

REFERRING A YOUTH FOR ILP OR OTHER YOUTH DEVELOPMENT SERVICES

- CSW will submit a current and CWS/CMS-approved Transition Independent Living Plan (TILP) and DCFS 5557 (TILP Transmittal and Supplement) to the Transition Coordinator (TC). CSW must ensure that appropriate language is included for services requested.
- TC will review TILP/5557 for accuracy and check ES/ILP Service Tracking System and CWS/CMS to verify Independent Living Program (ILP) eligibility.
- After reviewing, the TC will give to Community Worker (CW) to input into Data Tracking System for Services requested. CW is to:
 1. In Requested Services enter what is requested and dates approved, received & referred to the program.
 2. Identify where referral is going/type (Service provider's name/ life skills or vocational skills)
 3. DO NOT enter any information into the Comments section (this area is reserved for the Data Entry Specialist).
- Following data entry, the CW is to:
 1. Redact the youth's Social Security number from documents to be Faxed to the Service provider.
 2. Immediately FAX a copy of the first page of the TILP and 5557 to the Service provider.
 3. Mail a copy of the 5557 and TILP to Youth Development Services (YDS) Headquarters (HQ).
 4. File a copy in the TC YDS folder at the regional office.
 5. Mail the youth an Offer of Service Letter.
- CW at YDS will create a case file for TILP, Offer of Service Letter, and 5557 and file in ILP file cabinet.
- The Service provider, within 5 calendar days of receiving referral, will send (via e-mail) to the TC/CW a Service Activity Log (1950) verifying:
 1. Referral has been received
 2. Target date of assessment
 3. Target date of classes (if applicable)
 4. Other pertinent TC/CW will e-mail verification and start date to CSW and SCSW.
- If the Service provider does not communicate confirmation of receipt of referral within five (5) calendar days of DCFS mailing, the CW will contact the Service provider to discuss status of the referral.
- Within 2 weeks of the initial educational or life skills assessment, the Service provider shall provide to the TC:
 1. A Service Activity Log (1950) documenting in a narrative summary the assessment and updating the youths status with an appropriate code.
 2. An Initial Assessment Report including demographic data and assessment information.
 3. A Copy of the educational assessment and/or Life Skills Assessment.
- If the Service provider unable to complete an assessment, this shall be noted on Service Activity Log (1950) and submitted to the TC within one calendar month of the incomplete assessment visit or the last date of the attempted visit.
- Within 2 weeks of completion of classes, the Service provider shall submit a Service Activity Log (1950) on each youth via e-mail to the TC and Data Entry Specialist, indicating the total time the youth has spent in the classes.
 1. The Data Entry Specialist is to enter the information into the ES/ILP Tracking System.
 2. The TC/CW will inform the CSW and SCSW of completion via e-mail.
- CSWs and other appropriate staff (e. g. YDS) shall document, on an ongoing and continual basis, every variety of ILP type services provided to foster youth in care and after care (post-termination of jurisdiction) through the Contact Notebook and/or Associated Services page under 'Independent Living Services' service category.

Youth Attendance or Refusal to Participate

- When a youth chooses not to participate after initial contact by the Service provider, the Service provider is to provide feedback within 15 calendar days of receiving the referral to the TC/CW/Data Entry Specialist via e-mail.
 1. The TC/CW will communicate, with five (5) calendar days of receipt of feedback from the Service provider, to the CSW and SCSW the reason(s) as to why the youth is not participating in the Life Skills Classes.

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- The Service provider is to contact youth after the youth misses one class (unexcused) and discuss attendance issues with the youth and document on 1950 indicating reason(s) for non-attendance and the plan to address the absence, if necessary. After the second missed class, the Service provider is to notify the TC within five (5) days via the 1950 and also indicate the number of classes completed.
 1. The Service provider will e-mail the completed 1950 to the TC/CW.
 2. TC/CW is to place a copy of the 1950 in the file and forward the original to the CSW within five (5) calendar days of receipt from the Service provider.
 3. CSW is to contact the youth, with TC assistance, to encourage attendance and notify youth that \$100.00 incentive predicated on complete attendance.

Replacement of Youth

(Same Service provider- Different SPA or Different Service provider-Different SPA)

- If youth is replaced, the CSW will notify the TC/CW via e-mail and provide an updated 5557 (and updated TILP if the current TILP is more than six months old).
- The CW will resubmit, within five (5) days of being notified of the replacement, the 5557 (and TILP, if the Service provider is different) with the new address, along with the 1950, Service Activity Log that had been provided by the previous Service provider to the TC/CW indicating the number of completed classes and the youth's status.

Reverse Referrals

(Youth NOT referred to Service provider by DCFS/DPO)

- Service provider encounters youth; and youth accepts services.
- Service provider contacts TC/CW stating youth wants services.
- TC/CW verifies eligibility on ES/ILP and CWS/CMS. If the youth not eligible, TC notifies the Service provider. The TC/CW is to provide alternative services for non-ILP eligible youth.
- If the youth's eligibility is confirmed, the TC/CW e-mails and telephones the case-carrying CSW and informs the CSW that the youth wants ILP or Early Youth Development services.
- The CSW is to follow the instruction provided on page 1 of this Appendix for referring a youth for ILP and other Youth Development services.
- TC/CW are to follow the instructions provided on page 1 of this Appendix for reviewing the Referral, submitting the Referral to the Service provider and tracking the services provided to the youth.

Service providers by SPA

SPA	Service providers
1, 5, 7	The Community College Foundation (CCF)
2, 3, 4, 8	Foundation for California Community Colleges – FCCC (AKA: Chancellor's Office)
6	Para Los Ninos -PLN
Countywide	Transportation provided by: VIP