

Referrals and Transitions Procedures

Implementation

Phase	Targeted populations – Youth in Class	Data Source
Phase 1 July 2024	Children Youth experiencing a placement exception.	FamLink report – AIRS
Phase 2 September 2024	Phase 1 populations + Youth preparing to transition out of QRTP.	Phase 1 Data + Intensive Resources Tracking Log and QRPT Assessment Tracking Log
Phase 3 November 2024	Phase 1 and 2 populations + Youth in a receiving care or short-term placement.	Phase 1 and 2 Data + FamLink Report – Youth in short-term placements.
Phase 4 February 2025	All youth in class	Phase 1, 2 and 3 Data + FamLink report – Youth with 5 or more placements.

Measuring Progress

For all phases, the following data will be collected:

- Youth was offered the opportunity to review placement information (Y/N)
- Youth was offered the opportunity to develop referral (15-300) information (Y/N)
- Transition Planning was offered (Y/N)

Phase 1

Phase 1: Class members experiencing a placement exception beginning July 2024

A. Target Population

- a. Class members experiencing 5 or more placement exceptions.

B. Activities by Age

- a. Children and youth, age 5, years and over will have an opportunity to develop their own referral (15-300) information.
- b. Youth, age 12, and over will have an opportunity to verify their own referral information.
- c. Children and youth will have placement transition planning that includes:

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- i. Pre-placement contact
- ii. Planning to maintain connections.
- iii. Support related to grief from transition.

C. Identifying Target Population

- a. The Referrals and Transitions Program Consultant (RTPC) will be notified of all initial 5 and 10-day shared planning meetings (SPM).
- b. The RTPC will review the AIRS data weekly to ensure that all class members who have experienced 5 consecutive nights of a placement exception have been identified.

D. Referral – Developing Information

- a. Children and youth, age 5 and older, will be offered the opportunity to provide information about themselves for their referral (15-300).
- b. The RTPC will be notified of the initial 5- and 10-day staffing.
 - i. A plan will be developed for the child or youth to be given the opportunity to explore if they would like to provide information about themselves for their placement referral (15-300).
 - ii. The RTPC will attend the meeting and assist with ensuring the youth is offered an opportunity to develop information for their referral (15-300) **or** the RTPC will ensure the meeting facilitator has the information necessary to ensure the youth is offered an opportunity to develop information for their referral (15-300).
 - 1. This plan will outline who is responsible for working with the child or youth.
 - a. The resources and information developed for assisting youth in developing information for their referral can be provided to anyone assisting the youth and accessed at [DCYF-Referrals & Transitions - Resources - All Documents \(sharepoint.com\)](#)
 - iii. Children and youth can decline to provide information for their referral (15-300).
 - iv. All information that is developed will be provided to the RTPC by the person who was assigned to work with the child or youth.
 - v. This offer and response will be tracked by the RTPC in the Referral and Transition Log.
- c. If the child or youth would like to provide information, the RTPC or other person assigned, will explore the form of expression that they are most comfortable with and support them to complete the information in that format. Examples

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include, but are not limited to, creating their own questions and answers, answering a template “all about me form”, drawing pictures, writing a note or letter, etc.

- d. The RTPC or other person assigned will send the information developed by the child or youth to the assigned Social Service Specialist (SSS) and the Placement Desk Supervisor to ensure that the information is included in the Referral (15-300).
- e. The child or youth will be able to develop or update information for their referral (15-300) upon request or every six months until they are in a stable placement.

E. Referral –Review of Child Information Placement Referral CIPR (15-300)

- a. Youth, age 12 and older, will be offered the opportunity to review their CIPR (15-300).
- b. The RTPC will be notified of the initial 5- and 10-day SPMs.
 - i. A plan will be developed for the youth to be given the opportunity to review information in their CIPR (15-300).
 - ii. Youth can decline to review their referral (15-300).
 - iii. All information that is developed will be provided to the RTPC by the person who was assigned to work with the child or youth.
 - iv. This offer and response will be tracked by the RTPC in the Referral and Transition Log.
- c. Before youth review their referral (15-300), the RTPC or regional designee will review the referral (15-300) and ensure that it is accurate, strengths-based and trauma informed.
 - i. The RTPC or regional designee will contact the youth’s team and provide feedback, resources and training as needed to create a strength based and trauma informed CIPR (15-300).
- d. Youth can choose the DCYF staff they want to review the referral (15-300) with them.
 - i. RTPC will provide support to youth and team for the review of the referral (15-300).
 - ii. If the youth’s team or staff reviewing the CIPR (15-300) with the youth determine the youth will need additional support and may have difficulty processing their referral, they can reach out to Referrals and Transitions Program Manager (RTPM) or RTPC to help facilitate the conversation or finding additional support for the youth.
- e. If any member of the youth’s team feels like it would be detrimental to the youth to review their referral (15-300), even after it has been determined to be

