

*LEGISLATIVE REPORT OF H.449:  
METHOD FOR REPORTING TRANSITIONAL  
SERVICES OUTCOMES*

*December 21, 2007*

Reported by:  
Katherine Boise  
Department for Children and Families  
Vermont Division of Easter Seals

## **Method for Measuring, Evaluating, and Reporting Outcomes of Transitional Services Provided Under Section (d):**

The Youth Development Program has developed two data collection forms, both a quantitative data instrument (see attachment A) and qualitative data instrument (see attachment B) for purposes of measuring outcomes as described in section (c) of H.449 legislation. In addition, these instruments were developed to include alignment of federal regulations under the Chafee Foster Care Independence Act. These data indicators include but are not limited to: housing assistance, transportation, case management services, employment, assistance obtaining and retaining health coverage, accessing community transition resources, and population served.

Frequency of data collection will include monthly submissions from each of the twelve regions capturing information on all open cases of youth enrolled in the Youth Development Program ages fifteen to twenty-two. Quarterly reports will be submitted to the Commissioner of Department for Children and Families. Currently, available for review, are baseline data for the month of October 2007 (see attachment C).

As part of implementing these outcomes, the data collection forms have been integrated into the contracted agency grants across all twelve regions. This implementation cycle became effective October 1, 2007; the federal fiscal year the Youth Development Program is administered. Additionally, DCF Quality Assurance Coordinator and the Director of IT systems are working to develop an elaborate database. In the interim period while this system is being developed, all data collected is being entered into an excel program. Reports will include a detailed breakdown of each district's profile as well as statewide aggregated data.

## Attachment A

### Youth Development Program Monthly Summary State Form

**District Office:**

**Date of Monthly Report:**

**To:**

**DCF District Director:**

**DCF Office Supervisor:**

**Agency Supervisor:**

**State YD Coordinator: Katherine Boise**

**From [Local District YDC]:**

**Data Collection:**

<b>Data Indicators:</b>	<b>Data Category Characteristic: # of Health Care Enrollments</b>
a) Medicaid	
b) VHAP	
c) Other Private Insurance	
d) None	
e) Unknown	

<b>Data Indicators:</b>	<b>Data Category Characteristic: Post Secondary Education # of Youth Enrollments</b>
a) College (2-4 yr, or CCV)	
b) Vocational Trade Program (Adult Vocational Career Center)	
c) Apprenticeship Trade Program	
d) Community Workshops (art studio program etc.)	
e) Chafee ETV Scholarship	

<b>Data Indicators:</b>	<b>Data Category Characteristic: # of Lifelong Connections Case Work Practice</b>
a) SDM Eco-maps/Genograms	
b) 1 <sup>st</sup> Stage: initial discussion	
c) 2 <sup>nd</sup> Stage: mining records/volumes	
d) 3 <sup>rd</sup> Stage: initial goal/work plan	
e) 4 <sup>th</sup> Stage: making contact	

<b>Data Indicators:</b>	<b>Data Category Characteristic: # of Cases/Case-management</b>
a) Open Cases Start of Month	
b) Active Cases	
c) Referrals	
d) Transferred/Out of District	
e) Closed	
f) Return for After-Care Service	
g) Total End of Month [a+c+f - e]	
h) Youth 18+	
<b>Data Indicators:</b>	<b>Data Category Characteristic: # of Youth Receiving Direct Service Coordination</b>
a) Individual Sessions w/ Youth	
b) ACLSA Assessments	
c) Daniel Memorial Assessments	
d) Chafee Housing Grants	
e) Life skill Classes/Groups	
f) State Youth Committee	
g) Transition Goal/Plans	
h) H.449 Extended Foster Care	
<b>Data Indicators:</b>	<b>Data Category Characteristic: # of Case Consultations</b>
a) Case Plan Reviews	
b) Court Permanency Hearings	
c) ACT 264 Team Meetings	
d) I.E.P. School Team Mtgs.	
e) DCF Treatment Team Mtgs.	
f) Mental Health Team Mtgs.	
g) Residential/Discharge Mtgs.	
h) SOS [Signs of Safety]	
i) Family Group Conferencing	
j) Monthly Summaries to Social Workers	
<b>Data Indicators:</b>	<b>Data Category Characteristic: # of Youth Enrolled in Community Resources</b>
a) VSAC Outreach Services	
b) JOBS Program	
c) Vocational Rehabilitation	
d) Department of Labor	
e) Transitional Living Program. (TLP)	
f) Northland Job Corps	
g) VT Adult Learning/Learning Works	

## Data Category Definitions

**Health Care Enrollments:** Tracking the number of youth receiving health insurance coverage.

**Post Secondary Education:** Any and all higher educational/vocational programming beyond a high school diploma.

**Lifelong Connections Case Work Practice:**

The mission is to educate and inform other service providers on ways to ensure that youth have strong permanent connections with caring adults before they enter adulthood. With these lifelong connections, youth exiting foster care will have a greater chance of success and happiness throughout their adulthood. Initial four phases include: step 1: initial discussion with youth; step 2: collecting historical information about youth (mining records/volumes); step 3: develop a plan with the youth (initial connections goal/work plan); and step 4: making contact with identified natural supports.

