

# **Creating an Emancipated Youth Plan (EY Plan)**



**Knowledge Base Article**

# Creating an Emancipated Youth Plan (EY Plan)

## Table of Contents

|  |    |
|--|----|
| Overview .....   | 3  |
| Navigating to the Emancipated Youth Plan.....              | 3  |
| Completing the Emancipated Youth Tab .....                 | 6  |
| Completing the Topics Tab .....                            | 7  |
| Completing the Contact Directory Tab .....                 | 13 |
| Completing the Emancipated Youth Plan Signatures Tab ..... | 20 |

## Creating an Emancipated Youth Plan (EY Plan)

### Overview

This article describes how to complete the following in Ohio SACWIS:

- Create an **Emancipated Youth (EY Plan)** for a post-emancipated youth who is between their 18<sup>th</sup> and 21<sup>st</sup> birthdays and is no longer in agency custody but has requested services and/or supports from the agency. This plan is only available on an Emancipated Youth Case. In order to create an Emancipated Youth Case, please record an Intake with the Intake Category of **Post Emancipation** an Intake type of **Young Adult Services**.

Please see **Creating an Independent Living Plan (IL Plan)** Knowledge Base Article for details on how to enter this type of plan for youth 14 years old or older who are in agency custody.

Please see **Creating a Final Transition Plan (FT Plan)** Knowledge Base Article for details on how to enter this type of plan for youth who are within 90 days of **Emancipating** from agency custody.

Please see **Recording Credit Reports** Knowledge Base Article for details on how to enter **Credit Reports** requested by the agency from the three main credit reporting agencies for youth age 14 or older and in agency custody.

### Navigating to the Emancipated Youth Plan

1. From the Ohio SACWIS **Home** screen, click the **Case** tab.
2. Click the **Workload** tab.
3. Select the appropriate **Case ID** link.



| Home  | Intake         | Case               | Provider | Financial | Administration |
|---|----------------|--------------------|----------|-----------|----------------|
| Workload  | Court Calendar | Placement Requests |          |           |                |
| Case Workload   |                |                    |          |           |                |
| Caseworker: <input type="text"/> Sort By: Case Name Ascending <input type="button" value="Filter"/> |                |                    |          |           |                |
| Test Worker (23 cases)  |                |                    |          |           |                |
| Sacwis, Susie 123456 - Open 11/21/2022 - Adoption   |                |                    |          |           |                |

On the **Case Overview** screen, **Click Independent Living**.

## Creating an Emancipated Youth Plan (EY Plan)

**Case Overview**

Activity Log  
 Attorney Communication  
 Intake List  
 Forms/Notices  
 Case Services  
 Legal Actions  
 Legal Custody/Status  
 Housing Service Record  
 Initial Removal  
 Placement/ICCA  
**Independent Living**  
 Bridges Application / VPA  
 Bridges Assessment

CASE NAME / ID: **Young Adult Services**  
 Sacwis, Susie / 123456 *Open (08/30/2023)*

ADDRESS: **Test Address**  
 Test, Oh 12345

CONTACT:

AGENCY: **Test County Children Services Board**

PRIMARY WORKER: [Assign Primary Worker](#)

SUPERVISOR(S):

**Case Actions**

[View Case Information](#) | [0 Linked Cases](#) | [Program Categories](#) | [Case Status History](#)

The **Independent Living Filter Criteria** screen appears displaying the **Independent Living Records** grid. The grid displays all Independent Living, Final Transition, and Emancipated Youth Plans for any Active or Inactive Case Member on the current case.

**Independent Living**

Credit Reports

**Independent Living Filter Criteria**

Youth Name:  Plan Type:

Plan Developed Date:  -   
 From Date To Date

Sort Results By:  ☐ Show Plans for Inactive Members

**Filter** **Clear Form**

**Independent Living Records**

|                      | Youth Name    | Plan Type             | Plan Developed Date | Plan Closed Date | Agency                         |  |
|----------------------|---------------|-----------------------|---------------------|------------------|--------------------------------|--|
| <a href="#">view</a> | Sacwis, Susie | Final Transition Plan | 08/29/2023          |                  | County Children Services Board |  |

Plan Type: \*  Youth Name: \*  **Add Plan**

**Note:** If the Case Category is Adoption, the system will only display the Independent Living, Final Transition, and Emancipated Youth Plans for the Adoption Case Participants (excluding A/I Members).

