the youth possesses with regard to access to resources;

- information collected from surveying youth regarding their access to community resources or utilization of community resources, goals, opportunities, and existing unmet needs.

IV. Standards for Implementation

- 1) The worker and youth update the family's ecomap and genogram (see Standard 2.13, *Genograms* and 2.14, *Ecomaps*) to identify existing and evolving community and family supports available to the youth.
- 2) The independent living staff should work with the youth to define the youth's specific self-sufficiency needs, and to identify and develop resources available in the community that can assist in meeting those needs. In preparation of emancipation from out-of-home care, the assigned staff should provide the youth with a guide to community resources which highlights those services that specifically address the youth's identified needs, and that includes available services.
- 3) Community resources should be reviewed with the youth which include, but are not limited to, the following:
 - a. housing (e.g., metropolitan housing authority, section 8 housing, HUD, MH);
 - b. job training (e.g., Workforce Investment Act/WIA formerly JTPA, Job Corps., Civilian Conservation Corps./CCC, county DJFS, county unemployment office, Goodwill Industries, Bureau Vocational Rehabilitation/BVR);
 - c. job listings (e.g., government, newspapers, etc.);
 - d. public aid programs (e.g., Ohio Works First/OWF, PRC Program, Medicaid Social Security);
 - e. private aid programs (e.g., Salvation Army, United Way);
 - f. emergency services (e.g., shelters, food pantries, YWCA);
 - g. legal services (e.g., county legal aide);
 - h. medical and dental services (e.g., county combined health services/health department, health clinics);
 - i. churches and/or other religious organizations;
 - j. government agencies (e.g., HEAP program for heating assistance, county DJFS, CSEA);
 - k. counseling services;
 - l. community mental health services, community drug and alcohol services;
 - m. community MR/DD;
 - n. list of adults who commit to being available to the youth;
 - o. information and referral services;
 - p. recreational facilities (e.g., YMCA/YWCA, community parks and recreation departments);
 - q. educational services;
 - r. information specifically designed for teen parents (e.g., WIC, Help Me Grow, Child Support);
 - s. transportation; and
 - t. other as identified to meet the youth's specific needs.
- 4) The CFSA should provide hands-on experiences for the youth to assist them in accessing community organizations and service providers. The staff assess the youth's ability to competently and confidently access community resources via observation, shadowing the youth in the community, etc.

- 5) The assigned staff should document resource network activities in the youth's case record.
- 6) The CFSA should continuously educate and involve community organizations and service providers on the needs of youth emancipating from out-of-home care. These efforts include, but are not limited to:
 - a. quarterly one page updates on Independent Living services, types of youth engaged in Independent Living activities, etc.;
 - b. a quarterly column in the CFSA newsletter on Independent Living client statistics, etc.;
 - c. a semi-annual newspaper article on youth emancipating from out-of-home care with a highlight on successful and unsuccessful emancipation stories and a wrap-up on how the community can help;
 - d. annual media coverage of Independent Living self-sufficiency services with involvement of community leaders; and
 - e. service projects to involve youth in the community (e.g., volunteering).
- 7) The CFSA should establish and maintain strong working relationships with community organizations and service providers which participate in activities that prepare youth for emancipation.

V. Financial Implications

Costs associated with Standard 8.7, *Resource Network* are as follows:

- a. case plan development- included in Standard 8.1, *Self-Sufficiency Assessment and Plan*
- b. case plan implementation- 80 hours @ \$89.25/hour = \$7,140

CHILD PROTECTION SERVICES
STANDARDS FOR EFFECTIVE PRACTICE

STANDARDS FOR INDEPENDENT LIVING SERVICES

8.8 AGING OUT OF CUSTODY

Council on Accreditation Standards

The Council on Accreditation Standards G9.8 (After Care and Follow Up); G9.10 (Transition to Independence for Youth and/or Persons with Special Needs); S23.3 (Community Living Services); and S23.4 (Independent Living for Youth) link to and support Standard 8.8 *Aging Out of Custody*.