**Cases/Case-management:**

Tracking number of youth on caseload and breaking down levels of service. Open case is any youth with an IL record on file. Active cases are defined as all youth receiving direct services from the YDC at least once per month. Referrals can only come from DCF social workers, however, a YDC may follow up with DCF on any community partners or other interested parties' need to refer a youth in foster care or former foster care youth ages 15-22. Referrals are accepted into YDP at age 15, but may not be accepted no later than six months prior to the youth's discharge from foster care. Transferred/Out of District is those cases where youth have moved out of their DCF district office of origin. YDC's may transfer cases if the youth will not return for several months or where the placement plan is for the youth to remain out of district of origin. Closed cases are those cases where youth are not engaging in YDP services for two months plus, YDC's must close the case and send a letter of intent to close with timeline for closing date to the youth, care provider, social worker and other relevant key team members. YDC's must maintain a tracking/filing system of youth served and maintain closed records for three years beyond age 22 (age 25; cases may be expunged). Return for after-care services are those youth who have exited the foster care system and have a "closed YDP" file and are requesting assistance from the YDP program. Youth may re-enter at any time, as many times as necessary until the age of 22. In these situations, YDC may not re-open the case until the youth has followed through and engaged in at least 3 sessions. Total end of month is the sum of open cases start of month, new referrals and youth re-entries.

**Direct Service Coordination:**

Activities engaging the youth that relate to any of the major daily living skill areas such as housing, employment, health, money management, career or vocational planning etc. ACLSA Assessments are required on all youth entering YDP. Please see attached district coding sheet when entering organization ID code on all assessments. Organization ID code: YDP+District Code+SSMIS family case#. ACLSA may be accessed on the following website: <http://www.caseylifeskills.org/>.

**Case Consultations:** informational sharing; various forms of written and verbal communication that update and partner with a youth's team members.

**Enrolled in Community Resources:** activities where the youth is engaged/participation services that provide an additional resource subset from YDP or in collaboration with YDP, for purposes of transition/goal planning and building life skills competence for transitioning into adulthood.

## Attachment B

**Name of Youth:**

### Submission Sheet

**Please place an "X" next to the field data elements applicable per youth. Complete this sheet per youth on caseload monthly.**

<b>Outcome Measures</b>	<b>Data Elements</b>
Outcome 1: Self-sufficiency with transportation	<input type="checkbox"/> Obtain Driver's/Learner's Permit <input type="checkbox"/> Enrolled in Driver's Education <input type="checkbox"/> Completed Driver's Education <input type="checkbox"/> Obtains a Driver's License <input type="checkbox"/> Developed a budget or price sheet for purchasing and operating a car/vehicle <input type="checkbox"/> Owns a car/vehicle and is insured <input type="checkbox"/> Demonstrates how to travel independently <input type="checkbox"/> Other
Outcome 2: Post-secondary educational support	<input type="checkbox"/> Has developed a career plan <input type="checkbox"/> Has taken a career interest inventory <input type="checkbox"/> Has visited post-secondary institutions or programs of interest <input type="checkbox"/> Has completed applications <input type="checkbox"/> Has developed a financial plan for entering a higher educational or vocational/trade program <input type="checkbox"/> Has applied for financial aid assistance <input type="checkbox"/> Is enrolled/participating in VSAC Outreach or Trio services <input type="checkbox"/> Is working with an advisor or other related staff @ institution for on-going support <input type="checkbox"/> Enrolled in a post-secondary program <input type="checkbox"/> Other

Outcome Measures	Data Elements
Outcome 3: Employment skills	<input type="checkbox"/> Demonstrates the ability to search for employment <input type="checkbox"/> Can complete a job application <input type="checkbox"/> Has developed a resume and cover letter <input type="checkbox"/> Demonstrates the skill sets necessary to interview for a job <input type="checkbox"/> Has a job <input type="checkbox"/> Is able to maintain employment <input type="checkbox"/> Understands how to transition to a new job appropriately <input type="checkbox"/> Knows how to access and engage in employment resources (JOBS, DOL, Voc. Rehab., Job Corps, etc.) <input type="checkbox"/> Other
Outcome 4: Skills and awareness for budget and financial management	<input type="checkbox"/> Has developed a savings plan <input type="checkbox"/> Is attending or has completed life skill classes <input type="checkbox"/> Demonstrates the skill sets learned in life skill classes <input type="checkbox"/> Understands the responsibility of filing income taxes <input type="checkbox"/> Knows how to and/or has opened and maintained a savings and/or checking account <input type="checkbox"/> Knows how to complete a money order <input type="checkbox"/> Knows how to apply for a loan <input type="checkbox"/> Knows and understands how credit cards work <input type="checkbox"/> Other
Outcome 5: Housing education and home management skills	<input type="checkbox"/> Can articulate the housing options available in the community <input type="checkbox"/> Knows how to apply for housing assistance <input type="checkbox"/> Has developed a budget and plan for independent living <input type="checkbox"/> Knows how to and is able to inspect an apartment before moving in

