

# NYTD Service Elements: Indiana DCS Services Standards/Examples

## ATTACHMENT L

Revised: October 31, 2019

<b>FEDERAL TERMINOLOGY</b>	<b>FEDERAL DEFINITION</b>	<b>INDIANA DCS SERVICES STANDARDS/EXAMPLES</b>
<b>Independent Living Needs Assessment</b>	An independent living needs assessment is a <u>systematic procedure to identify a youth's basic skills, emotional and social capabilities, strengths, and needs to match the youth with appropriate independent living services</u> . An independent living needs assessment may address knowledge of basic living skills, job readiness money management abilities, decision making skills, goal setting, task completion, and transitional living needs.	<ul style="list-style-type: none"> <li>• Youth Thrive life skills Assessment with the youth (and their caregiver for wards if possible) to identify the youth's strengths and needs.</li> <li>• A written plan, which is strengths-based, developmentally appropriate, based on the life skills assessment which involves the youth and significant persons in its development and builds on the young person's positive behaviors and personal strengths.</li> </ul>
<b>Academic Support</b>	Academic supports are services designed to help a youth complete high school or obtain a General Equivalency Degree (GED). Such services include the following: Academic counseling; preparation for a GED, including assistance in applying for or studying for a GED exam; tutoring; help with homework; study skills training; literacy training; and help accessing educational resources. Academic support does NOT include a youth's general attendance in high school.	<ul style="list-style-type: none"> <li>• Working with the youth to identify connections for transitions between grade levels and school systems.</li> <li>• Assist youth in assessing and sustaining tutoring services</li> <li>• Partner with the youth, using tools that can be accessed through the school system or other reputable public access assessment resources, to assess specific strengths, needs, interests and barriers</li> <li>• Assist youth with how to obtain education records</li> <li>• Partnering with school academic counselor or other academic counseling services</li> <li>• TASC or GED Preparation</li> <li>• Secondary Literacy Training</li> <li>• Secondary Study Skills Training</li> </ul>
<b>Post-secondary Educational Support</b>	Post-secondary educational support are services designed to help a youth enter or complete a post-secondary education and include the following: Classes for test preparation, such as the Scholastic Aptitude Test (SAT); counseling about college; information about financial aid and scholarships; help	<ul style="list-style-type: none"> <li>• Helping the youth transition from high school to post-secondary education and/or training</li> <li>• Facilitate visits to institutions of higher education, including colleges</li> <li>• Expose youth to available educational opportunities</li> <li>• Take youth to College Goal Sunday or another similar activity</li> <li>• Ensure that a Twenty-first Century Scholars application has been submitted for the youth</li> </ul>

	<p>completing college or loan applications; or tutoring while in college.</p>	<p>and ensure that the name and address is up to date with the Twenty-first Century Scholar office</p> <ul style="list-style-type: none"> <li>• Assist youth in accessing systems of financial support including accessing and providing information for: FAFSA, ETV and if applicable Twenty-first Century Scholars monies</li> <li>• Provide education on proprietary/private schools and costs/benefits/consequences of such schools</li> <li>• Provide initial support in educational planning</li> <li>• Connect youth to college readiness/student services program on college campus, if available</li> <li>• Assist youth with obtaining vital documents</li> </ul>
<p><b>Career Preparation</b></p>	<p>Career preparation services focus on developing a youth's ability to find, apply for, and retain appropriate employment. Career preparation includes the following types of instruction and support services: Vocational and career assessment, including career exploration and planning, guidance in setting and assessing vocational and career interests and skills, and help in matching interests and abilities with vocational goals; job seeking and job placement support, including identifying potential employers, writing resumes, completing job applications, developing interview skills, job shadowing, receiving job referrals, using career resource libraries, understanding employee benefits coverage and securing work permits; retention support, including job coaching; learning how to work with employers and other employees; understanding workplace values such as timeliness and appearance; and understanding authority and customer relationships.</p>	<ul style="list-style-type: none"> <li>• Expose youth to available educational opportunities</li> <li>• Facilitate visits to institutions of higher education, including vocational/technical schools, beauty/barber colleges and administrative schools, apprenticeship/internship programs</li> <li>• Provide initial support in educational planning</li> <li>• Assist the youth in creating and maintaining a copy of the following: <ul style="list-style-type: none"> <li>○ resume</li> <li>○ cover letter</li> <li>○ application cheat sheet</li> <li>○ reference list</li> <li>○ other necessary career documents based upon the youth's specific situation</li> </ul> </li> <li>• Assist the youth with translating how life experiences can apply to various positions and how to include such experiences in a resume.</li> <li>• Assist youth to maintain a job search log, including contact information for potential employers.</li> <li>• Assist youth in navigating how to search and apply for employment online, in person, through professional networks, etc.</li> <li>• Give opportunities to practice completing sample and real applications</li> <li>• Provide training standards of professional conduct prior to and throughout employment.</li> <li>• Provide training on and examples of making employment (uniforms, travel, etc.)</li> <li>• Plan and prepare youth for practice interview and arrange a practice interview, including preparing questions to ask the employer during the interview</li> <li>• Provide training on and examples of appropriate interviewing skills</li> <li>• Assist youth in identifying their experiences and skills and help them translate those into potential employment</li> </ul>

