

DEPARTMENT OF HUMAN SERVICES

EFFECTIVE DATE: August 18, 1989

DATE ISSUED: August 18, 1989

SUBJECT: "Aging Out" Clients

I. PURPOSE

The purpose of this administrative order is to establish policy and procedures to ensure advance planning for the Department's clients as to discharge, transfer, or maintenance in an appropriate program when clients reach the federal or State statutory age of discharge.

II. SCOPE

This order has Department-wide applicability.

III. DEFINITIONS

The following term, when used in this order, has the meaning indicated:

Aging out means the process by which a Department of Human Services' client may be discharged from the services of the Department because the client has reached the federal or state statutory age of discharge.

IV. POLICY AND PROCEDURES

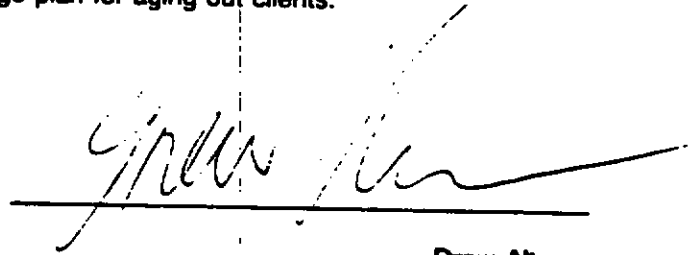
A. Although federal and State statutes in some situations limit the Department's authority to provide services for persons who are over 18 or 21 years of age, it is the mission of the Department to enable all Department clients to achieve or maintain personal and economic self-sufficiency in order to prevent, reduce, or eliminate long-term dependency.

The Department pursues that mission by:

- a. guiding the Divisions' spending plans;
- b. integrating services around community health care and income support;
- c. encouraging county planning and ongoing organizational review;
- d. maintaining accreditation; and,
- e. complying with legal mandates.

- B. Beginning on the client's 14th birthday, an orderly transition to independent adult life shall be planned for every Department client who has received or is receiving any Department placement service, including foster care.
- C. The Deputy Chief of Staff shall be the Aging-Out Coordinator for the Department of Human Services and shall be responsible for the following:
 - 1. Establish, chair, and direct a Committee for Aging-Out Clients
 - a. The Committee shall include representative(s) of:
 - (1) the Statewide Human Services Advisory Council;
 - (2) the Divisions of Youth and Family Services, Mental Health and Hospitals, Developmental Disabilities, Deaf and Hard of Hearing Impaired, the Office of Education, and the Commission for the Blind and Visually Impaired;
 - (3) community agencies, advocacy groups, and clients.
 - (4) representatives of other departmental components or state departments, when necessary for specific issues.
 - b. The Committee shall:
 - (1) seek the assistance of both internal and external working groups that assess and plan public services for teenagers and young adults;
 - (2) coordinate the development of budget and planning efforts relating to aging out within the department's operating divisions;
 - (3) coordinate the department's efforts to encourage other state departments and local governments to develop resources for aging out clients
 - 2. Develop and maintain a comprehensive database on each divisions clients who are aged 14 years and older by:
 - a. determining what data may be needed on identification, demography, guardianship, services received, services recommended, intake, placements, transfers, discharges, vendors and accounting;
 - b. determining the format in which data are to be assembled and assembling these data from the divisions; and,

- c. maintaining such data in encrypted form for inquiries authorized by the Commissioner or the Chief of Staff for the information of the Commissioner and of the directors of the concerned divisions.
3. Report to the Chief of Staff on the compliance of the records and compliance of Divisions with Administrative Order 2:02, Eligibility for Departmental Services; monitor the implementation of the recommendations made by the concerned committees for case mediation and transfer; review proposals from providers who seek funding to establish programs that affect services for aging-out clients; and, monitor the implementation of these programs.
4. Produce confidential management reports for the Chief of Staff:
 - a. on-demand, in response to referrals or complaints from officials, parents, and guardians, in order to summarize the results of interdivisional case mediations and transfers;
 - b. occasionally, on distributions of clients, patterns of the use of vendors, outcomes of having provided services, and cost accounting;
 - c. before November 15 of each year after the establishment of the data base, a specific needs assessment for each aging-out client and an annual budget request to cover those needs; and,
 - d. per decade, a long-range plan for aging-out clients.



Drew Altman
Commissioner