	<input type="checkbox"/> Knows and understands how to complete a rental agreement or lease <input type="checkbox"/> Has stable housing <input type="checkbox"/> Understands the importance of roommate agreements <input type="checkbox"/> Other
<p>Outcome 6: Positive connections with adults or natural supports</p>	<input type="checkbox"/> Strong relationship (connection) to a non-state employee <input type="checkbox"/> Is able to identify natural supports/connections <input type="checkbox"/> Has established a positive life-long connections network <input type="checkbox"/> Is able to maintain healthy relationships <input type="checkbox"/> Other
<p>Outcome 7: Health education and risk prevention</p>	<input type="checkbox"/> Knows how to and is able to schedule routine physical/health and dental checkups <input type="checkbox"/> Has medical coverage <input type="checkbox"/> Understands how to renew medical and dental coverage <input type="checkbox"/> Knows about and is able to access local Parent Child Center or Family Support Services <input type="checkbox"/> Engaged in prenatal care and parent education classes <input type="checkbox"/> Referred/engaged with mental health services <input type="checkbox"/> Other
<p>Outcome 8: Reduce high-risk behavior among youth</p>	<input type="checkbox"/> Criminal background (juvenile or adult charges/probation or arrests) <input type="checkbox"/> Referred/engaged with Court Diversion <input type="checkbox"/> Engaged in Substance Abuse Prevention programs <input type="checkbox"/> Understands and is able to practice safe sex and prevent sexually transmitted diseases <input type="checkbox"/> Not applicable <input type="checkbox"/> Other

## **Attachment C**

## Youth Development Program Monthly Summary Statewide Aggregated Quantitative Data

### Baseline for Month of October 2007

**Table 1**

Population Served: 10/1-10/31/2007	# of Cases/Case-management
<b>a) Open Cases</b>	<b>341</b>
<b>b) Active Cases</b>	<b>282</b>
<b>c) Referrals</b>	<b>18</b>
<b>d) Transferred/Out of District</b>	<b>9</b>
<b>e) Closed</b>	<b>(16)</b>
<b>f) Return for After-Care Service</b>	<b>12</b>
<b>*Total End of Month [a+c+f – e]</b>	<b>355</b>
<b>Youth 18+</b>	<b>123</b>
<b>*Total Youth Served:</b>	<b>355</b>

**Table 2**

Data Indicators: 10/1-10/31/2007	Post Secondary Education # of Youth Enrollments
<b>a) College (2-4 yr, or CCV)</b>	<b>28</b>
<b>b) Vocational Trade Program (Adult Vocational Career Center)</b>	<b>3</b>
<b>c) Apprenticeship Trade Program</b>	<b>1</b>
<b>d) Community Workshops (art studio program etc.)</b>	<b>17</b>
<b>e) Chafee ETV Scholarship</b>	<b>16</b>
<b>Total</b>	<b>65</b>

**Table 3**

Data Indicators: 10/1-10/31/2007	# of Health Care Enrollments
<b>a) Medicaid</b>	<b>272</b>
<b>b) VHAP</b>	<b>11</b>
<b>c) Other Private Insurance</b>	<b>11</b>
<b>d) None</b>	<b>6</b>
<b>e) Unknown</b>	<b>27</b>
<b>Total</b>	<b>327</b>

**Table 4**

Data Indicators: 10/1-10/31/2007	# of Youth Enrolled in Community Resources
<b>a) VSAC Outreach Services</b>	<b>46</b>
<b>b) JOBS Program</b>	<b>29</b>
<b>c) Vocational Rehabilitation</b>	<b>67</b>
<b>d) Department of Labor</b>	<b>32</b>
<b>e) Transitional Living Program. (TLP)</b>	<b>7</b>
<b>f) Northland Job Corps</b>	<b>5</b>
<b>g) VT Adult Learning/Learning Works</b>	<b>21</b>
<b>Total</b>	<b>207</b>

**Table 5**

Data Indicators: 10/1-10/31/2007	# of Youth Receiving Direct Service Coordination
	<b>417</b>
a) Individual Sessions w/ Youth	
b) ACLSA Assessments	<b>25</b>
c) Daniel Memorial Assessments	<b>3</b>
d) Chafee Housing Grants	<b>23</b>
e) Life skill Classes/Groups	<b>100</b>
f) State Youth Advisory Committee	<b>7</b>
g) Transition Goal/Plans	<b>97</b>
h) H.449 Extended Foster Care	<b>13</b>
i) DCF Over 18 Agreements	<b>43</b>
j) Total Agreements & Grants	<b>79</b>
<b>Total</b>	<b>728</b>