		<ul style="list-style-type: none"> <li>• Provide opportunities for youth to participate in credible, formal assessments and inventories to assist in identifying potential career paths</li> <li>• Assist youth with a thorough exploration of their strengths, interests and abilities and how those might lead to a career or job</li> <li>• Help youth identify level of education required to meet short- and long-term employment goals</li> <li>• Provide opportunities for youth to explore internship and apprenticeship options available in several career fields</li> <li>• Provide opportunities for youth to explore positive and negative past experiences and explore lessons learned from those experiences.</li> </ul>
<b>Employment Programs or Vocational Training</b>	<p>Employment programs and vocational training are designed to build a youth's skills for a specific trade, vocation, or career through classes or on-site training. Employment programs include a youth's participation in an apprenticeship, internship, or summer employment program and do not include summer or after-school jobs secured by the youth alone. Vocational training includes a youth's participation in vocational trade programs and the receipt of skills as cosmetology, auto mechanics, building trades, nursing, computer science, and other current or emerging employment sectors.</p>	<p><b>Mark only if the youth is participating in the PINK LEAF program administered by Howe, LLC.</b></p> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>• Assist youth in obtaining an apprenticeship, internship, or voluntary activity</li> <li>• Linking youth to an employment program</li> <li>• Linking youth to vocational training program</li> </ul> <p><i>Note: Youth must be actively participating in the service.</i></p>
<b>Budget and Financial Management</b>	<p>Budget and financial management assistance includes the following types of training and practice: Living within a budget; opening and using a checking and savings account; balancing a checkbook; developing consumer awareness and smart shopping skills; accessing information about credit, loans and taxes; and filling out tax forms</p>	<ul style="list-style-type: none"> <li>• Assist youth in understanding how to navigate the banking system</li> <li>• Support youth in choosing the best banking system to meet their needs <ul style="list-style-type: none"> <li>○ Opening / Using a checking or savings account</li> <li>○ Balancing a checkbook</li> <li>○ Balancing a ADP account</li> <li>○ Balancing bankcard</li> </ul> </li> <li>• Assist youth in building financial literacy skills</li> <li>• Assist youth in developing a budget based upon fixed and flexible expenses and income</li> <li>• Assist youth in recognizing the differences between “needs” and “wants”</li> <li>• Assist youth in obtaining a credit report. <ul style="list-style-type: none"> <li>○ If a credit report is not available online then a paper application should be completed.</li> <li>○ If any inaccuracies are present in the credit report, assist the youth in pursuing needed corrective actions</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>● Assist youth in learning and understanding: <ul style="list-style-type: none"> <li>○ benefits and consequences of credit</li> <li>○ credit reports and credit scores</li> <li>○ instant credit</li> <li>○ information about obtaining credit</li> <li>○ consequences of predatory lending practices</li> </ul> </li> </ul>
<p><b>Housing Education and Home Management Training</b></p>	<p>Housing education includes assistance or training in locating and maintaining housing, including filling out a rental application and acquiring a lease, handling security deposits and utilities, understanding practices for keeping a healthy and safe home, understanding tenants' rights and responsibilities, and handling landlord complaints. Home management includes instruction in food preparation, laundry, housekeeping, living cooperatively, meal planning, grocery shopping and basic maintenance and repairs.</p>	<ul style="list-style-type: none"> <li>● Use the wage calculator tool provided by the IHCDA to assist youth in understanding the costs associated with the different types of housing</li> <li>● Work with IHCDA to utilize the homelessness prevention curriculum □ Provider will utilize homeless vulnerability assessment provided by the IHCDA</li> <li>● Arrange for youth to visit an apartment or home for rent</li> <li>● Review the lease, tenant's Rights and Responsibilities with youth</li> <li>● Instruction in food preparation, laundry, housekeeping, living cooperatively, meal planning, grocery shopping and basic maintenance and repairs.</li> <li>● Assist with address changes</li> <li>● Landlord Complaint Assistance</li> <li>● Connection to housing community resources</li> <li>● Providing education or Planning on: <ul style="list-style-type: none"> <li>○ Tenant and lease rules and responsibilities</li> <li>○ Accessing rental and utility subsidies</li> <li>○ Using a payee</li> <li>○ Having a co-signer and/or roommate</li> <li>○ Utilities</li> <li>○ Security deposits and utility deposits</li> <li>○ Renters insurance</li> <li>○ Home ownership</li> <li>○ Available, appropriate, and affordable housing</li> <li>○ Vacating a housing arrangement</li> <li>○ Handling of a housing crisis</li> <li>○ Landlord communications</li> <li>○ Supportive housing options</li> <li>○ A variety of methods to locate housing</li> <li>○ How to choose safe and affordable housing, including consideration of included amenities (i.e., dead bolt, windows that lock, kitchen appliances, etc.)</li> <li>○ Consequences of violating lease rules</li> <li>○ Keeping utility costs affordable</li> <li>○ Vacating housing appropriately</li> <li>○ Repairing rental history</li> <li>○ Home safety</li> </ul> </li> </ul>
<p><b>Health Education and Risk Prevention</b></p>	<p>Health education and risk prevention includes providing information about: Hygiene, nutrition, fitness and exercise, and</p>	<ul style="list-style-type: none"> <li>● Provide education on local vision, medical, mental health and dental health care providers and how to change health care providers if needed</li> </ul>

