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| **DCF and YDP Roles and Responsibilities** |
| DCF-FSD Family Services Workers (FSW) collaborate with the Youth Development Program (YDP) to provide voluntary coordinated and complimentary case management services that best meet the needs of youth and families. For youth that choose to access YDP, services will include goal setting, exploring interests, making connections, and successfully transitioning to adulthood. The focus of YDP services will shift over time, based on the youth’s age, interests, and needs. * Engaging youth ages 14-16 in normalcy, career exploration, education, and community connection activities,
* Engaging with all youth 17-18 in making and implementing plans for their future as young adults, and
* Supporting youth ages 18-23 in achieving their plans for education, employment, safe and stable housing, connections to caring adults and community, and access to health care.

The purpose of this document is to clarify the respective roles and responsibilities of DCF and YDP on cases where they are jointly serving youth in DCF custody.  |
| **Referral and Intake** |
| * DCF must complete and submit a referral to YDP for youth in custody when they turn 14.
* Youth who are 17 are prioritized by DCF and YDP for engagement in the program. In districts where there are capacity challenges, DCF District Directors will work with YDP to prioritize the caseload.
* The specific roles of DCF and YDP are discussed with youth and families at the start of YDP services. DCF and YDP review the responsibilities of the agencies with youth and families regularly. Any necessary changes based on staffing availability or status of the case are discussed with the family.
* If there is disagreement about the services to be provided by DCF and/or YDP, supervisors at DCF and YDP will discuss further and make necessary decisions.
* To maximize participation with YDP, DCF District Directors (and other staff they consider appropriate) and YDP meet quarterly to conduct a program and utilization review, determine priority cases, and review of cases eligible for referral.
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| **Contact and Engagement with Youth and Family** |
| * DCF meets monthly face-to-face contact requirements.
* YDP meets with youth in-person at least once per month (family is included if appropriate/preferred). If the needs of youth require additional services, or if the youth chooses not to participate with YDP, DCF and YDP will discuss the circumstances and make a plan to address the youth’s needs.
* DCF ensures that there is a monthly team meeting with the youth, family, YDP and other service providers to review progress made toward meeting case plan goals and additional services/supports that may be needed to achieve success. YDP attends and participates in team meetings.
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| **NYTD Surveys** |
| * When requested by DCF Central Office, DCF facilitates NYTD surveys with 17-year-old youth in custody. YDP assists DCF with collecting these surveys as needed.
* YDP facilitates NYTD surveys and locator forms with 19 and 21-year-old youth as needed.
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| **Communication and Documentation** |
| * DCF meets documentation requirements of the case (disposition report, case plans, case notes, etc.). DCF obtains necessary information from YDP to inform development of reports.
* For youth in DCF custody, YDP provides monthly progress notes to FSWs for each youth served by the program. DCF will file monthly progress notes in the youth’s DCF file.
* YDP notifies DCF immediately of any behaviors or circumstances that may require a response from DCF.
* DCF notifies YDP immediately of any change in circumstances that may impact the work with the youth and family (custody changes, probation violation, placement change, etc.).
* DCF and YDP obtain releases of information from the youth and family to communicate with each other and other involved service providers to monitor progress toward case plan goals.
* YDP agencies will be evaluated annually by the Statewide YDP Administrative team. DCF district offices will provide feedback for the annual review of YDP services.
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| **Case Plan Reviews and Transition Plans** |
| * DCF writes the case plans and convenes the case plan review meetings. DCF requests information from YDP about the youth’s engagement in services to include in the case plan. YDP provides youth-specific information to the DCF Family Services Worker. DCF invites YDP to the case plan review and YDP attends and participates.
* DCF is responsible for arranging and facilitating the Transition to Adulthood (90-Day) Plan meeting. With youth and their identified supports, DCF and YDP meet to complete the Transition to Adulthood (90-Day) Plan.
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| **Extended Care, YDP Plans of Care, and Youth Investment Grants** |
| * With youth and their teams, FSWs develop and submit DCF Extended Care Agreements (ECAs).
* With youth and their teams, YDP develops and submits YDP ECAs.
* In coordination with youth and their guardians, YDP develops and submits Plans of Care (POC) that support the youth’s goals.
* YDP develops and submits requests for Youth Investment Grants (YIGs).
* DCF and YDP provide ECAs, POCs, and YIGs to each other and collect signatures within 10 days of the start date of the agreement. DCF will maintain a copy of all signed ECAs and YDP POCs in the youth’s file.
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| **YDP Transfer Protocol for Youth Placed Out-of-District** |
| * DCF should notify YDP when youth move out of district. When youth are placed outside of their DCF district of origin, YDP and DCF staff should consider transferring that youth to the local YDP office. When appropriate, transfers should be made promptly.
* For youth placed out-of-district, the DCF District, current YDP, and YDP local to placement should establish communication. DCF and YDP should schedule a meeting with the youth and other relevant team members to facilitate the transfer.
* YDP should communicate via email with FSWs to share updates, monthly case notes, schedule team meetings, and to share ECAs and collect signatures from FSWs as needed.
* YDP and DCF should communicate with YDP in the original district when youth have case plan reviews or permanency hearings and for youth plans to return to the original district.
* When youth are placed out-of-state, the FSW should maintain communication with the local YDP regarding the youth, scheduled team meetings, case plan reviews, and the timeframe for the youth’s return to Vermont. Whenever possible, YDP should maintain a relationship with the youth while they are placed out-of-state and support transition planning.
* DCF can request statewide YDP contact information from the local YDP or they can access contact information on the YDP website: [vtyouthdevelopmentprogram.org](http://vtyouthdevelopmentprogram.org/). YDP and DCF staff may contact the YDP Statewide Administrative Team via email ([YDP@wcysb.org](file:///C%3A%5CUsers%5CJennifer%5CDownloads%5CYDP%40wcysb.org)) for additional guidance related to transfers.
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