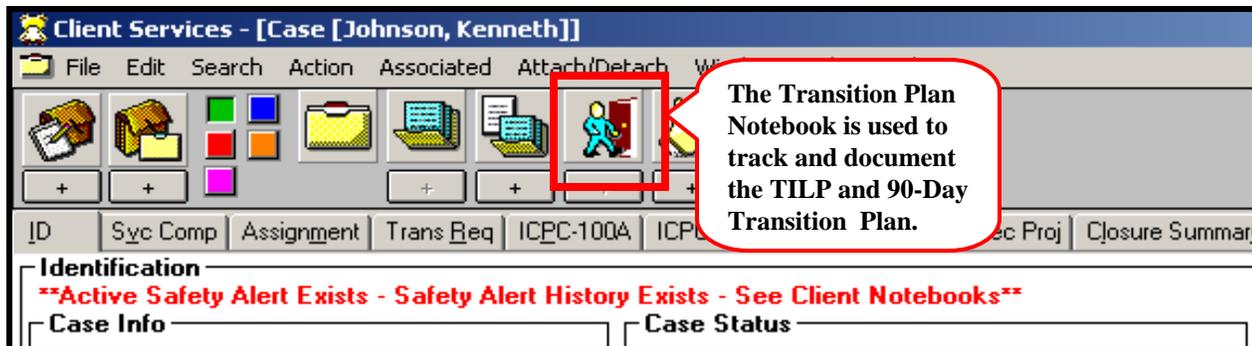
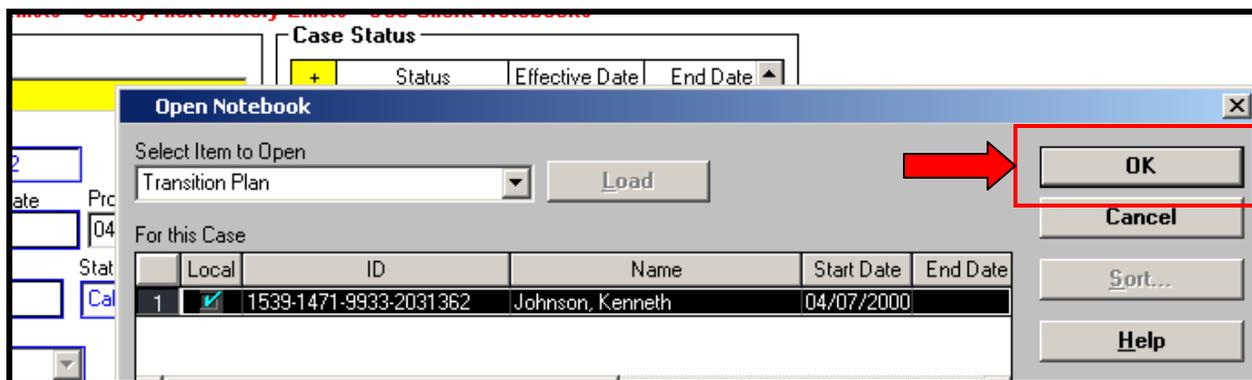


Using the Transition Plan Notebook and Generating Documents

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).



2. Select OK to open the Transition Plan Notebook.



Creating the TILP Record

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

The screenshot shows the 'Transition Plan Information' form. The 'Details' section is highlighted with a red box. Below it, the 'Plan Type' section has 'TILP' selected with a radio button, and the 'Start Date' and 'End Date' fields are highlighted with a red box. A callout box with a blue border points to the 'Start Date' field, containing the text: 'Notice that the Start Date is a mandatory field'. Below this, the 'Youth' and 'Caregiver' sections are also highlighted with red boxes. The 'Youth' section includes fields for 'Signed Date', 'Not Signed Date', and 'Reason Not Signed'. The 'Caregiver' section includes a 'Name' field and the same three date/reason fields.

4. If TILP Services are deferred, select a reason from the drop down menu.

A screenshot of a web form showing the 'TILP Services Deferred Reason' dropdown menu. The menu is open, displaying options: '<None>', '<None>', 'Case Suspended', 'Declined Services', 'Mental Disability', and 'Physical Disability'. A red arrow points to the first '<None>' option. The form also includes fields for 'Plan Type' (TILP selected), 'Start Date', 'End Date', '90-Day Exception Reason', and 'Reason Not Signed'.

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.