	<p>first aid; medical and dental care benefits, health care resources and insurance, prenatal care and maintaining personal medical records; sex education, abstinence education, and HIV prevention, including education and information about sexual development and sexuality, pregnancy prevention and family planning, and sexually transmitted diseases and AIDS; substance abuse prevention and intervention, including education and information about the effects and consequences of substance use (alcohol, drugs, tobacco) and substance avoidance and intervention. Health education and risk prevention does NOT include the youth's actual receipt of direct medical care or substance abuse treatment.</p>	<ul style="list-style-type: none"> <li>• Assist youth with navigating access to medical treatment</li> <li>• Educate youth about the ramifications of missing appointments</li> <li>• Help the youth understand co-pays</li> <li>• Educate youth regarding how to communicate with medical providers and pharmacists. Educate youth regarding how to advocate for specific health care needs, including seeking a second opinion when they do not agree with their doctor and/or identifying medication side effects</li> <li>• Provide education on: <ul style="list-style-type: none"> <li>○ Maintaining a healthy lifestyle</li> <li>○ Emergency care vs. care from a primary care physician</li> <li>○ Sex Education</li> <li>○ STD and pregnancy prevention</li> <li>○ Nutrition/Fitness/Exercise</li> <li>○ Substance Abuse Prevention / Intervention</li> </ul> </li> <li>• Provide training to youth regarding: <ul style="list-style-type: none"> <li>○ Obtaining medical records</li> <li>○ Reviewing medical records</li> <li>○ Connecting with appropriate resources</li> <li>○ HIPPA</li> </ul> </li> </ul>
<p><b>Family Support and Healthy Marriage Education</b></p>	<p>Such services include education and information about safe and stable families, healthy marriages, spousal communication, parenting, responsible fatherhood, childcare skills, teen parenting, and domestic and family violence prevention.</p>	<p>Mark this if you have provided services on these topics.</p> <ul style="list-style-type: none"> <li>• Domestic/Family Violence Prevention</li> <li>• Healthy Relationship Ed/Info</li> <li>• Interpersonal Skill Development</li> <li>• Parenting Skills and Education</li> <li>• Partner Communication</li> <li>• Personal/Emotional Support</li> <li>• Fatherhood Engagement</li> <li>• Self-Advocacy Skill Development</li> </ul>
<p><b>Mentoring</b></p>	<p>Mentoring means that the youth has been matched with a screened and trained adult for a one-on-one relationship that involves the two meeting on a regular basis. Mentoring can be short-term, but it may also support the development of a long-term relationship. While youth often are connected to adult role models through school, work, or family, this service category only includes a mentor relationship that has been facilitated paid for or provided by the State agency or its staff.</p>	<p>Mark this if your agency has provided a mentor as defined in the previous column, has a referral for mentoring services and is activity participating in mentoring services.</p>
<p><b>Supervised Independent Living</b></p>	<p>Supervised independent living means that the youth is living independently under a supervised arrangement that is paid for or provided by the State agency. A</p>	<p>Mark this if you are providing placement supervision and services to a youth residing in the following placements:</p> <ul style="list-style-type: none"> <li>○ Own apartment</li> <li>○ Shared housing program</li> </ul>