**Note:** IL and EY Plans will only be editable from the case in which they were created. FT Plans will be editable from any case where the Youth is an **Active**

## Creating an Emancipated Youth Plan (EY Plan)

### Case Member.

In the **Independent Living Records** section:

1. In the **Plan Type** field, select **Emancipated Youth** from the drop-down list. (Required)
2. In the **Youth Name** field, select the appropriate name from the drop-down list. (Required)
3. Click the **Add Plan** button.

| Independent Living Records |               |                       |                     |                  |                                       |   |
|----------------------------|---------------|-----------------------|---------------------|------------------|---------------------------------------|---|
|                            | Youth Name    | Plan Type             | Plan Developed Date | Plan Closed Date | Agency                                |   |
| <a href="#">view</a>       | Sacwis, Susie | Final Transition Plan | 08/29/2023          |                  | Athens County Children Services Board |   |

|              |                        |               |               |                 |
|--------------|------------------------|---------------|---------------|-----------------|
| Plan Type: * | Emancipated Youth Plan | Youth Name: * | Sacwis, Susie | <b>Add Plan</b> |
|--------------|------------------------|---------------|---------------|-----------------|

**Note:** **Emancipated Youth Plan** will only be an available option in the Plan Type dropdown for **Emancipated Youth** cases. This will be the only option in the dropdown for **Emancipated Youth** cases.

**Note:** The **Youth Name** dropdown will only display available youth. Youth can only be on one **Active** or **Pending IL Plan**. Youth can only be on one non-end-dated **Final Transition Plan**. Youth can only be on one non-end-dated **Emancipated Youth Plan**.

The **Emancipated Youth Plan** screen appears displaying several tabs. The system defaults to the **Emancipated Youth** tab as shown below.

## Creating an Emancipated Youth Plan (EY Plan)

Youth Name: Sacwis, Susie

DOB: 07/03/2004

Gender: Female

Emancipated Youth

Topics

Contact Directory

Signatures

Emancipated Youth Plan

Plan Developed Date: \*

Plan Closed Date:

What service(s) is the Youth requesting to achieve self-sufficiency? \* [\(expand full screen\)](#)

✓ ABC

4000

Describe the Youth's strengths and needs: \* [\(expand full screen\)](#)

✓ ABC

4000

Apply

Save

Cancel

**Note:** A youth cannot have overlapping Emancipated Youth Plans.

### Completing the Emancipated Youth Tab

1. Enter the **Plan Developed Date**. (Required)
2. Enter narrative to answer the question: **What service(s) is the Youth requesting to achieve self-sufficiency?** (Required)
3. Enter narrative to **Describe the Youth's strengths and needs**. (Required)
4. Click the **Apply** button.

## Creating an Emancipated Youth Plan (EY Plan)

Youth Name: Sacwis, Susie

DOB: 07/03/2004

Gender: Female

Emancipated Youth

Topics

Contact Directory

Signatures

Emancipated Youth Plan

Plan Developed Date: \*

Plan Closed Date:

What service(s) is the Youth requesting to achieve self-sufficiency? \* [\(expand full screen\)](#)

✓ ABC

4000

Describe the Youth's strengths and needs: \* [\(expand full screen\)](#)

✓ ABC

4000

Apply

Save

Cancel

## Completing the Topics Tab

To add topics for the youth's emancipation plan, complete the following steps.

1. Click the **Topics** tab.

The **Support Topics** screen appears displaying hyperlinks for various topics of support.

Emancipated Youth

Topics

Contact Directory

Signatures

Support Topics

[Academic Support](#) ▼

[Budget and Financial Management](#) ▼

[Career Preparation](#) ▼

[Employment Programs/Vocational Training](#) ▼

[Family Support and Healthy Marriage Education](#) ▼

[Health Education and Risk Prevention](#) ▼

[Housing Education and Home Management Training](#) ▼

[Mentoring](#) ▼

[Post-Secondary Academic Support](#) ▼

[Room and Board Financial Assistance](#) ▼

[Supervised Independent Living](#) ▼

[Community and Financial Assistance](#) ▼

## Creating an Emancipated Youth Plan (EY Plan)

2. Click on the Support Topic the emancipated youth requested assistance with to expand it.

Emancipated Youth Topics Contact Directory Signatures

Support Topics

Academic Support ^

Link Service

Describe: (expand full screen)

✓ABC

2000

**Note:** You can click on the topic again to collapse it.

3. To link a service for that topic, click the **Link Service** button.

The screen displays **Case Services** information from the Case for the Person ID associated to the Emancipated Youth Plan.