Administrative Code

The Ohio Administrative Code Rule 5101:2-42-19.2 (Requirements for the Provision of Independent Living Services to Young Adults that Have Emancipated) addresses Standard 8.8 *Aging Out of Custody*.

I. Philosophy

In addition to the ordinary challenges youth face as they transition into adulthood, youth emancipating from the system must "go it alone" with little to no familial support, regardless of their achieved stage of social and emotional development. Successful emancipation into the adult community for youth in out-of-home care requires that the CFSA and youth develop and follow an appropriate self-sufficiency plan. Actively involving individuals who play, or have played, a significant role in their lives, helps to assure that youth will be prepared to successfully enter the community. The development of a strong network of support, with plans for stability and safety, helps provide youth with a secure foundation.

II. Outcome

Youth are linked with community resources and identified supportive individuals.

Youth function safely and responsibly within the community.

III. Evaluation

FACSIS events, CPOE and the Federal Health and Human Services outcomes may be considered when evaluating this standard. In addition, the public CFSA may consider the following:

- number of youth who terminate custody with the public CFSA;
- the reasons why youth leave custody of public CFSAs;
- the number of youth aged seventeen or older, receiving IL services from the CFSA;
- the number of youth that emancipate and later return to the public CFSA for services;
- the services requested by emancipated youth that return to the public CFSA for services;
- data on the emancipated youth's progress;
- information collected from surveying youth regarding their experience while in the custody of the public CFSA, the adequacy of the services they received, and their unmet needs.

IV. Standards for Implementation

- 1) Starting six months (one year if the youth has developmental or physical challenges) prior to the youth aging out of the system, the independent living staff in conjunction with the youth, caregiver(s), key stakeholders, and service providers should review and amend (if needed) the self-sufficiency goals every thirty days to work toward completion of the self-sufficiency plan (note: This is an increase from every sixty days as referred to in Standard 8.1, *Self-Sufficiency Assessment and Plan*, section IV, #6, based on the fact that the youth is approaching emancipation).
- 2) The CFSA should provide a celebration activity to recognize the youth's emancipation. Pictures should be taken at this event and the lifebook presented to the youth. Ideas for celebration activities may include:
 - a. requesting and securing a Commendation from a government official (e.g., a State Representative, Senator, or Mayor) recognizing the youth's successful emancipation from the system;
 - b. securing, through donations, gift certificate from a local restaurant or store;
 - c. lunch with the executive director and youth's caregiver(s);
 - d. annual emancipation banquet;
 - e. special card, cake and refreshments at the agency.
- 3) Public CFSAs must advise youth that emancipation services are available to them until their twenty-first birthday through an emancipation agreement developed jointly between the youth and the public CFSA (see Standard 8.9, *Services to Emancipated Youth*).
- 4) Youth aging out of custody will need ongoing support. The public CFSA should provide the youth with a directory of available community resources. The CFSA should link the youth with at least one individual who is a community-based stakeholder.
- 5) The public CFSA must provide the youth with a copy of the agency grievance procedures upon the youth's emancipation.
- 6) Upon emancipation from the system, the public CFSA should develop a closing summary to be made part of the youth's case file. It should be documented that the youth has received information about available emancipation services and grievance procedures. The closing summary should be added to the youth's file no later than thirty working days following the date of emancipation.

V. Financial Implications

Costs associated with Standard 8.8, *Aging Out of Custody*, which include recognition of the youth's formal exit from the out-of-home care system at the age of emancipation, are estimated to be \$115 per youth, minus donated contributions. Costs associated with staff time for this event should be calculated at \$89.25/hour for the IL staff person involved.

CHILD PROTECTION SERVICES
STANDARDS FOR EFFECTIVE PRACTICE

STANDARDS FOR INDEPENDENT LIVING SERVICES

8.9 SERVICES FOR EMANCIPATED YOUTH

Council on Accreditation Standards

The Council on Accreditation Standards G9.8 (After Care and Follow Up); G9.10 (Transition to Independence for Youth and/or Persons with Special Needs); S23.3 (Community Living Services); and S23.4 (Independent Living for Youth) link to and support Standard 8.9 *Services for Emancipated Youth*.

