

XI. Appendix C – Roles and Tasks Timeline for Transition Planning Team Members*

Roles and Tasks Timeline for Transition Planning Team

This table outlines the interactive roles and tasks of team members: the youth, family, and staff from schools, youth services and adult services. It provides a task completion timeline that can be used in combination with information guides and transition checklists. Eligibility for, and availability of, services differs according to the youth's age and the specific service. Youth and their families need to submit applications at different ages for different services (16 to 19). Confirming eligibility for adult services as early as possible (before age 19), will allow youth to access supports they are eligible for and for youth who are not eligible it will allow time to explore other support options. In addition, this table only includes services that are funded by the provincial government – it does not include any services funded by the federal government to persons with special needs living in First Nations reserve communities.

Age 14–15 Develop a Transition Plan	Age 16 Continue Transition Planning	Age 17–18 Continue Transition Planning	Age 19 and Beyond Continue Transition Planning
Youth and/or Parents/Foster Caregivers » Learn about person centered planning, transition planning and related supports and services » Begin transition process by establishing a transition team and selecting a coordinator » Learn about assessments that may be needed » Ensure youth has legal documentation for identification (Social Insurance Number, Personal Health Number, government issued picture ID) and learn about consent process » Begin to develop a plan for adulthood which addresses health care needs, on-going learning (education), employment options and having a home » Develop financial literacy skills to increase the youth's ability to manage financial assets » Consider long term financial planning needs (e.g. Will and Estate planning) » Monitor existing financial tools that will support the youth as an adult (e.g. Registered Disability Savings Plan (RDSP), Registered Education Savings Plan, trust funds) – if these are not in place, learn about and apply for such tools » Engage in intentional social network development to build connections for the future » Keep copies of all documentation and completed reports Note: For children in care of MCFD or a Delegated Aboriginal Agency (DAA); PGT, MCFD and DAA staff will be involved in the planning process whenever a parent would be involved.	» Review and revise the plan for adulthood which addresses health care needs, on-going learning (education), employment options and having a home » Research adult supports and services » Plan for post-secondary education/training, vocational skills/employment preparation, and community inclusion supports » Complete required assessments » Complete applications for adult supports and services (e.g. CLBC) » Learn about scholarships, grants and bursaries » Seek employment opportunities	» Review and revise the plan for adulthood which addresses health care needs, on-going learning (education), employment options and having a home » Apply for post-secondary education/ vocational skills training and adult special education programs » Support youth to gain employment » Apply for scholarships, grants and bursaries » Complete applications for adult supports and services (e.g. Income Assistance Programs for Persons with Disabilities at age 17 ½, Mental Health and Addictions, Home and Community Care and home living options and CLBC if not already completed at 16) » Learn about legal agreements for when the youth turns 19 (e.g. Representation Agreement) » Develop and implement a plan for how the youth's finances will be managed (including assets) and explore ways that social network members may assist » Complete applications for adult supports and services (e.g. Income Assistance Program or Persons with Disabilities) » at age 17 ½ for benefits that may start at age 18. Note: Youth who are in care or in Youth Agreements until their 19th birthday would make application as early as 18 ½ years	» Enrol in post-secondary school courses/ programs » Secure employment » Access adult supports and services » Implement legal agreements Former Youth in Care: » Apply for financial assistance to continue education, pursue post-secondary education, get job training or take part in a rehabilitative program
School (K–12) » Establish annual transition goals as part of the youth's Individualized Education Plan (IEP) » Determine if school assessments are current or if additional assessments are required » Provide opportunities to learn employment, financial management and community participation skills » Determine if other agencies or services are required and/ or available	» Assist the youth/ parent to identify adult supports and services » Complete school assessments, if required » Assist the youth to learn about post-secondary education, vocational skill training and community participation skills » Provide information about the youth, as needed and with consent, to adult service organizations » Provide information about scholarships, grants and bursaries » Collaborate with relevant service providers	» Continue to provide information about post-secondary education, vocational skill training and community inclusion supports » Support youth to gain employment » Provide opportunities to learn financial management and community participation skills » Complete school assessments and note if any assessments are outdated and need to be redone	» Connect students to community opportunities and adult supports and services

