

**ATTACHMENT NINE  
TRANSITIONAL LIVING AND LIFE SKILLS INSTRUCTION  
Service Attachment**

**DEFINITION**

Transitional Living and Life Skills Instruction Service is defined as providing the necessary services and supports to assist youth with a successful transition to independent living.

Transitional Living Service is defined as delivering direct life skills instruction, including mentoring, coaching, support and supervision to youth who reside in independent housing, or who are in the process of moving into independent housing, that is supervised and supported by the Contractor.

Life Skills Instruction is defined as face-to face contact with the youth while providing mentoring, coaching, and support for youth designed to prepare youth for independent living by developing and enhancing the youth's skills to successfully become self-sufficient. Life Skills instruction will address the youth's goals in each of the following areas:

- Education
- Vocation / Employment
- Household Management
- Connections to Formal and Informal Supports
- Knowledge of Accessing Community Resources

The Contractor shall utilize the information obtained in the most current Ansell-Casey Life Skills Assessment as well as all other pertinent information in order to develop a plan that supports the youth's success in their current living arrangement and with the goals identified in the youth's Independent Living Plan. This plan must also take into consideration how the youth will be supervised during the delivery of the service, and how the youth will sustain safe housing beyond the age of 19. This plan shall be age and developmentally appropriate, trauma informed, and updated every 90 days with input from the youth.

**TARGET POPULATION**

Youth 16 through 18 years of age referred by DHHS.

**LENGTH OF SERVICE**

Transitional Living Service shall be provided as described in the written DHHS Service Referral and in accordance with the written Service Authorization.

The length of service is individualized to meet the unique needs of the youth.

**STAFF CREDENTIALS**

All new Contractor staff hired to provide Transitional Living and Life Skill Instruction Service must have obtained a Bachelor's Degree in human services, such as, but not limited to, a degree in Social Work, Psychology, Sociology, and Early Childhood Development; or a related field. The Transitional Living and Life Skill Instruction Service staff may also be enrolled in college and be within two semesters of completing a Bachelor's Degree in human services or a related field. A person who is on semester, summer, or other break, but was enrolled the previous semester and will be enrolled after the break, shall be considered to be enrolled in college.

The Contractor may also consider individuals who have an Associate's Degree plus two years of experience in human services or a related field; and, individuals who are obtaining internship hours in a human services field while obtaining a Bachelor's Degree to be comparable to a Bachelor's Degree.

Upon the Contractor's request, the DHHS Contract Manager, or Designee may consider a potential employee's high school diploma or GED and at least five years of experience in providing Transitional Living and Life Skill Instruction Service or related work experience to be comparable to a Bachelor's Degree for the performance of

the Transitional Living and Life Skill Instruction Service Supervisor duties.

Upon the request by DHHS the Contractor shall provide to the DHHS Contract Manager, or Designee a written plan that outlines additional training and supervision that will be provided to staff who do not have a Bachelor's Degree or are not working on a Bachelor's Degree.

All new Contractor staff hired as a Transitional Living and Life Skill Instruction Service Supervisor shall have a minimum of a Bachelor's Degree in Human Services, which is preferred, or a Bachelor's Degree in a related field. The Contractor may consider staff who are currently employed as Transitional Living and Life Skill Instruction Service Supervisors as meeting the minimum staff credentials for a Transitional Living and Life Skill Instruction Service Supervisor.

If an employee does not meet the standards outlined above, the Contractor shall notify the DHHS Contract Manager, or Designee, and provide the name of the employee, their job function, and education deficiencies which prevent them from meeting the contractual standards.

### **MINIMUM REPORTING REQUIREMENTS**

The Contractor shall develop and submit the Initial Independent Living Plan to the DHHS Case Manager within 30 days of receipt of the service referral. The Independent Living Plan shall be updated and submitted to the DHHS Case Manager every 90 days thereafter. The Contractor shall also maintain a Contact Log and submit to the DHHS Case Manager every month, or as requested by the DHHS Case Manager. The Contact Log shall include:

- Name of Provider Agency
- Name of Direct Care Provider
- Family Name
- Master Case Number
- Foster Family Name (if applicable)
- Name of youth
- School Information

The Independent Living Plan shall include:

- Information from the youth's Ansell-Casey Life Skills Assessment;
- Supports and goals for the youths success;
- Name of person who will supervise the youth through the duration of the plan;
- Description of how the youth will sustain safe housing beyond the age of 19;
- Age and developmentally appropriate;
- The youth's progress on being trauma-informed.

### **ESTABLISHED RATE**

DHHS shall pay the Contractor:

- **\$110.16 per day per youth for Transitional Living Services.**
- **\$39.78 per hour per youth for Life Skills Instruction.**