4. To add a Case Service, click **Add Case Services** button.

Case Services RTIS Services

Case Services Filter Criteria

From Effective Date: To Effective Date:

Case Member: Status:

Service Category: Service Type:

Service Goal: Service:

End-dated services : ☒ Exclude ☐ Include Linked Status:

Sort Results By: ☐ Current Case Episode ☐ View Historical

Filter Clear Form

Case Services

Service: Add Case Services

Result(s) 0 / Page 0 of 0

OK Cancel

The **Service Information** screen appears.

5. Select the **Effective Date**.
6. Make a selection from the **Service Category** drop-down menu.
7. Make a selection from the **Service Type** drop-down menu.
8. Select the **Case Member Name** from the drop-down menu.



## Creating an Emancipated Youth Plan (EY Plan)

### 9. Click **Add Status/Provider**

**Service Information**

Agency: Test County Children Services Board  
Risk Contributors: None

Effective Date: \* 08/23/2023

Estimated Service End Date:

Service Category: \* Education & Training

Service Type: \* After School Services

**Member Service Status History**

☒ Current Status ☐ All Statuses

| Case Member                       | Status | Provider | Service Description | Provider Address | Status Begin Date/End Date | Created in Error |
|-----------------------------------|--------|----------|---------------------|------------------|----------------------------|------------------|
| Case Member Name: * Sacwis, Susie |        |          |                     |                  |                            |                  |

**Add Status / Provider**

The **Status Details** screen appears.

10. Make a selection from the **Status** drop-down menu.

11. Select the **Status Begin Date**.

12. Click the **Link Provider** button.

**Status Details**

Case Member Name: Sacwis, Susie  
Service Category: Education & Training  
Service Type: After School Services

Status: \* Provided

Status Begin Date: \* 08/23/2023

End Reason:

Secondary End Reason:

\* The following end information will only be saved if an end date is entered

**Participation Frequency**

| Expected Participation Frequency | How Long | Start Date | End Date |
|----------------------------------|----------|------------|----------|
|----------------------------------|----------|------------|----------|

**Add Frequency**

**Provider Information**

| Provider | Provider Address |
|----------|------------------|
|----------|------------------|

**Link Provider**

The **Search For Provider Match** screen appears.


If you know the **Provider ID**, you may insert it on this screen. You may search for the Provider by **Name**, **School District** and by **County**.

13. To search by County, Add the appropriate **County** by selecting the county and clicking the **Add** button. This moves the county into Selected Counties.


## Creating an Emancipated Youth Plan (EY Plan)

**Search For Provider Match**


Service Category: Education & Training Service Type: After School Services

Search Date: 08/23/2023 

☐ With Available Vacancies ☐ Child has a kinship relationship with the provider

**Available Counties:**  Add

- Blue County
- Green County
- Red County
- Pink County
- Yellow County
- Purple County
- Orange County

**Selected Counties:** Remove 

Test County

14. Click **Search** at the bottom on the screen.

The **Search Results** screen appears.

15. Select the appropriate **Provider**.

**Search Results**

View Results in Map Collapse Services Expand Services

Result(s) 1 to 11 of 11 / Page 1 of 1 Results per page: 15 Go

|                                      | Provider Name / ID                       | Provider Category | Provider Status | Current Primary Address | Current Vacancies |
|--------------------------------------|--|-------------------|-----------------|-------------------------|-------------------|
| <a href="#">view</a>                 | Test, Provider 456789                    | NONODJFS          | ACTIVE          |                         |                   |
| <a href="#">View Services</a> ^      |  |                   |                 |                         |                   |
| Test County Children Services Board: |  |                   |                 |                         |                   |
|                                      | <a href="#">select</a> Family Counseling |                   |                 |                         |                   |

The **Status Details** screen appears.