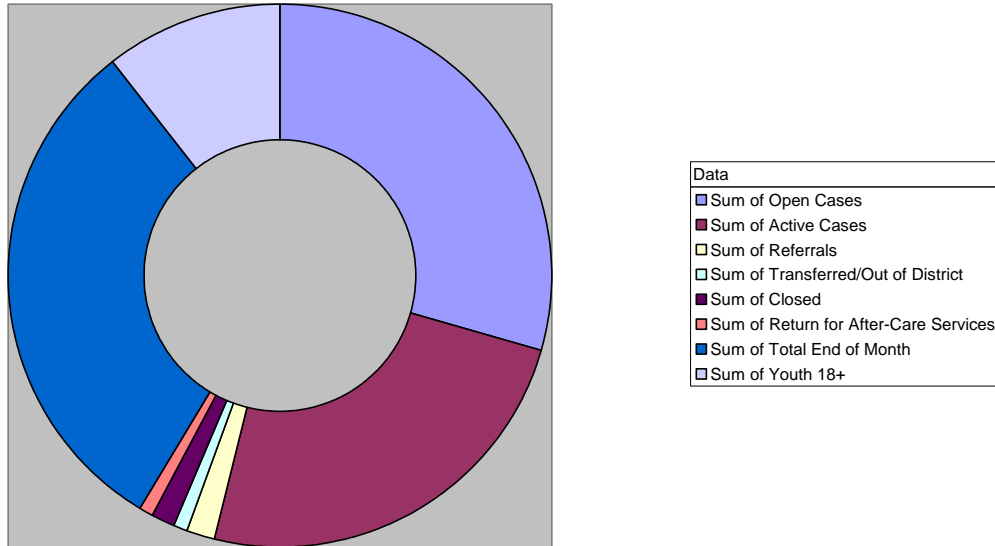
**Table 6**

Data Indicators: 10/1-10/31/2007	# of Lifelong Connections Case Work Practice
a) SDM Eco-maps/Genograms	<b>23</b>
b) 1 <sup>st</sup> Stage: initial discussion	<b>64</b>
c) 2 <sup>nd</sup> Stage: mining records/volumes	<b>8</b>
d) 3 <sup>rd</sup> Stage: initial goal/work plan	<b>2</b>
e) 4 <sup>th</sup> Stage: making contact	<b>2</b>
<b>Total</b>	<b>99</b>

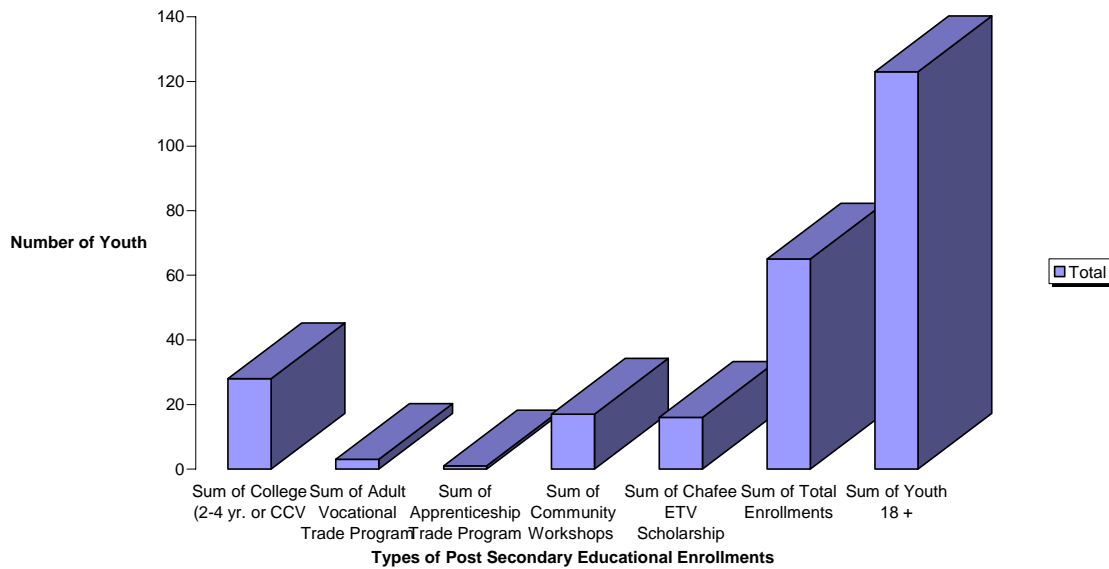
**Table 7**

Data Indicators: 10/1-10/31/2007	# of Case Consultations
a) Case Plan Reviews	<b>131</b>
b) Court Permanency Hearings	<b>0</b>
c) ACT 264 Team Meetings	<b>2</b>
d) I.E.P. School Team Mtgs.	<b>16</b>
e) DCF Treatment Team Mtgs.	<b>48</b>
f) Mental Health Team Mtgs.	<b>12</b>
g) Residential/Discharge Mtgs.	<b>2</b>
h) SOS [Signs of Safety]	<b>1</b>
i) Family Group Conferencing	<b>2</b>
j) Monthly Summaries to Social Workers	<b>190</b>
<b>Total Consultations</b>	<b>404</b>