	<p>youth in supervised independent living is not supervised 24 hours a day by an adult and often is provided with increased responsibilities, such as paying bills, assuming leases, and working with a landlord, while under the supervision of an adult.</p>	<p><b>Note: Only for youth who have a budget 2 OYS referral.</b></p>
<p><b>Room and Board Financial Assistance</b></p>	<p>Room and board financial assistance is a payment that is paid for or provided by the State agency for room and board, including rent deposits, utilities, and other household start-up expenses.</p>	<p>Mark this if the youth is receiving Voluntary Independent Living Services AND is accessing Room and Board funding from the Chafee Foster Care Independence Program.</p> <ul style="list-style-type: none"> <li>• Rent Deposit</li> <li>• Start-Up Expenses</li> <li>• Emergency (Hotel)</li> <li>• Utilities</li> </ul>
<p><b>Education Financial Assistance</b></p>	<p>Education financial assistance is a payment that is paid for or provided by the State agency for education or training, including allowances to purchase textbooks, uniforms, computers, and other educational supplies; tuition assistance; scholarships; payment for educational preparation and support services (i.e. tutoring), and payment for GED and other educational tests. This financial assistance also includes vouchers for tuition or vocational education or tuition waiver programs paid for or provided by the State agency.</p>	<p>Mark this if you know that the youth is receiving Education and Training Voucher (ETV) program funding.</p> <ul style="list-style-type: none"> <li>• Payment for educational test (TASC/ACT/SAT)</li> <li>• Purchased textbooks and other educational supplies</li> <li>• Tuition Assistance</li> <li>• Tutoring Payment</li> </ul>
<p><b>Other Financial Assistance</b></p>	<p>Other financial assistance includes any other payments made or provided by the State agency to help the youth live independently.</p>	<p>This category would include transportation to activities and services that are directly related to the youth's development of independent living skills. Such as: transportation to WorkOne, transportation to meet IL Service Provider, etc.</p> <ul style="list-style-type: none"> <li>• Bus Passes</li> <li>• Car Maintenance/Repair</li> <li>• Car Insurance</li> <li>• Clothing</li> <li>• Other testing fees</li> <li>• Groceries</li> <li>• Misc. Expenses</li> <li>• Personal Effects</li> <li>• Phone Bill</li> <li>• Tools/Supplies for Employment</li> </ul>