

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT

DIRECTIVE

No.: 1310

Issued: 02/08/13

Post Until: 03/08/13

**SUBJECT: JUVENILE – REVISED TRANSITIONAL INDEPENDENT LIVING
PLAN (TILP)**

(This Directive supersedes Directive No. 1044, issued 7/7/05 and Directive No. 1048, issued 7/18/05)

Effective immediately, staff shall complete the revised Transitional Independent Living Plan (TILP – revised 7/08) when recommending Suitable Placement for minors age 14 years and older.

Background: The Independent Living Program (ILP) was initially authorized in 1985 by Public Law (P.L.) 99-272. Congress recognized the exceptional needs of youth in foster care (age 16 and older) who are preparing to exit the Child Welfare system and make the transition to self-sufficiency. As a result, the Omnibus Budget Reconciliation Act of 1993 (P.L. 103-66) permanently authorized the Independent Living Program effective October 1, 1992. **State law (California Department of Social Services ((CDSS)) Manual of Policy and Procedures [MPP] Div 31-236 (a)) mandates a written TILP be completed for each youth in foster care, age 16 years or older.** Any minor ordered Suitable Placement on or after his/her sixteenth birthday is eligible to receive Independent Living Program (ILP) services. All minors receiving ILP services are required to participate in transition planning to assess their readiness for self-sufficiency. The ILP Program also allows Deputy Probation Officers (DPOs) to assist 14 to 15 year old Suitable Placement minors with educational assessments and tutoring services. **In the County of Los Angeles, the County Plan requires that a TILP be completed for minors 14 years and older.**

The TILP should be based upon the minor's projected emancipation needs and incorporated into the case plan. **The goal of the TILP is to plan for the eventual independence of minors who have been in foster care, whether or not the court released them home (after age 16) or they reach the age of majority in foster care.** In either case, the order of Suitable Placement presupposes that these youth have substantial issues in their lives and will need some form of transition services after the age of 18. Based on the Suitable Placement order and a documented need in the TILP, the minor is eligible for emancipation services until the day before his/her 21st birthday.

ILP provides financial benefits based on a minor's educational or vocational goals including but not limited to college tuition, books supplies, clothing, housing and transportation as documented in his/her TILP. All minors receiving ILP services should have a completed TILP. The DPO should emphasize the many services offered to the minor through this program and refer eligible youth to the ILP website (www.ilponline.org).

Instructions for Completing the Revised TILP (Attachment A)

The TILP template (Attachment A) shall be utilized when recommending Suitable Placement and is incorporated into the Pre-Plea/Disposition Court Report (Prob. 1570, Rev. 10/11), Notice of Violation Report (Prob. 25A-5, Rev. 4/06) and the 778 WIC Report (Prob. 2021-8T, Rev. 4/06).

The TILP consists of five (5) transitional goals and is a self-assessment tool for the minor who, with the assistance of the DPO, identifies areas of need related to transition. The TILP goals are intended to guide case planning and assist with relationship building between the minor and the DPO.

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DPO Responsibility for TILP

The DPO shall completely fill out the revised TILP document. The DPO shall not leave any sections or items blank.

1. Suitable Placement Recommendations:

When recommending Suitable Placement, the DPO shall:

- Clear the Suitable Placement recommendation with the Out of Home Screening (OHS) Unit at Lynwood Juvenile Justice Center (Directive No. 1170, issued 7/25/08). If minor is detained, DPO shall provide a return fax number on the screening form so that the TILP Coordinator can fax the TILP once completed.
 - **Detained Cases:** TILP DPO, housed at each Juvenile Hall, shall complete the TILP. The OHS shall provide the TILP Coordinator with a list of all minors cleared for Suitable Placement recommendations. **Within one (1) working day of placement clearance**, the TILP coordinator shall complete and fax the TILP to the DPO of record, who shall attach it to the court report for delivery to court.
 - **Non-Detained Cases:** DPO of record shall complete the TILP, obtain all necessary signatures (parent/guardian and minor), attach it to the court report for delivery to court.
 - **Camp Cases:** DPO of record shall complete the TILP, attach to the court report for delivery to court (Note: if minor is detained in Juvenile Hall pending court, the TILP DPO shall complete the TILP and fax the completed form to the DPO of record **within one (1) working day of receipt.**)

Minor and DPO signatures are required on the TILP. Obtain parent signature, if available. If the DPO is unable to obtain required signatures, document efforts in the space provided on the signature page. Additionally, inform minor and parent (when applicable) that the official court copy of the TILP will be provided to them after the court date.

