



South Carolina Department of Social Services

Work Aid 600.1: Young Adult Transitional Teaming Supplemental to DSS Policy 600: Chapter 6

Purpose: *To explain the process for Young Adult Transitional Teaming (YATT) meetings for 18–21-year-olds that must be held at six (6) month intervals while a young adult is in the extended foster care program under a Voluntary Services and Support Agreement (VSSA) or due to physical, intellectual, or mental impairments.*

Young adults have and are encouraged to exercise the following rights in the Young Adult Transitional Teaming process:

- *To have significant adults they identify involved in their permanency teaming and meetings;*
- *To request additional supportive members to be present;*
- *To be prepared, participate, and request a YATT meeting or any other permanency or transition planning meeting, hearing, or review, as needed;*
- *To receive copies of all summaries, recommendations, and legal documents;*
- *To appeal a decision to deny, disqualify, terminate or suspend participation in the extended foster care program to the DSS Office of Administrative Hearings, unless a case is pending in Family Court that can dispose of the issue; and*
- *To be represented by an attorney and provide the young adult's voice through other means if he or she cannot or chooses not to be present for the YATT meeting or any hearings before the Family Court.*

A. Young Adult Transitional Teaming Meetings – DSS Roles and Responsibilities	1. When the young adult is 18+ years old and entering the Extension of Foster Care (EFC) Program, the Bridge Navigator must: a. Schedule and conduct a meeting with the Transitional Youth Advocate and the young adult to co-develop the YATT agenda and decide on a date, time, and location for the YATT meeting; b. Make reasonable efforts to understand the young adult and their goals; c. Create a safe space for the young adult to share their voice; d. Provide information about the process of the meeting and what the young adult can expect; e. Provide written notice of the Young Adult Transitional Teaming (YATT) meeting to the following people at least two weeks before the review: i. Young Adult; ii. All supportive adults identified by the young adult; and iii. Transitional Youth Advocate; and iv. Other internal staff and external community partners required for the meeting. f. Facilitate the YATT to focus on identifying and strengthening permanent connections within the participants and identifying which supportive team members can assist the young adult in meeting their Transition Plan goals.
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	2. The Transitional Youth Advocate must: a. Review the Voluntary Services and Support Agreement (VSSA) and continued eligibility; b. Partner with the young adult to identify important relationships and potential members of their team; c. Search and engage potential members of the young adult's team to develop permanent connections; d. Explain the YATT meeting purpose and process; e. Co-develop the YATT agenda with the young adult and Bridge Navigator; and f. Update a Transition Plan (DSS Form 30206) and complete a summary report (DSS Form 30209) of the case to consist of: i. Updates to the Transition Plan; ii. Name and engagement of supportive adults and their role in the life of the young adult; and iii. Any supporting documentation that will be presented during the case review.
B. Young Adult Transitional Teaming Meeting Participants	1. The YATT participants include, but are not limited to: a. Young Adult; b. Supportive adult(s) identified by the young adult; c. Family of Origin (if young adult approves); d. The Transitional Youth Advocate; e. Bridge Navigator (trained facilitator); f. TSS Team Leader from the team holding case management; g. TSS Team Leader from outside the team holding case management (if needed to facilitate); h. Provider, if applicable (if the young adult approves); i. Any DSS representative (if applicable); j. Any external community partner (if applicable); and k. A representative for any identified member of a federally recognized Indian tribe or Native Alaskan tribe, if applicable. 2. The assigned Transitional Youth Advocate shall attend the scheduled YATT and provide case information. a. If the assigned Transitional Youth Advocate cannot attend the meeting, the Transitional Youth Advocate's Team Leader shall provide the young adult's case information. b. The Transitional Youth Advocate must let the young adult know of their absence and the Team Leader's role. 3. If the Transitional Youth Advocate's Team Leader is unable to attend the meeting, the TSS Team Leader must: a. Consult with the young adult to determine if the young adult agrees to move forward with a designated substitute; and b. Assign a designated substitute prior to the YATT to prepare the substitute for the YATT if the young adult agrees to participate.

