

**Administrative Guidelines for
Utah Department of Human Services (DHS)
Coordinated Transition to Adult Living (TAL) Services**

**Between
Utah Division of Child and Family Services (DCFS)
and
Utah Division of Juvenile Justice Services (DJJS)
and
Utah Division of Substance Abuse and Mental Health (DSAMH)
and
Utah Division of Services for People with Disabilities (DSPD)**

A. PURPOSE:

The purpose of the Administrative Guideline is to establish a mutually agreed upon process and protocol among the four Divisions within the Department of Human Services (DHS) to cooperatively assist young people between the ages of 14 and up to 25 with complex needs to transition into successful adulthood. These Divisions are: Child and Family Services (DCFS), Juvenile Justice Services (DJJS), Substance Abuse and Mental Health (DSAMH), and Services for People with Disabilities (DSPD).

B. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:

All Divisions agree that it is to their mutual interest and benefit to organize a coordinated DHS Transition to Adult Living (TAL) service system that is guided by youth, supported by family and community, strength-based, community-based, integrated and coordinated, culturally competent, and outcome-based. Such a system will improve outcomes for young people who receive services from DHS programs transitioning into adulthood. The TAL system will adopt a whole-person approach to address young people's needs in education, employment, housing, and community functioning.

C. FUNDING

The four Divisions agree to allocate resources, if available, to implement a TAL system that follows the Administrative Guideline.

D. EACH PARTICIPATING DIVISION WILL:

1. Provide ½ day training to appropriate staff and provider organizations on the TAL process and protocol jointly developed by the four Divisions.
2. Encourage appropriate staff and provider organizations to participate in additional trainings on:
 - a. Systems of Care values and guiding principles,
 - b. Wraparound Services,
 - c. Youth development and family empowerment
 - d. Cultural competence, and
 - e. Assessment that includes strength, needs and cultures of the young people and the family.

3. Review and approve instruments for screening, assessment, and determining priority entry into services.
4. Designate a staff member to be on the State TAL Committee to monitor the implementation of the mutually agreed upon process and protocol that guide TAL services.
5. With the approval of Institutional Review Board (IRB), share aggregated data to assess the effectiveness of the process and protocol without compromising program participants' confidentiality. The data may include:
 - a. The effectiveness of the referral process,
 - b. Changes in young people's functioning level,
 - c. Staff's competency in coordinating and delivering care,
 - d. Satisfaction level from young people, their families, and other community partners, and
 - e. The implementation of the mutually agreed upon process and protocol with fidelity.
6. Coordinate with respective Division staff and providers to refer appropriate young people to participate in the Youth Council and family members in the Family Council.
7. To the extent possible and appropriate, designate a staff member to be the Local Transition Liaison in the implementation of the TAL services, pending availability of funding.

The Local Transition Liaison from each Division will:

- a. Monitor the referral and screening process,
- b. Coordinate assessment efforts to minimize duplicative assessments,
- c. Monitor the individual service plan development and implementation process,
- d. Participate in local Multi-Agency Coordinating Committee (MACC) or a similar entity to coordinate service delivery and funding.

If appropriate, the Local Transition Liaison may be the same staff as the State TAL Committee member.

8. Utilize and enhance existing public and private services that facilitate young people transitioning into successful adulthood.
9. Division eligibility criteria supersede this agreement.

Director
Division of Child and Family Services/
Utah Department of Human Services

Date

Director
Division of Juvenile Justice Services/
Utah Department of Human Services

Date

Director
Division of Substance Abuse and Mental Health/
Utah Department of Human Services

Date

Director
Division of Services for People with Disabilities/Utah
Department of Human Services

Date