The **Provider** you selected is now with in the **Provider Information** grid.

16. Click the **Save** button at the bottom on the screen.

## Creating an Emancipated Youth Plan (EY Plan)

Status Details

Case Member Name: Sacwis, Susie  
Service Category: Counseling  
Status: \* Scheduled ⓘ  
Status Begin Date: \* 08/01/2023 ⓘ  
End Reason:

Service Type: Family Counseling  
Status End Date:   
\* The following end information will only be saved if an end date is entered  
Secondary End Reason:

Participation Frequency

| Expected Participation Frequency | How Long | Start Date | End Date |
|----------------------------------|----------|------------|----------|
| Add Frequency                    |          |            |          |

Provider Information

| Provider                     | Provider Address |
|------------------------------|------------------|
| view Test, Provider / 456789 | unlink           |

Link Provider

Service Goal History

| Service Goal     | Effective Date |
|------------------|----------------|
| Add Service Goal |                |

Comments:

Spell Check Clear 4000

☐ Created in Error

Apply to Other Members

Save Cancel

The **Service Information** screen appears.

The **Service** is saved within the **Member Service Status History** grid.

17. Click the **Save** button.

Service Information

Agency: Test County Children Services Board  
Risk Contributors: None  
Effective Date: \* 08/23/2023 ⓘ  
Service Category: \* Counseling

Estimated Service End Date:   
Service Type: \* Family Counseling

Member Service Status History

☒ Current Status ☐ All Statuses

| Case Member                 | Status    | Provider       | Service Description | Provider Address | Status Begin Date/End Date | Created in Error |
|-----------------------------|-----------|----------------|---------------------|------------------|----------------------------|------------------|
| edit Sacwis, Susie / 123456 | Scheduled | Test, Provider | Family Counseling   |                  | 08/23/2023                 |                  |

Case Member Name: \* Sacwis, Susie ⓘ
Add Status / Provider

Apply Save Cancel

The **Case Services** screen appears.

## Creating an Emancipated Youth Plan (EY Plan)

18. Check the checkmark box.

19. Click the **Ok** button.

Case Services

Service:  Add Case Services

Result(s) 1 to 1 of 1 / Page 1 of 1

|                                     | Case Member Name(s) | Service Category / Type  | Service Classification | Effective Dates |            |
|-------------------------------------|---------------------|--|------------------------|-----------------|------------|
| <input checked="" type="checkbox"/> | Sacwis, Susie       | Independent Living & Transitional Living/Job seeking and job placement support | Caregiver/Caretaker    | 08/30/2023 -    | Not Linked |

☐ Case Member / Caregiver / Caretaker History

OK Cancel

The **Support Topics** screen appears displaying the saved **Service**.

20. In the **Describe** field, enter a description of the service. (Optional)

21. Repeat the above steps for each **Support Topic** that you want to include in this Emancipated Youth Plan.

22. If you don't want the service listed, click **Unlink**.

23. Click the **Apply** button.

Emancipated Youth Topics Contact Directory Signatures

Support Topics

Academic Support ^

|                      | Case Member Name(s) | Service Category / Type  | Service Classification | Effective Dates |                        |
|----------------------|---------------------|--|------------------------|-----------------|------------------------|
| <a href="#">edit</a> | Sacwis, Susie       | Independent Living & Transitional Living/Job seeking and job placement support | Caregiver/Caretaker    | 08/30/2023 -    | <a href="#">unlink</a> |

☐ Case Member / Caregiver History

Link Service

Describe: [\(expand full screen\)](#)