**Chart 1: Population Served**



**Chart 2: Youth 18 + Post Secondary Educational Enrollments**



Data

Chart 3: HEALTH CARE ENROLLMENTS

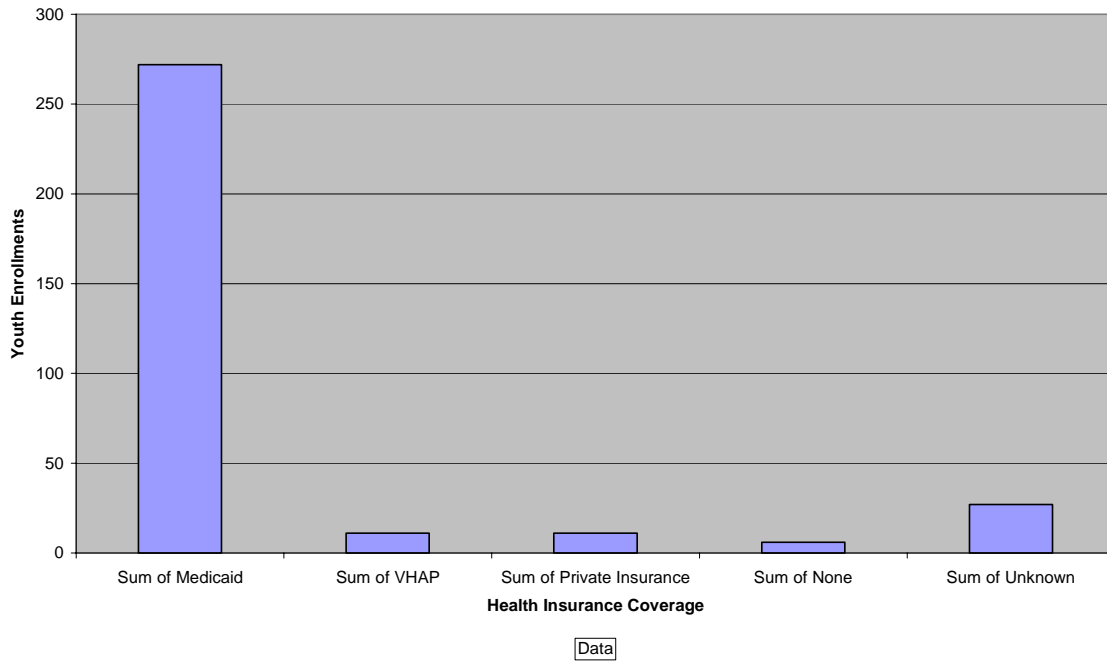
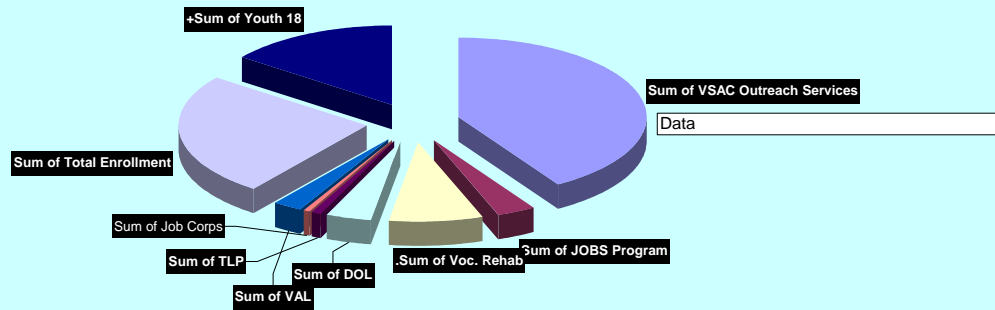
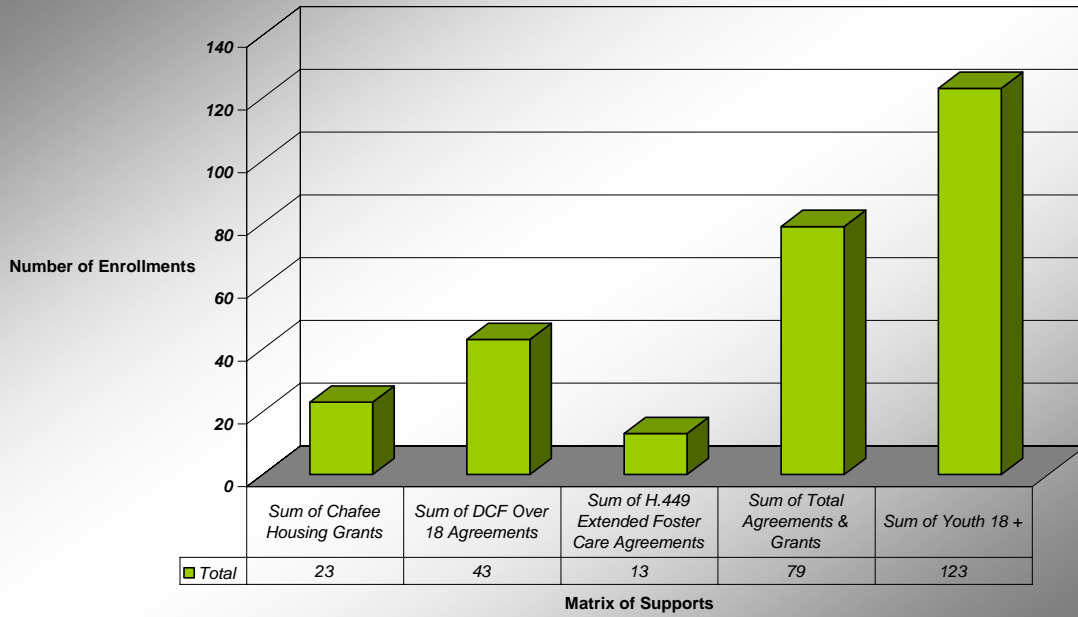


