

Best Practices for a Successful Warm Handoff into Bridges

The intended goal of the warm hand off process is to create a transparent shift, when custody terminates, from the PCSA to Bridges.

PCSA Best Practice

A Bridges referral does not alleviate PCSA transitional planning requirements as outlined in OAC 5101:2-42-19.

6 Months Prior to Emancipation	90 Days Prior to Emancipation	30 Days Prior to Emancipation	Emancipation
<ul style="list-style-type: none"> Provide information, including eligibility criteria, to the young adult about Bridges. Assess the fit of Bridges with the young adult’s individual needs, including if a linkage with another system better serves the young adult (e.g. Developmental Disabilities). 	<ul style="list-style-type: none"> If the young adult is interested in Bridges, submit the Referral form 90 days before Emancipation http://bridgestosuccess.jfs.ohio.gov/index.stm. <u>The PCSA is not required to refer every emancipating youth to Bridges.</u> Complete the final transition plan, including a housing plan for the young adult upon emancipation. Leverage county resources to ensure housing during the Bridges enrollment process. <u>A Bridges referral should not be considered the final transition plan. Bridges cannot provide funds to the young adult until their application is approved.</u> Enrollment will take at least a few days, and possibly longer if acceptable documentation is not provided. Assign the Bridges Regional Coordinator to the on-going case (see attached). Communicate the scheduled emancipation date via email or phone with the Regional Coordinator. 	<ul style="list-style-type: none"> Communicate with the assigned Bridges provider the information about the young adult and their final transition plan. The Bridges provider is assigned 30 days before emancipation. Continue to include the Bridges representative in transition planning. Determine if one of the eligibility criteria can be met for the youth to be enrolled in the bridges program upon the youth emancipating from care. Assist them in collecting the required documentation (30 days of paystubs, school enrollment letter etc.) See the Bridges Eligibility Reference Chart (BERC) for eligibility criteria and acceptable documentation. Ensure the young adult’s person profile in SACWIS is completely up to date; i.e. address, contact information, medical history, education and employment. 	<ul style="list-style-type: none"> Communicate any changes to the Bridges provider. Enter the custody termination date into SACWIS; this enables the Bridges application to be submitted by the Bridges provider. Any post emancipation services provided by the PCSA during the application and approval process should be documented in the Bridges case. The referring PCSA worker should be notified when the application has been final approved and the young adult is officially in Bridges OR if the young adult is not approved, as they may still need Young Adult Services (YAS) from the PCSA.

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Bridges Provider Best Practice

90 Days Prior to Emancipation

- Ninety (90) days prior to emancipation the Regional Coordinator will be assigned to the open SACWIS case.
- The role of the Regional Coordinator during this time is to share information about Bridges and how Bridges aligns with the transition plan that has been created by the PCSA and the potential applicant. The Regional Coordinator is available to participate (in person or via phone) in transition planning meetings.
- Communicate with Young Adult and Caseworker regarding Bridges eligibility criteria and required documentation for enrollment.

30 Days Prior to Emancipation

- Thirty (30) days prior to emancipation the Regional Coordinator will open a Bridges case in SACWIS and assign the Bridges Supervisor & Liaison. This will allow for continuation of planning with the young adult and PCSA.
- The final transition plan may include a potential monthly budget, which will inform the housing plan, ensuring sustainability for the young adult. It also allows the liaison to begin the application in SACWIS before emancipation to ensure timely submission post-emancipation.
- ODJFS will attempt to process complete applications within 2 – 3 business days. This time frame is not guaranteed.
- Once the young adult's application has been fully processed (either approved or denied), the Bridges provider will communicate this to the PCSA.

For more information about Bridges, visit: bridgestosuccess.jfs.ohio.gov/index.stm