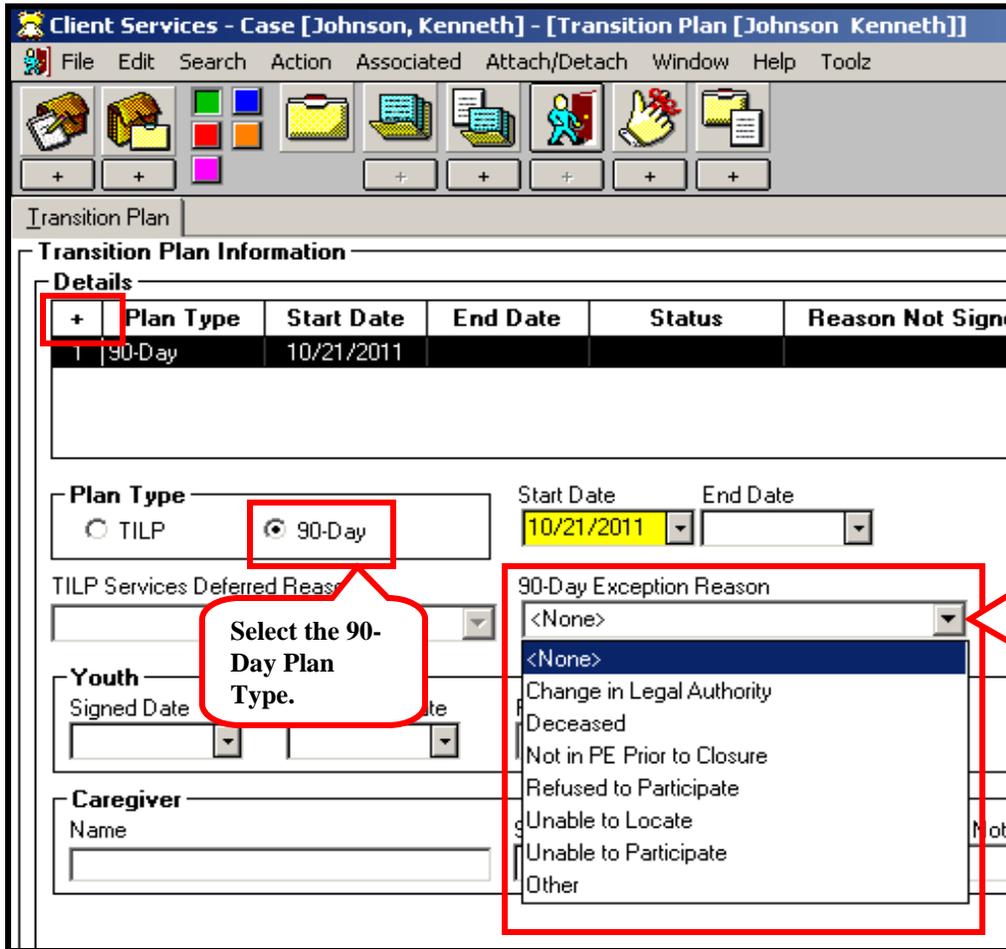
A screenshot of the 'Transition Plan Information' form. The 'Details' table shows one entry with 'Plan Type' TILP, 'Start Date' 10/21/2011, and 'Status' Not Signed. Below the table, the 'Youth' section has 'Not Signed Date' set to 10/21/2011. The 'Reason Not Signed' dropdown menu is open, showing options: '<None>', '<None>', 'Developmental Disability', 'Mental Disability', 'Physical Disability', 'Refused to Sign', and 'Whereabouts Unknown'. A red arrow points to the 'Developmental Disability' option.

6. If you are unable to obtain a signature from the Caregiver, then select from the Reason Not Signed drop down menu.

A screenshot of the 'Transition Plan Information' form. The 'Caregiver' section has 'Not Signed Date' set to 10/21/2011. The 'Reason Not Signed' dropdown menu is open, showing options: '<None>', '<None>', 'No Caregiver', 'Not Present', 'Refused to Sign', and 'Other'. A red arrow points to the 'No Caregiver' option. The form also includes fields for 'Plan Type', 'Start Date', 'End Date', 'TILP Services Deferred Reason', '90-Day Exception Reason', 'Youth Signed Date', 'Youth Not Signed Date', 'Youth Reason Not Signed', 'Caregiver Name', 'Caregiver Signed Date', 'Caregiver Reason Not Signed', and 'Comments'. At the bottom, there are fields for 'Next TILP Due Date' (04/21/2012) and 'Expected Emancipation Date'.

90-Day Transition Plan Record

- 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.



Client Services - Case [Johnson, Kenneth] - [Transition Plan [Johnson Kenneth]]

File Edit Search Action Associated Attach/Detach Window Help Tools

Transition Plan

Transition Plan Information

Details

+ Plan Type	Start Date	End Date	Status	Reason Not Signed
90-Day	10/21/2011			

Plan Type

TILP 90-Day

Start Date: 10/21/2011 End Date: []

TILP Services Deferred Reason: []

Youth

Signed Date: [] Date: []

Caregiver

Name: []

90-Day Exception Reason

- <None>
- <None>
- Change in Legal Authority
- Deceased
- Not in PE Prior to Closure
- Refused to Participate
- Unable to Locate
- Unable to Participate
- Other

Select the 90-Day Plan Type.

If the 90-Day Transition Plan can not be completed, 90-Day Transition Plan, 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.

