Using the Transition Plan Notebook and Generating Documents

1. To create the Transitional Independent Living Plan (TILP) record or the 90-Day Transition Plan record open the existing Transition Plan Notebook (in the Case Management Section).

   ![Transition Plan Notebook](image1)

   The Transition Plan Notebook is used to track and document the TILP and 90-Day Transition Plan.

2. Select OK to open the Transition Plan Notebook.

   ![Open Notebook](image2)

   Creating the TILP Record

3. Fill out the appropriate fields on the Transition Plan Page.

   ![Transition Plan Page](image3)

   Notice that the Start Date is a mandatory field.
4. If TILP Services are deferred, select a reason from the drop down menu.

5. If you are unable to obtain a signature from the Youth, then enter the date of the attempt and select from the Reason Not Signed drop down menu.

6. If you are unable to obtain a signature from the Caregiver, then select from the Reason Not Signed drop down menu.
**90-Day Transition Plan Record**

7. Click the ‘+’ sign to create the 90-Day Transition Plan record and select the 90-Day Plan Type. Fill in the appropriate fields on the Transition Plan page.

If the 90-Day Transition Plan cannot be completed, select your reason from the drop-down menu.
Generating the Transitional Independent Living Plan and 90-Day Transition Plan Documents

The TILP, TILP-Spanish and 90-Day Transitional Plan documents have been added as Case Documents.

8. Select the Document that you would like to generate and then select OK.