Chart 4: Youth 18 + Engaged in Community Transition Resources

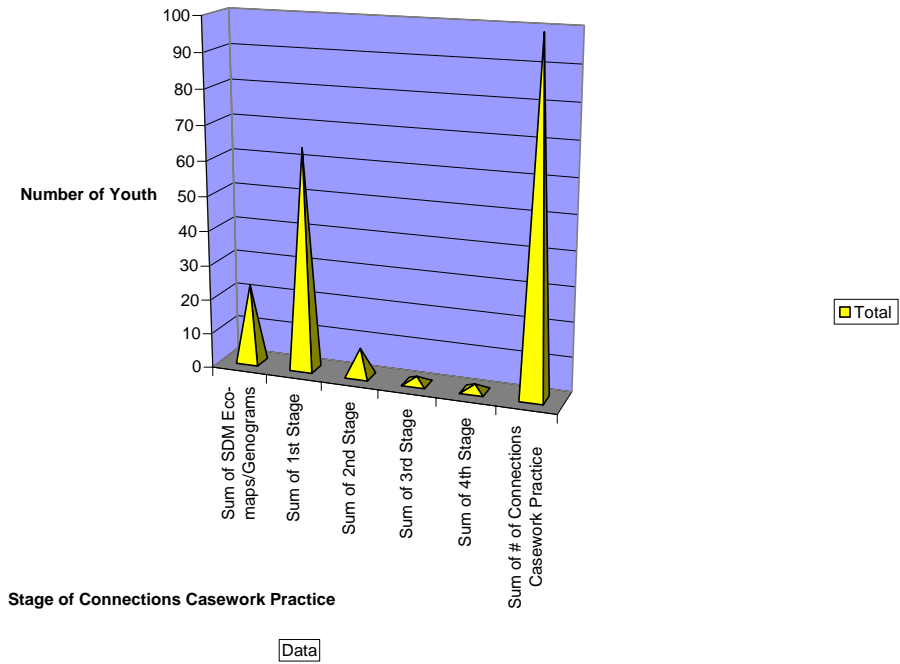


**Chart 5: Enrollment of Post Age 18 Matrix of Supports**

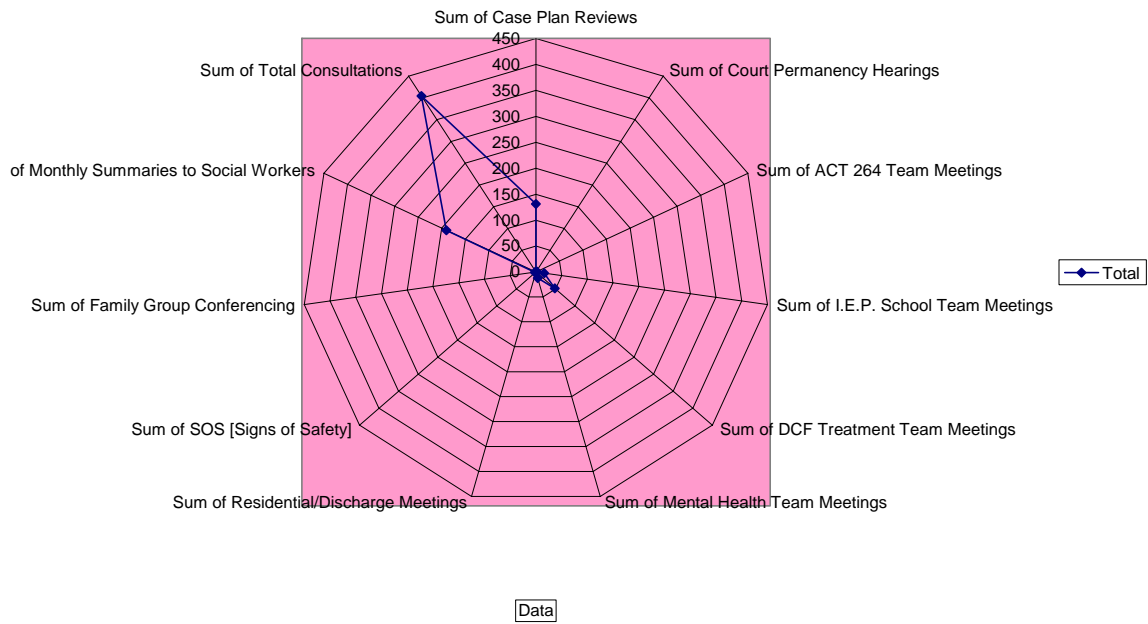


Data

**Chart 6: Lifelong Connections Casework**



**Chart 7: Types of Consultations**



## Youth Development Program Monthly Summary Statewide Aggregated Qualitative Data

### Baseline for Month of October 2007

**Table 1**

Transportation Self Sufficiency: 10/1-10/31/2007	# of Youth
Obtains driver's permit	<b>123</b>
Enrolled in Driver's Ed.	<b>29</b>
Completed driver's Ed.	<b>39</b>
Obtains driver's license	<b>49</b>
Developed a price sheet/budget for purchasing a vehicle	<b>41</b>
Owens a vehicle & is insured	<b>40</b>
Demonstrates how to travel independently	<b>119</b>
Other	<b>3</b>