☒ ABC

2000

[Budget and Financial Management](#) ^

[Career Preparation](#) ^

[Employment Programs/Vocational Training](#) ^

[Family Support and Healthy Marriage Education](#) ^

[Health Education and Risk Prevention](#) ^

Apply Save Cancel

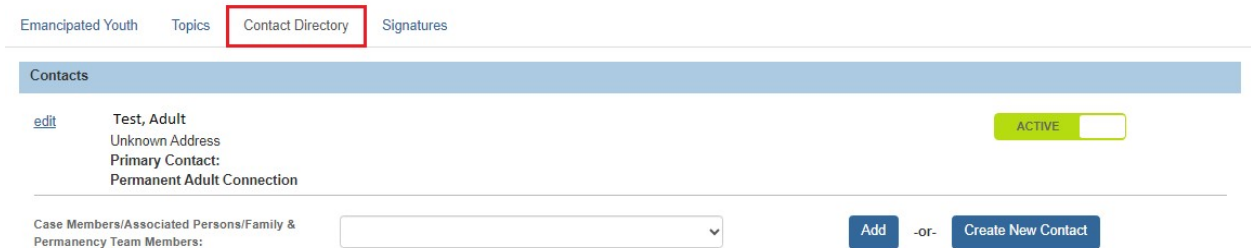
## Creating an Emancipated Youth Plan (EY Plan)

### Completing the Contact Directory Tab

To add **Youth Contacts** to an IL Plan, Final Transition Plan (FT Plan), Emancipated Youth Plan (EY Plan), or National Youth in Transition Database (NYTD), complete the following steps. When this information is added or changed from any of these areas, the change will be reflected in any of the other areas that are created. For example, if a youth has an IL Plan, FT Plan, and NYTD, if a Youth Contact is added on the IL Plan, the new contact will display on the FT Plan and NYTD. This information can be edited on any Active or Pending IL Plan, non-end-dated FT or EY Plan, or at any time through NYTD (even when the case is closed) as long as an account had been generated for the youth.

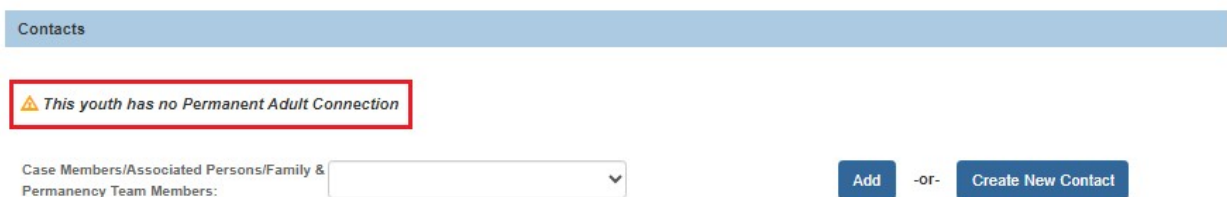
1. Click the **Contact Directory** tab from any of the above-mentioned work items.

The **Youth Contacts** screen appears.



The screenshot shows the 'Contact Directory' tab selected. The contact entry for 'Test, Adult' is visible with an 'ACTIVE' status. Below the entry is a dropdown menu for 'Case Members/Associated Persons/Family & Permanency Team Members' and buttons for 'Add' and 'Create New Contact'.

If a youth does not have a **Permanent Adult Connection** identified, the below warning will display.



The screenshot shows a warning message: 'This youth has no Permanent Adult Connection'. Below the warning is a dropdown menu for 'Case Members/Associated Persons/Family & Permanency Team Members' and buttons for 'Add' and 'Create New Contact'.

2. If the contact is a Case Member or Associated Person on the case, select the name of the contact from the **Case Members/Associated Persons** drop-down list.
  - Or if the contact person you wish to add is not listed in the drop-down, skip to **Step 11**.
3. Click the **Add** button.

The person is added to the **Youth Contacts** grid in the Active status.

## Creating an Emancipated Youth Plan (EY Plan)

Youth Contacts

[edit](#) Test - Sister

Primary Contact: Test Contact  
Other Contact Info: Business hours only  
Permanent Adult Connection: No

ACTIVE

**Note:** Youth Contacts will now have an Active or Inactive status. This is to assist in maintaining a history of a youth's contacts while still reflecting which contacts are current. This will also update in all the existing work items mentioned above. By clicking on the **Active** toggle, that Youth Contact will become **Inactive**. When inactivating a Youth Contact, a message will pop up to verify that you want to deactivate the contact.

sacwis-uat.jfs.ohio.gov says

Are you sure you want to Deactivate this Contact? Click OK to continue.

OK Cancel

4. Click the **Edit** link beside the newly added contact.

Youth Contacts

[edit](#) Test - Sister


Primary Contact: Test Contact  
Other Contact Info: Business hours only  
Permanent Adult Connection: No

ACTIVE

The **Contact Details** screen appears displaying details for that contact from their Person record.