	Note: <i>The designated substitute cannot act in both the capacity of a facilitator and presenter.</i> 4. A YATT will not occur if the young adult is: a. Not available; b. Needs additional time for preparation; or c. Not in agreement with a designated substitute providing case information. 5. The YATT must be rescheduled based on the young adult's availability, but all efforts shall be made to reschedule to promote a review of the young adult's case within 6 months of entering a VSSA and at 6 month intervals for as long as the young adult remains in the extended foster care program. 6. The TYA shall discuss and provide alternative means of participation for the young adult, if necessary, by: a. Securing and setting up necessary equipment to enable the young adult to participate in the YATT via audio or video conference; or b. Partnering with the young adult to obtain written or recorded communication related to the young adult's views regarding permanency, supportive adults, goals, services, support, etc. that can be shared with the YATT team.
C. Preparing for the Young Adult Transitional Teaming Meeting	1. Advanced preparation is essential to a quality YATT. The Transitional Youth Advocates and Bridge Navigators ensure the young adult and other team members are prepared for the YATT and what they can expect to take place. This includes: a. Family Search and Engagement (FSE) which employs tools and strategies focused on early and ongoing identification and engagement of relationships that matter to young adults who sign a VSSA. These families, kin, and fictive kin can serve as resources for safety planning, placement, and relational permanency. FSE is both a philosophy and a practice approach. It provides individualized, culturally responsive, and equitable interventions by minimizing family separation and building on the family's own knowledge of their history, strengths, and resources. Supportive adults are included in the YATT. b. Young Adult Guided Planning which provides a process that integrates the young adult's interests and prioritizes their goals. It must include who the young adult envisions as the important adults in the young adults' lives who can support them in achieving their goals. Use permanency practice tools to help identify these goals. c. YATT Meeting Preparation: i. Explain the purpose of the meeting is to build relationships between the young adult and their adult supporters. The relationships provide opportunities to further the preparedness and transition plan goals.

	Discuss with the young adult who he or she wants to be a part of the YATT support team. ii. Explain how the meeting will integrate permanency and preparedness planning. Discuss: • What is the role of the Transitional Youth Advocate and Bridge Navigator? • How have adult supporters been prepared? • What is the flow of the meeting (e.g., welcome, ground rules, introduction, check-in, integrated planning, etc.)? • What services, supports, and resources are the young adult's priority, and which adult supporters would he or she like to work on each? iii. Provide the young adult enough time to think about and prepare what he or she would like to say during the meeting review; iv. Anticipating questions and provide answers; v. Allow ample time for the young adult to ask questions; vi. Developing the agenda for the meeting with the young adult, including what the young adult wants to get out of the meeting and who should attend the meeting; vii. Discuss the purpose and documentation that will be reviewed during the meeting; viii. Reassure the young adult you will do everything possible to make sure the young adult feels comfortable and safe including having at least one supportive person (peer, supportive adult) at the meeting who will be the young adult's support to share young adult's voice; and ix. Provide opportunities to rehearse, role play, and practice. d. Logistics for the Meeting i. Set the date and time to accommodate the young adult which may be outside of normal DSS daytime business hours. ii. Set the location in a space convenient to the young adult and adult supporters. The meeting facilitator should provide snacks, beverages, and fidget toys. iii. Secure transportation for young adults and adult supporters. iv. Share any documentation including the Transition Plan and other required documents that will be presented at the YATT. v. Ensure the environment is inclusive and accessible for all participants that need special accommodation. vi. Present options for a virtual meeting if the young adult insists and ensure all participants can attend virtually. d. Meeting Preparation for Adult Team Members i. The Transitional Youth Advocate shall identify adult supports in partnership with the young adult, engage
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	adult team members and build a trusting relationship with them to support their engagement in the young adult's team and in building safe, secure, and enduring relationships with the young adult. This includes exploring a range of roles and types of support that adults can assume in the young adult's life (i.e., placement, driver's education, education mentor). ii. This process to engage adult supporters will include a combination of practices such as emails, phone calls, text messages, virtual video meetings, in-person individual meetings with the supporter and Transitional Youth Advocate, and meeting with the Transitional Youth Advocate, young adult, and supporter. iii. It may also include bringing adult supporters to build connections, address any challenges, and resolve conflict that may exist between important adults. This removes the burden of the young adult having to manage these relationships alone and increases the likelihood of a successful YATT. The Transitional Youth Advocate shall utilize their knowledge and skill in trauma-informed care, family-systems theory, and the Youth Thrive Framework. 2. The Transitional Youth Advocate has a pre-meeting consultation to prepare the Bridge Navigator for the meeting, shares the agenda and explains the dynamics of the adults who will be in attendance. They will also voice any special issues or considerations needed for the young adult and supportive adults. 3. The Transitional Youth Advocate plans YATT meetings for times and locations convenient to the young adult. Efforts shall be made to schedule the meeting to accommodate as many team members as possible. The location of the meeting will be conducive to the private discussion of the young adult's permanency and life goals.
D. During Young Adult Transitional Teaming Meetings	1. During the YATT, the Bridge Navigator establishes group agreements with the participants at the meeting to promote genuine partnership between the young adult, their support network, and DSS. 2. During the YATT, the discussion topics shall include, but are not limited to: a. The young adult's views regarding the transition plan and the opportunities to engage in age or developmentally appropriate activities; b. The extent of progress with the transition plan and goals and how supportive adults are helping to move those goals forward; c. Determine if the necessary referrals have been identified and/or completed;

