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| **DCF and YDP Roles and Responsibilities** |
| DCF Family Services Workers collaborate with the Youth Development Program (YDP) to provide coordinated and complimentary case management services that best meet the needs of youth and families with an emphasis on: * 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 futures as young adults
* 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 the Youth Development Program on cases where they are jointly serving the youth.  |
| **Referral and Intake** |
| * DCF must complete and submit a referral to YDP on behalf of youth when they turn 14 years old. Youth who are 17 years old 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 contract providers to prioritize which youth are served.
* DCF completes the referral form and provides it to YDP.
* The specific roles of DCF and YDP are discussed with the youth and family at the start of YDP services.
* DCF and YDP review the responsibilities of the agencies in meeting the needs of the youth and family on a regular basis. Necessary changes, based on staffing availability and status of the case are noted and discussed with the family.
* If there is disagreement around services to be provided by DCF and/or YDP, the supervisors of each program discuss further and make necessary decisions.
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| **Contact and Engagement with Youth and Family** |
| * DCF meets monthly face-to-face contact requirements.
* YDP meets at least once per month in-person with the youth (family is included if appropriate). If the needs of the youth and family require additional contact, DCF and YDP discuss the circumstances and make a plan to meet the 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.
* DCF and YDP discuss who will arrange and facilitate meetings.
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| **NYTD and Screening and Assessment** |
| * When requested by DCF Central Office, DCF completes NYTD surveys and locator forms with 17-year-old youth in custody. YDP assists DCF with collecting this information as needed.
* YDP completes NYTD surveys and locator forms with 19 and 21-year-old youth as needed.
* YDP completes an Intake Assessment and Youth Connections Scale annually. YDP provides a copy of the Youth Connections Scale to DCF.
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| **Communication and Documentation** |
| * DCF meets documentation requirements of the case (Disposition Report, Case Plans, Case Notes, Violation of Probation, etc.). DCF obtains necessary information from YDP to inform development of reports.
* YDP provides a monthly progress note to DCF Family Services Workers for each youth served by the program. DCF will file the monthly progress note in the youth’s 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 for each other and other service providers involved with the family to monitor progress in treatment and in reaching case plan goals.
* DCF District Directors (and other staff they deem appropriate) and YDP meet quarterly to conduct a utilization review, including capacity to meet the need; if necessary triaging cases based on need/priority; and review of eligible caseload to maximize participation.
* DCF provides input for the annual reviews of YDP services in their district.
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| **Case Plan Reviews and Transition Plans** |
| * DCF writes the case plans and convenes the case plan review meetings. DCF requests any additional information from YDP necessary to complete the case plan.
* YDP provides youth-specific information to the DCF Family Services Worker in preparation for the case plan review.
* DCF invites YDP to the case plan review.
* YDP attends and participates in the case plan review.
* YDP and DCF meet to complete the Transition to Adulthood (90-Day) Plan.
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| **Voluntary Services Agreements (VSAs) and Extended Care** |
| * DCF develops VSAs with youth in DCF custody that opt to extend DCF services beyond the 18 birthday through high school graduation (Completion of Secondary Education).
* YDP develops VSAs for youth that are over 18 and chose to live in extended foster care or independently (Adult Living Program and Housing Support Program).
* YDP develops VSAs that outline youth goals, services, and requests for youth investment grants.
* YDP and DCF provide VSAs to each other and collect signatures within 10 days of the start date of the VSA.
* DCF will maintain a copy of all signed VSA’s in the youth’s file.
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| **Transfer Protocol: YDP Services for Youth Placed Out-of-District** |
| * When youth are placed outside of their DCF district of origin, Youth Development Coordinators (YDCs) and DCF staff should consider transferring that youth to the local YDP office.
* For individual youth placed out-of-district, the DCF District, local YDP, and YDP local to placement should establish communication. DCF and YDP should make efforts to schedule an in-person transfer meeting with the youth and other relevant team members.
* DCF should notify YDP when youth move out of district.
* YDCs should communicate via email with DCF Family Services Workers to share updates, monthly case notes, team meeting scheduling, and to share VSAs and collect signatures from Family Services Workers as needed.
* Referrals and transfers should be made promptly.
* The YDC and DCF Family Services Worker should communicate with the YDC in the original district when youth have case plan and permanency reviews and regarding the timeframe for returning to the original district.
* When youth are placed out-of-state, the DCF Family Services Worker should maintain communication with the local YDC regarding the youth, scheduled team meetings, case plan reviews, and timeframe for returning to Vermont. Whenever possible, YDCs should attempt to maintain a relationship with the youth while they are placed out-of-state.
* DCF can request statewide YDP contact information from local YDCs or they can access contact information on the YDP website: [vtyouthdevelopmentprogram.org](http://vtyouthdevelopmentprogram.org/).
* YDCs 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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