5. If this adult has a permanent connection to the youth, click the checkbox beside **This contact is a permanent adult connection**. (Optional)
6. Select this person's relationship to the youth from the **Relationship to Youth** drop-down list. (Required)
7. Select from the drop-down menu **If you want to make this person an active Family & Permanency Team Member**. (Required)

## Creating an Emancipated Youth Plan (EY Plan)

**Hint:** Hover your mouse pointer over the Information icon  for the definition of a permanent adult connection.

Contact Details


Contact Name: \*


Test, Adult

Clear Person

Relationship to Youth: \*

Grandfather

☒ This contact is a Permanent Adult Connection 

☒ Youth Support Person 

Contact Address:

123 Test Rd.  
Test Oh 12345

Contact Type:

Cell: (123) 456-7890

Home:

Do you want to make this person an active Family & Permanency Team Member? \*

Yes

Other Contact Information: [\(expand full screen\)](#)

✓ ABC

2000

Save

Cancel

8. Enter narrative in the **Other Contact Information** text box, if applicable. (Optional)

9. When complete, click the **Save** button to return to the **Youth Contacts** screen.

10. Repeat these steps to add another contact, if applicable.

**Note:** If a Signature has not been added for this contact, you can click the **Delete** button to delete the contact.

11. If the contact you wish to add is not listed in the **Case Members/Associated Persons** drop-down list, click the Create New Contact button.

# Creating an Emancipated Youth Plan (EY Plan)

## Contacts

 *This youth has no Permanent Adult Connection*

Case Members/Associated Persons/Family & Permanency Team Members:

Add

-or-

Create New Contact



## Creating an Emancipated Youth Plan (EY Plan)

The **Contact Details** screen appears.

12. In the **Contact Name** field, click the **Search Person** button to search/select the Person OR enter the name of the person in the text box if there is not enough information to enter a new Person record. (Required)

**Note:** Through the Search Person, a contact can be selected that is known to Ohio SACWIS or a new person can be created.

The screenshot shows the top portion of the 'Contact Details' form. A red rectangular border highlights the 'Contact Name: \*' field, the 'Search Person' button, the '-or-' separator, and an empty text input box. Below this, the 'Relationship to Youth: \*' dropdown menu is visible, followed by two unchecked checkboxes: 'This contact is a Permanent Adult Connection' and 'Youth Support Person'.

**Note:** Through the Search Person, a contact can be selected that is known to Ohio SACWIS or a new person can be created.

This screenshot shows the full 'Contact Details' form. A red rectangular border highlights the 'Contact Name: \*' field, the 'Search Person' button, the '-or-' separator, and an empty text input box. Below this, the 'Relationship to Youth: \*' dropdown menu is visible, followed by two unchecked checkboxes: 'This contact is a Permanent Adult Connection' and 'Youth Support Person'. The 'Contact Address:' section includes a 'Search Address' button. The 'Contact Type:' dropdown menu and a 'Contact:' text input box are also shown. At the bottom, there is a large text area for 'Other Contact Information: (expand full screen)' with a '✓ ABC' button and a '2000' character count.

If you Search and select a person, the **Contact Details** screen displays details for the selected person:

## Creating an Emancipated Youth Plan (EY Plan)

Contact Details

Contact Name: \*

Test, Adult

Clear Person

Relationship to Youth: \*

Grandfather

☒ This contact is a Permanent Adult Connection ⓘ

☒ Youth Support Person ⓘ

Contact Address:

123 Test Rd.  
Test Oh 12345

Contact Type:

Cell: (123) 456-7890

Home:

Do you want to make this person an active Family & Permanency Team Member? \*

Yes

Other Contact Information: [\(expand full screen\)](#)

✓ ABC  
2000

Save

Cancel

**Note:** If the selected person is not the correct contact, you can click the **Clear Person** button to unlink the person from this contact record and display the **Search Person** button again.