Age 14–15 Develop a Transition Plan	Age 16 Continue Transition Planning	Age 17–18 Continue Transition Planning	Age 19 and Beyond Continue Transition Planning
Services for Youth with Special Needs			
All Services for Youth with Special Needs: » Provide youth/families information about the transition planning process and related adult supports and services » For Aboriginal youth, include culturally appropriate community supports in the plan » Determine if assessments are needed » Provide information and opportunities to learn employment, financial management and community participation skills and assist in building the youth/family's informal social network and supports Ministry of Children and Family Development (MCFD): » As appropriate, identify, initiate and arrange a transition planning meeting for youth accessing special needs supports and services from MCFD Public Guardian and Trustee (PGT): » Work closely with the transition planning team, the youth and the youth's support network to provide information on financial literacy resources and on options for the transition of a youth's legal, financial and personal decision making into adulthood » For eligible youth in continuing care, PGT will apply for and maintain RDSFs	Transition Planning Team: » Complete required assessments » Assist the youth to learn about post-secondary education, vocational skills training and community participation skills » Provide required information about the youth, as needed and with consent, to adult service organizations » As appropriate, assist in the application process for adult supports and services (e.g. CLBC) » Collaborate with school and relevant service providers » For Aboriginal youth, include culturally appropriate community supports in the plan Ministry of Children and Family Development (MCFD): » Monitor the status of the transition plan for youth accessing special needs supports and services from MCFD and communicate as necessary with other transition planning team members » With consent, provide relevant information to CLBC to establish eligibility for CLBC adult supports and services Public Guardian and Trustee (PGT): » Work closely with the transition planning team, the youth and the youth's support network to provide information on financial literacy resources and on options for the transition of a youth's legal, financial and personal decision making into adulthood » For eligible youth in continuing care, PGT will apply for and maintain RDSFs Ministry of Justice: » Crime Victim Assistance Program (CVAP): Work in collaboration with the Ministry of Social Development (SD), Community Living BC (CLBC), PGT, Health Authorities and other agencies to determine support needs, coordinate funding agreements and facilitate the transition planning process	Transition Planning Team: » As applicable, assist youth/family to learn about range of supports, including housing, and assist the youth to apply for adult funded services » Support youth to gain employment » Continue to provide information and opportunities to learn employment, financial management and community participation skills » For Aboriginal youth, include culturally appropriate community supports in the implementation of the plan MCFD/DAA for Youth in Care: » Inform youth about adult supports and funding available » With legal consent, inform adult service organizations of any change in status » Support youth in applying for needed adult supports (such as those from CLBC, MSD, and Health) Public Guardian and Trustee (PGT): » Work closely with the transition planning team, the youth and the youth's support network to provide information on financial literacy resources and on options for the transition of a youth's legal, financial, and personal decision making into adulthood » For eligible youth in continuing care, PGT will apply for and maintain RDSFs	Transition Planning Team: » Connect youth to community opportunities and adult supports and services Public Guardian and Trustee (PGT), Services to Adults: » Work closely with the transition planning team, the youth and the youth's support network on options for the transition of a youth's legal, financial, and personal decision making into adulthood
Services for Adults (Employment and Income Assistance, Community Living, Mental Health, Health Services, Home and Community Care, Housing)			
All Adult Services: » Hold information events to inform youth/and their families about adult funded supports and services, referral and application processes and eligibility requirements and relevant policies	All Adult Services: » Hold information events to inform youth/and their families about adult funded supports and services, referral and application processes and eligibility requirements and relevant policies Community Living BC (CLBC): » Review requests for CLBC eligibility, determine eligibility and communicate outcome to the youth/family	All Adult Services (as applicable): » Consult with, and provide information to, the transition planning team about funded adult supports, eligibility, and planning CLBC: » Meet with eligible youth and their families to explore possible adult supports and record requests for future support for eligible youth and provide assistance for developing an Individual Support Plan Ministry of Health (MoH) Home and Community Care: » Conduct eligibility assessment as required Ministry of Social Development: » Complete applications for adult supports and services (e.g. Income Assistance Program or Persons with Disabilities) at age 17 ½ for benefits that may start at age 18. Note: Youth who are in care or in Youth Agreements until their 19th birthday would make application as early as 18 ½ years	All Adult Services (as applicable): » Provide post-secondary education/vocational training, employment, community inclusion and home living supports with available resources CLBC: » Provide support and/or services as appropriate Ministry of Health (MoH) Home and Community Care: » Provide services as appropriate BC Housing: » Subsidized housing and programs that offer housing options start at age 19 Public Guardian and Trustee (PGT) Services to Adults: » Support long term financial, legal and personal planning needs (e.g. Will and Estate planning, adult guardianship, health care decisions, transferring responsibility of a legal claim or financial matters from the PGT to the adult or his/her legal representative) Crime Victim Assistance Program: » Lost earning capacity benefits start at age 19 if claimant remains unemployable due to compensable injury

This table is considered a 'living' document that will be updated as required. It is an appendix of the Cross-Ministry Transition Planning Protocol for Youth with Special Needs and can be accessed at: www.mcf.gov.bc.ca/spec_needs/adulthood.htm.

It was adapted from *Bridging to Adulthood: A Protocol for Transitioning Students with Exceptional Needs from School to Community* (Manitoba Government, 2008).