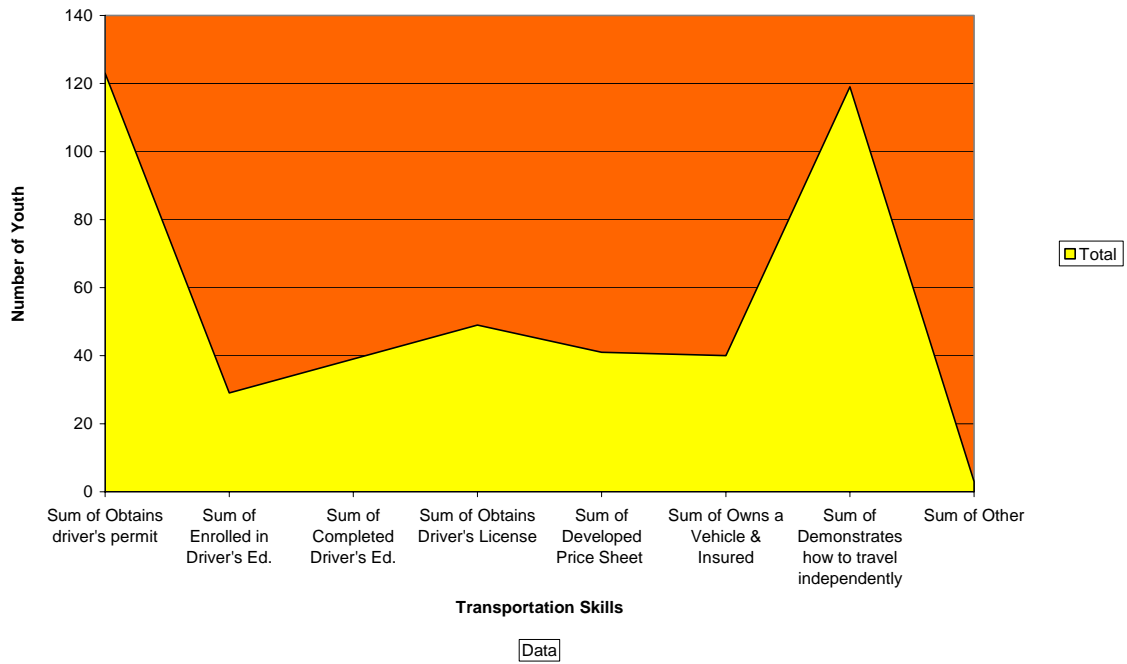
**Table 2**

Employment Skills: 10/1-10/31/2007	# of Youth
Demonstrates the ability to search for employment	<b>200</b>
Can complete a job application	<b>199</b>
Developed a resume & Cover letter	<b>64</b>
Demonstrates the skill sets to interview for a job	<b>165</b>
Has a job	<b>121</b>
Is able to maintain a job	<b>106</b>
Understands how to transition to a new job appropriately	<b>86</b>
Knows how to access and engage in employment resources (JOBS, DOL, Voc. Rehab., Job Corps, etc.)	<b>157</b>
Other	<b>3</b>

**Table 3**

Housing Education: 10/1-10/31/2007	# of Youth
Can articulate the housing options available in the community	<b>97</b>
Knows how to apply for housing assistance	<b>63</b>
Developed a budget/plan for independent living.	<b>65</b>
Knows how to and is able to inspect an apartment before moving in	<b>58</b>
Understands how to complete a rental agreement or lease	<b>54</b>
Has stable housing	<b>219</b>
Understands the importance of roommate agreements	<b>39</b>
Other	<b>2</b>