2. Suitable Placement Ordered, Not Recommended: TILP DPO shall complete the TILP and submit to Placement Administrative Services (PAS) to be included in the PDJ file.

3. Active Suitable Placement Cases: Residentially Based Services (RBS) DPO shall update the TILP every six (6) months for Judicial Reviews and Permanency Planning Hearings. If the initial TILP was completed prior to the original disposition hearing, the RBS DPO shall complete an updated TILP no sooner than 45 days and no later than 10 days prior to the first Judicial hearing. The updated TILP should reflect an interactive process between the minor, family, RBS DPO and foster care provider. The TILP Unit shall track services offered to the minor and supply a summation of these services upon request by the RBS DPO.

4. Active Supervision Cases: For minors who were ordered Suitable Placement on or after their 16th birthday and are currently on active probation, the DPO of record shall complete the TILP if services are requested by the minor or if the DPO determines Independent Living services are necessary and the TILP has not been completed/updated in the last six (6) months.

TILP Procedures

DPO shall:

1. Determine youth's eligibility for TILP services based on one of the following: a) minor is 14 years or older and DPO recommends Suitable Placement; b) minor is 14 years or older and ordered to Suitable Placement either through Dependency Court or Delinquency Court; c) minor is 14 years or older and DPO recommends that the minor live with a relative or minor is ordered to Suitable Placement in the home of a relative.
2. Conduct a face-to-face interview with minor and the group home provider, foster parent and/or

MANUAL HOLDERS: CROSS-REFERENCE YOUR MANUALS TO THIS DIRECTIVE WHERE APPROPRIATE

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relative caregiver to complete all sections of the TILP worksheet. DPO will document contact in PCMS>Case Notes> Transitional Independent Living Plan

3. Integrate any information/reports/treatment plans from other professionals/agencies pertaining to the youth and/or family in the TILP.
4. Using the template, complete TILP including the following information:
 - a) Identify services needed and services to be provided to enable youth to successfully transition to living independently.
 - b) Identify needs relative to school or training, employment, socialization, health, finances, housing, reading and writing skills and other independent living skills.
 - c) Reconcile the case plan with information/reports/treatment plans from other professionals/agencies which pertain to the youth and/or family (if applicable).
 - d) Determine the time frame for obtaining any pertinent missing information.
5. Attach a copy of the TILP, with signatures, to the case plan and submit to court with the original Pre-plea/Disposition, Judicial Review, 778 WIC or 777 WIC report.
6. When Suitable Placement is ordered but not recommended, the RBS DPO shall submit a copy of the TILP with the Judicial Review, as well as an updated TILP with every subsequent Judicial and/or Annual Review.
7. Provide minor with a copy of the TILP via status review hearing report.

Transitional Housing Coordinator (THC)

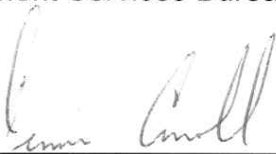
The Department has a Transitional Housing Coordinator (THC) who is available to assist the minors with Transitional Housing Programs (THP) referrals. The THC assists youth 18 and older with finding appropriate and affordable housing as they transition out of placement. The THC will utilize the TILP to identify housing needs and develop a plan for housing stability.

The THC should be contacted six (6) months prior to preferred placement date for an application. The THC will work with the case carrying DPO to identify appropriate housing based on the need of each youth. The THC can be contacted at (213) 351-0156.

All questions and inquiries regarding this Directive should be directed to the Independent Living Program Director at (213) 351-0125 or the Placement Bureau Consultant at 323-219-3914.