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strength based and trauma informed, the RTPM or RTPC will coordinate a meeting address the concerns.

- i. This meeting will discuss the best possible solution for the youth. This meeting and outcome will be documented in the referrals and transitions log and a case note by RTPC.
- f. If the youth review their CIPR (15-300) and disagrees with what is in it, they will be provided an opportunity to provide a response in a format that they are comfortable with. The response will be included with the CIPR (15-300).

F. Transitions- Pre-Placement Contact

- a. Children and youth will be offered transition planning.
- b. Transition planning includes:
 - i. Pre-placement contact between youth and potential caregivers.
 - ii. Plan to preserve relationships discussed at 5- and 10-day staffing.
 - iii. Plan and resources to address youth's grief and loss around transition.
- c. Once a placement has been identified, opportunities for planned pre-placement contact will be discussed with the child/youth, caregiver and team and documented in the shared planning meeting form for the 5- and 10- day SPM or pre-placement FTDM.
- d. Opportunities for pre-placement contact may include phone, video, or in-person visits and orientation for children and youth to meet potential foster, group care or unfamiliar kinship families.
 - i. The RTPC will be notified of the 5- and 10-day SPM.
 - 1. The RTPC can attend and discuss the requirements of transition planning.
 - 2. The RTPC can provide information to the meeting facilitator to ensure that pre-placement contact is planned for and documented.
- e. The RTPC may provide information about transition service funding related to transitions and track expenditure of funds.
- f. The RTPC will track pre-placement contact.
- g. Ther RTPC will document the outcome of the type and quality of pre-placement contact in the Referrals and Transitions Log.
- h. RTPC will follow up as needed.

G. Transitions- Maintaining Connections

- a. Children and youth will have the chance to maintain connections with previous placements.

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- b. The RTPC will ensure that maintaining connections is discussed and planned for at 5 and 10-day SPM.
 - i. The RTPC will be notified of the 5- and 10-day SPM.
 - 1. The RTPC can attend and discuss and help plan for maintaining connections.
 - 2. The RTPC can provide information to the meeting facilitator to ensure that pre-placement contact is planned for and documented.
 - ii. A plan to connect with the child or youth, if they are not present in the meeting, will be developed.
 - 1. The team at the 5- and 10-day SPM will provide information about important connections and identify who will connect with the youth to determine who they would like to maintain connections with.
 - 2. The team at the 5- and 10-day SPM will share information about any relationships that will be unsafe for the youth to maintain.
 - iii. If the specified person does not wish to have contact with youth, then there will be a discussion with how to tell youth.
 - 1. The child or youth's team and RTPC will discuss how the youth will be notified.
- c. If the child or youth requires grief and loss support (see "H.>").
- d. The maintenance of connections will be tracked by the RTPC in the referrals and transitions log.
- e. RTPC will follow up as needed.

H. Transitions- Grief and Loss Support Services

- a. Children and youth will have the opportunity to participate grief and Loss support services.
- b. The RTPC will ensure that grief and loss support services are discussed, offered, and planned for at the 5 and 10-day SPM.
 - i. The RTPC will be notified of the 5- and 10-day SPM.
 - 1. The RTPC can attend and discuss the requirements to offer grief and loss support if it is determined they are needed.
 - 2. The RTPC can provide information to the meeting facilitator to ensure that grief and loss support are offered if they needed.
 - ii. Children and youth and their caregivers will be provided with information on what grief and loss support is available, including virtual options.

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1. The RTPC, meeting facilitator or SSS will share the available services and refer the child or youth to Coordinated Care for care coordination if a resource is not available.
- iii. Children and youth can decline grief and loss support services.
- iv. The offer of grief and loss support and the outcome will be documented in the Referrals and Transitions Log.
- v. RTPC will follow up as needed.

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