**Chart 1: Transportation Self Sufficiency**



**Chart 2: Employment**

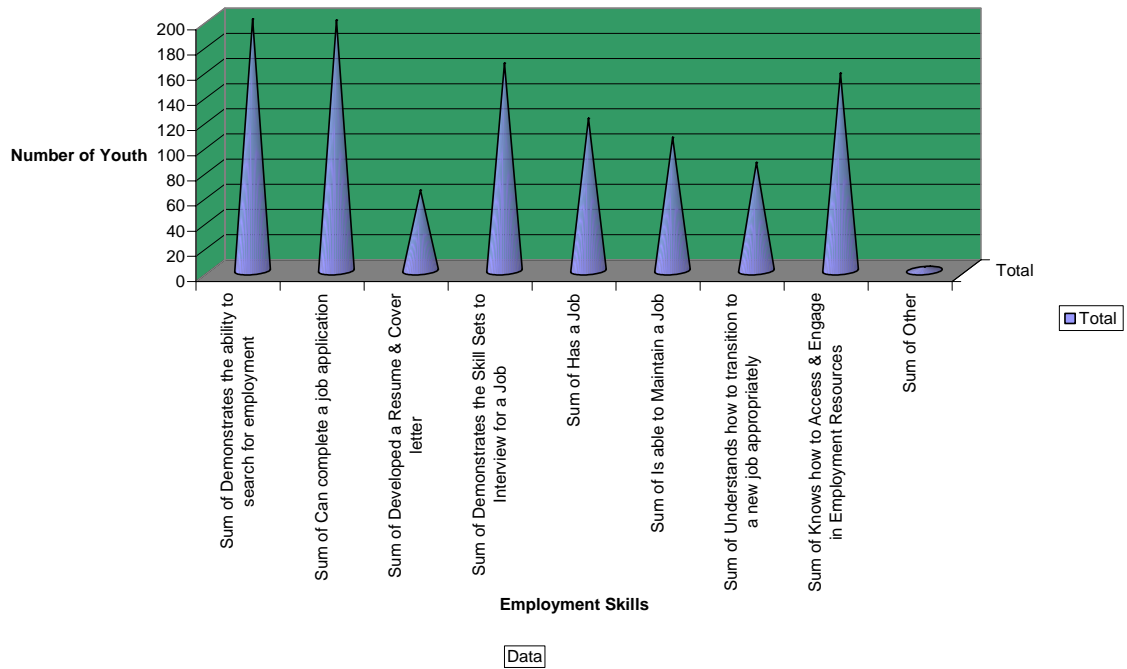
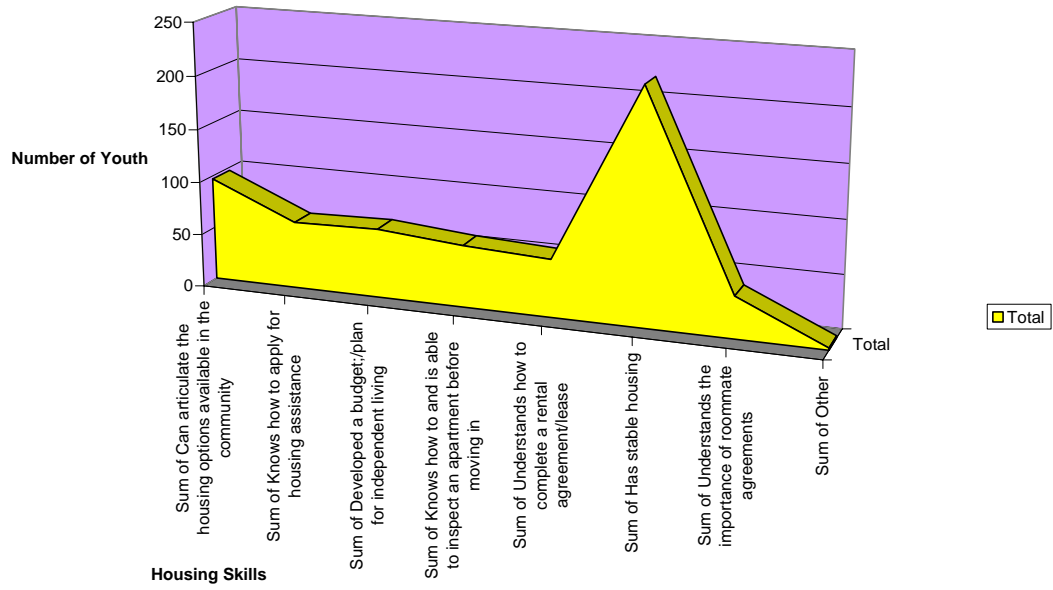


Chart 3: Housing Education



Data

## Data Category Definitions

**Health Care Enrollments:** Tracking the number of youth receiving health insurance coverage.

**Post Secondary Education:** Any and all higher educational/vocational programming beyond a high school diploma.

### **Lifelong Connections Case Work Practice:**

The mission is to educate and inform other service providers on ways to ensure that youth have strong permanent connections with caring adults before they enter adulthood. With these lifelong connections, youth exiting foster care will have a greater chance of success and happiness throughout their adulthood. Initial four phases include: step 1: initial discussion with youth; step 2: collecting historical information about youth (mining records/volumes); step 3: develop a plan with the youth (initial connections goal/work plan); and step 4: making contact with identified natural supports.

### **Cases/Case-management:**

Tracking number of youth on caseload and breaking down levels of service. Open case is any youth with an IL record on file. Active cases are defined as all youth receiving direct services from the YDC at least once per month. Referrals can only come from DCF social workers, however, a YDC may follow up with DCF on any community partners or other interested parties' need to refer a youth in foster care or former foster care youth ages 15-22. Referrals are accepted into YDP at age 15, but may not be accepted no later than six months prior to the youth's discharge from foster care. Transferred/Out of District is those cases where youth have moved out of their DCF district office of origin. YDC's may transfer cases if the youth will not return for several months or where the placement plan is for the youth to remain out of district of origin. Closed cases are those cases where youth are not engaging in YDP services for two months plus, YDC's must close the case and send a letter of intent to close with timeline for closing date to the youth, care provider, social worker and other relevant key team members. YDC's must maintain a tracking/filing system of youth served and maintain closed records for three years beyond age 22 (age 25; cases may be expunged). Return for after-care services are those youth who have exited the foster care system and have a "closed YDP" file and are requesting assistance from the YDP program. Youth may re-enter at any time, as many times as necessary until the age of 22. In these situations, YDC may not re-open the case until the youth has followed through and engaged in at least 3 sessions.

Total end of month is the sum of open cases start of month, new referrals and youth re-entries.

### **Direct Service Coordination:**

Activities engaging the youth that relate to any of the major daily living skill areas such as housing, employment, health, money management, career or vocational planning etc. ACLSA Assessments are required on all youth entering YDP. Please see attached district coding sheet when entering organization ID code on all assessments. Organization ID code: YDP+District Code+SSMIS family case#. ACLSA may be accessed on the following website: <http://www.caseylifeskills.org/>.

**Case Consultations:** informational sharing; various forms of written and verbal communication that update and partner with a youth's team members.

**Enrolled in Community Resources:** activities where the youth is engaged/participation services that provide an additional resource subset from YDP or in collaboration with YDP, for purposes of transition/goal planning and building life skills competence for transitioning into adulthood.