Dave Mitchell, Bureau Chief
Placement Services Bureau



Dennis Carroll, Bureau Chief
Residential Treatment Services Bureau



Hellen Carter, Bureau Chief
Juvenile Field Services Bureau



Darlyne Pettinicchio, Bureau Chief
Juvenile Special Services Bureau

Transitional Independent Living Plan & Agreement

Youth: _____ Date of Birth: _____ Age: _____ Ethnicity: _____

Address: _____

Instructions To Youth: The purpose of this agreement is to capture the goals you are agreeing to achieve over the next 6 months. It is a good organizing tool to help you stay focused and keep track of your progress toward accomplishing each goal. Your Social Worker/Probation Officer and caregiver will also have copies of this agreement and will help you achieve your goals.

Instructions to Caregiver: You are agreeing to assist the youth in the development of their ILP goals and to support the youth in completing the activities.

Instructions to Social Worker/Probation Officer: You are agreeing to assist the youth and the caregiver in completing this form, and develop Planned Services that will assist the youth in meeting his/her goals. Document the Planned Services and Delivered Services in CWS/CMS. Probation officers: use manual documentation procedures.

Service goals and activities to be addressed in the plan:

Goals are individualized based on your assessment and may include examples such as:

- develop a life-long connection to a supportive adult
- graduate from high school
- obtain a part-time job
- invest savings from part-time job
- develop community connections
- obtain a scholarship to attend college
- develop competency in the life skill of _____

Activities are individualized to help meet a specific goal. Example – if high school graduation is a goal, the youth directed activity might be to attend classes regularly with no tardies for the next 6 months.

For youth participating in ILP services, activities are reportable as ILP Delivered Services in CMS. The social worker shall select from one or more of the following ILP Service Types that an individualized completed activity fits in:

- | | |
|--------------------------------------|---|
| • Received ILP Needs Assessment | • ILP Room and Board Financial Assistance |
| • ILP Mentoring | • ILP Transitional Housing, THP, THP Plus |
| • ILP Education | • ILP Home Management |
| • ILP Education Post Secondary | • ILP Time Management |
| • ILP Education Financial Assistance | • ILP Parenting Skills |
| • ILP Career/Job Guidance | • ILP Interpersonal/Social Skills |
| • ILP Employment/Vocational Training | • ILP Financial Assistance Other |
| • ILP Money Management | • ILP Transportation |
| • ILP Consumer Skills | • ILP Other (Stipends/Incentives) |
| • ILP Health Care | |

- ☐ I understand that if I am employed as part of this plan, my earned income will be disregarded, as the purpose of my employment is to gain knowledge of needed work skills, habits and responsibilities to maintain employment. (WIC 11008.15)
- ☐ I understand that I can retain cash savings up to \$10,000 under this plan in an insured savings account and any withdrawal requires the written approval of my social worker/probation officer and must be used for purposes directly related to my transitional goals. (WIC 11155.5)
- ☐ I understand that I will receive assistance to obtain my personal documents and information about financial aid for postsecondary education/training. (WIC 16001.9)

Transitional Independent Living Plan & Agreement

Youth: _____ DOB: _____ Age: _____ Ethnicity: _____

Case Worker Name: _____ Case Worker Phone: _____

TILP 6-month timeline: _____ to _____. Date Independent Living Needs Assessment completed: _____

☐ If I have not participated in the ILP program before, I agree to participate now.☐ Based on the assessment of my level of functioning, the following transitional goals and activities meet my current needs.

Goal	Activity	Responsible Parties	Planned Completion date	Progress Date
Goal #1:				☐ Met Goal Date _____ ☐ Satisfactory Progress. ☐ Needs more time/assistance. ☐ Goal needs modification.
Goal #2:				☐ Met Goal Date _____ ☐ Satisfactory Progress. ☐ Needs more time/assistance. ☐ Goal needs modification.
Goal #3:				☐ Met Goal Date _____ ☐ Satisfactory Progress. ☐ Needs more time/assistance. ☐ Goal needs modification.
Goal #4:				☐ Met Goal Date _____ ☐ Satisfactory Progress. ☐ Needs more time/assistance. ☐ Goal needs modification.

This Agreement will be updated on: _____ Update # _____

Signing this agreement means we will all work to complete the steps necessary to help the youth reach his/her goals._____
*Youth's signature*_____
*Date*_____
*Caregiver's signature*_____
*Date*_____
*Social Worker/Probation Officer signature*_____
Date