	d. Follow-up with action commitments, outlined in previous meetings, to verify whether they were completed; e. The extent of progress made for relational permanency and how supportive adults are building and strengthening relationships; f. Determine if the young adult's housing setting (e.g., licensed foster family home, group care placement, or a Supervised Independent Living (SIL) setting) is safe and supportive of their transitional growth; g. Opportunities to experience normalcy, exercise autonomy in setting life goals and direction, and achieve self-sufficiency; and h. Verify the young adult is receiving their TSS stipend timely, efficiently, and effectively. 3. All team members hold responsibility and accountability for the development and implementation of the Transition Plan. The Transitional Youth Advocate and all team members will support the young adult in sharing the young adult's voice, needs, and progress in the meeting. 4. The Bridge Navigator and Transitional Youth Advocate will keep the meeting focused on strengths-based and solution-focused conversation. 5. The Bridge Navigator will document the meeting by: a. Recording the outcomes of all meetings in CAPSS using the Transition Plan and YATT Summary Report within five business days of the YATT; b. Ensuring the young adult and meeting participants agree and sign the Transition Plan; c. Sharing written documentation with the young adult and all participants in the meeting within five business days of the YATT; and d. Submitting the Court Information Sheet, Transition Plan, and YATT Summary Report to the DSS Legal Department 30 days prior to the annual permanency planning hearing.
E. Young Adult Transitional Teaming Meeting Agenda	The YATT is organized around three phases: 1. Setting the Stage a. Welcome b. Introductions c. Goals and Purpose of YATT d. Agenda Review e. Group Agreements f. Strengths and Needs (for integrated planning) g. Follow-Up/Updates 2. Integrated Planning focuses on how to connect transition goals with permanency goals through meaningful conversations and commitments with the young adult by the facilitator discussing the following:

	a. Permanency and Transition Plan goals; and i. How does the young adult want to prioritize areas of preparedness through the Transition Plan, or based on their own interests and concerns? ii. What will progress look like to the young adult? b. Services, supports, and resources. i. How are we working to address the need for enduring family relationships? ii. Who does the young adult want to support him or her in achieving each goal, and how would he or she like that support to be provided? 3. The “Advancing Progress” phase is to prepare for the upcoming court hearing and to solidify who will be responsible for specific tasks and establishes a timeframe to support the young adult. a. The Transition Plan can be utilized as a guide, but the goals shall be prioritized based on the young adult’s determination and integrate relational permanency by identifying which supportive adults will help the young adult meet specific goals. It is important the team considers both formal services and informal support. b. Preparation for court hearing includes, but is not limited to, the following: i. Understanding the court hearing process; ii. Discussion of the young adult’s right to attend the hearing, any responsibilities the young adult may have, and how the young adult can share his or her voice during the hearing; iii. Which supportive adult(s) does the young adult want to be present at the hearing, and what actions are needed to facilitate their attendance? iv. Discussing whether the young adult would like to be represented by an attorney at the hearing; v. Reviewing any documents that will be shared with the court; vi. Addressing any concerns the young adult might have about attending the hearing and co-develop strategies for coping with stress; and vii. Notify the young adult of the date of court hearing, time, and location. 4. Closing – review next steps
F. After the Young Adult Transitional Teaming Meeting	1. After the team meeting, the Transitional Youth Advocate conducts a brief check-in/debrief with the young adult and young adult’s team members who were at the meeting. The conversation shall include, but is not limited to: a. Sharing strengths the young adult and young adult’s team members demonstrated during the meeting (e.g., sharing aspirations and concerns clearly, managing complicated relationships well, taking accountability, etc.);