Administrative Code

The Ohio Administrative Code Rule 5101:2-42-19.2 (Requirements for the Provision of Independent Living Services to Young Adults that Have Emancipated) addresses Standard 8.9 *Services for Emancipated Youth*.

I. Philosophy

In addition to the ordinary challenges youth face as they transition into adulthood, youth who have emancipated from the system must "go it alone" with little to no familial support, regardless of their achieved stage of social, emotional, or educational development. Upon the youth's request, the public CFSA will ensure services are provided, up to the age of 21, to encourage a successful transition into adulthood.

The development of an individualized aftercare agreement clarifies the roles and expectations between the public CFSA and the youth, thus increasing the youth's level of personal responsibility and promoting progress toward self-sufficiency. Through this joint effort, the public CFSA helps the youth to strengthen his/her support system and plan for stability and safety.

II. Outcome

By age 21, youth are linked with community resources and identified supportive individuals.

Youth function safely and responsibly within the community.

III. Evaluation

FACSIS events, CPOE and the Federal Health and Human Services outcomes may be considered when evaluating this standard. In addition, the public CFSA may consider the following:

- the number of youth who terminate custody with the public CFSA;
- the reasons why youth leave custody of public CFSAs;
- the number of youth that emancipate from the custody of the public CFSA;
- the number of youth that emancipate and later return to the public CFSA for services;
- the services requested by emancipated youth that return to the public CFSA for services;
- data on the emancipated youth's progress;

- information collected from surveying youth regarding their experience while in the custody of the public CFSA, the adequacy of the services they received, and their unmet needs.

IV. Standards for Implementation

- 1) The public CFSA will partner with the emancipated youth to develop an individualized aftercare agreement which will identify the specific needs of the youth and available community resources. In addition, the roles and responsibilities of both the emancipated youth and the public CFSA will be outlined and the consequences for breaking the agreement will be determined.
- 2) Before a public CFSA provides financial support to a young adult between the ages of 18 and 21, the CFSA must first explore and then coordinate services with other community resources, e.g., homeless shelters, HUD, or DJFS.
- 3) When requested, the (former) public CFSAs must provide services to emancipated youth (who were in custody at the time of their eighteenth birthday) up until their 21st birthday.
 - a. If an Ohio youth moves to another county within Ohio, it is the county from which the youth emancipated that is financially responsible for the coordination and provision of services.
 - b. If a youth moves into Ohio from another state, the public CFSA in the county of residence is responsible for the coordination and provision of services. These services include, but are not limited to the following:
 - i. daily living skills;
 - ii. assistance in obtaining a high school diploma or G.E.D.;
 - iii. assistance in preparing for post secondary education and training;
 - iv. assistance with career exploration, vocational training, job placement and retention;
 - v. preventive health activities (smoking avoidance, nutritional education, and pregnancy prevention);
 - vi. financial, housing, employment, education, and self-esteem counseling;
 - vii. development of positive relationships and support systems;
 - viii. drug and alcohol abuse prevention and treatment.
- 4) The public CFSA may use up to 30 percent of its Federal Independent Living allocation for room and board for 18 to 21 year old youth who have emancipated. This may include but not be limited to: rent, initial rent deposit, utilities, and utility deposits. The CFSA should make a decision on whether to assist the youth with funds for room and board based on the maturity level of the child and the availability of affordable housing in the community.
- 5) Youth who have emancipated may still need ongoing support. The CFSA should provide the youth with a directory of available community resources. The CFSA should link the youth with at least one individual who is a community-based stakeholder.
- 6) Emancipated youth have the right to file a grievance with public CFSAs if they experience problems with service delivery. The public CFSA should provide a copy of the agency's grievance procedures to all who return to the agency and request services.

V. Financial Implications

Costs associated with Standard 8.9, *Services for Emancipated Youth* should be estimated based on the type of service requested (see appropriate IL standards) and any IL staff time at an estimated cost of \$89.25/hour.