



ADMINISTRATIVE OFFICE OF COURTS & PROBATION

Service Interpretive Guidelines
Independent Living

SERVICE DEFINITION:

Independent living is a living arrangement for youth 17-18 years old that maximizes a youth's independence and engagement within the community. A staff provides assistance with direct skill training on life skills, mentoring, coaching, support and supervision to youth who are living independently, or with a roommate who is also in the program. This service assists the youth in developing the competence and skill that enable them to reside independently in the community.

TARGET POPULATION:

This service would typically assist in addressing youth with high risk and/or need in Family Circumstances/Parenting. Youth who are in need of independent living or in need of a living arrangement outside of a family home and need assistance and skill practice in developing and implementing life skills.

PROBATION/PROBLEM SOLVING COURT OFFICER (OFFICER) RESPONSIBILITIES:

- Officer will prepare the youth and family to transition into the placement, by providing transportation, and making sure the youth has all necessary belongings to include, but not limited to clothing and medications if applicable.
- Officer will assist in developing a written individualized plan with the youth and identified team members. The plan will be based on the assessment results related to independent life skills (i.e. Ansell-Casey Life Skills Assessment) and other pertinent information. The plan will be based on what is needed for the youth to live independently in the community, and successfully complete probation. This plan will focus on how the youth will sustain housing beyond the age of 19. The written service plan will be shared with the probation/problem solving court officer.
- Individualization of the plan will be determined based on service referral information, (criminogenic risk, need and responsivity) relevant collateral documentation/assessments and youth goals.
- The agency will have a collaborative partnership (communicating on the youth's progress) with the local probation/problem solving court officer and other agencies, which are supporting the youth.
- Officer will facilitate monthly team meetings with identified team members.
- Officer should be able to observe a consistent and highly structured daily schedule to include but not be limited to teaching/educational interventions, employment/employment training, community support planning, household management, connections to formal and informal

supports, knowledge of community supports and strategies that aid in individual skill development in the community.

- Officer should observe the provider having face-to-face sessions with the youth a minimum of 2-3 times per week.
- Officer will engage with the youth in consistent communication through in-person visits, team meetings, and phone calls with the youth and identified team members.
- Officer must be responsive to all crisis situations.
- Officer will verify with the agency if progress is being made. If progress is not indicated, the agency staff shall provide a rationale as to what changes will be made to initiate a plan to increase progress.
- Officer shall communicate weekly, at a minimum for updates on the treatment plan, goals and the youth's engagement in services.
- If the youth moves the court must approve all discharges and placement changes.
- Officer will complete engagements outlining intake, progress and discharge.
- Transition planning begins immediately upon placement. Officer shall do transition work with the youth to prepare the youth for not being involved with probation. This includes team meetings, and the building formal and informal supports.
- Transition plans will be finalized in the (Individualized Transition Plan) ITP and will include the following:
 - Recommendations for next appropriate community services
 - Follow up appointments scheduled in conjunction with family
 - Community supports and resources for the youth/family
 - Consultation with community agencies on behalf of, or in conjunction with the youth/family
 - Update every time there is a change in the youth/family circumstances.
- Officer will upload all documents to the information management systems.