	b. Asking for the young adult and young adult's team members thoughts, opinions, and feelings related to the process, facilitation of the discussion and next steps, and recommendations and goals; c. Offering encouragement and support to follow the plan created and troubleshoot changes or barriers [what is the backup plan and how to communicate the need]; d. Thanking the young adult for partnering/teaming to plan for their future; e. Thanking the young adult's team for partnering/teaming to plan for their future to increase the likelihood that the young adult has the needed relationships, services, supports, and resources; f. Reminding the young adult's team how important their partnership is and acknowledge that planning could not have been developed if it were not for their voice; g. Asking the young adult and young adult's team to complete the Continuous Quality Improvement (CQI) survey to help improve future Transitional Teaming meetings; and h. Reminding the young adult about the upcoming court date and plan for their voice to be in the room. 2. The Bridge Navigator shall document outcomes of all meetings and case consultations in CAPSS. 3. DSS Form 30209 must be shared with the young adult and all participants in the meeting within three business days by the Transitional Youth Advocate. DSS Form 30209 shall also be filed with the motion that initiates the permanency planning hearing.
G. Special Call Young Adult Transitional Teaming Meeting	1. The YATT must be held every six months from the date the Voluntary Services and Support Agreement was signed, but can also be held when any member of the team requests a meeting to discuss a concern including adult supporters or young adults. 2. For special additional meeting requests the Transitional Youth Advocate must: a. Request the date and time for the YATT from the Bridge Navigator to be held within seven business days following the request; and b. Discuss the reasons for the additional meeting with the young adult, develop an agenda with the young adult that addresses the adult supporter's reason to hold a meeting, and the young adult's goal for the meeting.
H. Documenting the Young Adult Transitional Teaming Meeting	The facilitator documents encouraging the young adult to explore their future, beyond DSS involvement. Integrated Transition Plans address the desired outcomes and the long-term view for young adults. There will be a vision led by the young adult's goals for a successful transition to adulthood.

	1. The young adult will have a single integrated Transition Plan developed by the Young Adult Transitional Team that works as a comprehensive, dynamic service organizer, and is focused on the long-term view for the young adult. 2. The Transition Plan specifies the goals, roles, strategies, resources, relationships, and schedules for the coordinated provision of assistance, support, and services for the young adult in identifying, maintaining, and strengthening permanent connections. 3. The written Transition Plan defines the outcomes and reflects the collective intentions of the Young Adult Transitional Team. It describes the path and the process to be followed to achieve the young adult's safety and permanency in a timely fashion. 4. The YATT planning process drives the implementation of strategies, support, resources, actions, and services. 5. The Transition Plan will be updated in CAPSS and through the Child and Adolescent Needs and Strengths (CANS) assessment. 6. The young adult, staff, and team members sign the Transition Plan. 7. The Transition Plan must be distributed to the young adult within five business days of signing the plan.
I. Special Accommodations	1. It is recommended a DSS Regional Nurse Care Coordinator attend YATT meetings for young adults who are considered medically fragile or have complex medical needs. 2. It is recommended a member of the DSS Child Welfare Services Health and Well-Being Team attend YATT meetings for young adults who have special needs or impairments. 3. If any team member attending the YATT is not a native English speaker, DSS staff shall coordinate the presence of an interpreter at the meeting. 4. If the young adult is a "qualified alien", the young adult should have an immigration attorney they are working with. The young adult's immigration attorney should be engaged in the transition planning process and invited to meetings. 5. For Native American families, DSS staff shall contact the Indian Child Welfare Act (ICWA) State Manager to include tribal representation.