13. Select this person's relationship to the youth from the **Relationship to Youth** drop- down list. (Required)

14. If this adult has a permanent connection to the youth, click the checkbox beside **This contact is a Permanent Adult Connection**. (Optional)

15. Select from the drop-down menu **If you want to make this person an active Family & Permanency Team Member**. (Required)

**Hint:** Hover your mouse pointer over the Information icon ⓘ for the definition of a permanent adult connection.

## Creating an Emancipated Youth Plan (EY Plan)

**Note:** When a Person is selected, their contact information (address and phone number) will not be editable through the **Contact Directory**. Click on the **Person Name/ ID** hyperlink to edit their information.

**Important:** At least **one** of the following is **Required** to save this Contact record. These fields are described in the Steps 16-19 below.

- **Contact Address** field, and/or
- **Contact Type** / **Contact** fields, and/or
- **Other Contact Information** field.

16. The **Contact Address** field displays the **Search Address** button if you did not Search/select a person above. Click the **Search Address** button if you wish to Search and select the person's **Contact Address**. (Optional)

If you Search and select an address, the **Contact Address** field displays the address details and a **Remove Address** button:

The screenshot shows a web form with two main sections. The top section, labeled 'Contact Address:', contains the text '123 Test Rd' and 'Test, Oh 12345'. Below this text is a blue button labeled 'Remove Address'. The bottom section contains two fields: 'Contact Type:' followed by a dropdown menu with a downward arrow, and 'Contact:' followed by a text input field. Red rectangular boxes highlight the 'Contact Address' section and the 'Contact Type' and 'Contact' fields.

**Note:** If the selected address is not the correct address, you can click the **Remove Address** button to unlink the address from this contact record and display the **Search Address** button again.

17. Enter fields for **Contact Type**, **Contact**, and **Ext** display if you did not Search/select a person above. Complete these fields as described below. (Optional)

- a. Select the appropriate **Contact Type** from the drop-down list if you are entering a phone number, email address, social media handle/account, etc.
- b. In the **Contact** field, enter the phone number, email address, etc.
- c. If you selected Phone Number as the Contact Type, enter the phone extension in the **Ext** field, if applicable.

18. Enter contact information in the **Other Contact Information** text box, if applicable. (Optional)

19. Click the **Save** button at the bottom of the screen.

## Creating an Emancipated Youth Plan (EY Plan)

Contact Address: 123 Test Rd  
Test, Oh 12345  
Remove Address

Contact Type: Contact:

Other Contact Information: [\(expand full screen\)](#)

✓ ABC  
2000

Save Cancel

The **Youth Contacts** screen appears displaying the new contact in the grid.

Contacts

[edit](#) Test, Adult - Grandfather ACTIVE

Primary Contact: (123) 456-7890  
Other Contact Info: TEST  
Permanent Adult Connection  
Youth Support Person

20. Repeat the steps in this sub-section for each contact you wish to add.

21. When complete, click the **Apply** button at the bottom of the screen.

**Important:** After the **Independent Living** tab has been completed, at least one **Goal** has been added, and at least one **Contact** has been added, the IL Plan can be marked as **Active**. To do so, complete the steps in the **Marking the Independent Living Plan as Active** section in this Knowledge Base Article. Or, complete the remaining tabs as discussed in each sub-section.

## Completing the Emancipated Youth Plan Signatures Tab

1. To add signatures for the Emancipated Youth Plan, click the **Signatures** tab.

The **Signatures Captured** screen appears. The screen is pre-populated with the Youth's name, the IL Worker assigned to the case, and the IL Worker's Supervisor.

## Creating an Emancipated Youth Plan (EY Plan)

| Signatures Captured      |                                   |  |
|--------------------------|-----------------------------------|--|
| Sacwis, Susie - Youth    | Date Signed: <input type="text"/> |  |
| Worker - Assigned Worker | Date Signed: <input type="text"/> |  |
| Worker - Supervisor      | Date Signed: <input type="text"/> |  |

**Add Agency Representative**

2. To add an agency representative's signature, click **Add Agency Representative** button.

The **Available Agency Representatives** screen appears. This screen displays the list of Assigned Workers and Unassigned IL Workers for the associated agency. This list does not include persons who have already been selected.

3. Click the checkbox beside each person you wish to select OR click the checkbox in the grid header to select **All** persons in the list.

| <input type="checkbox"/> | Available Agency Representatives |
|--------------------------|----------------------------------|
| <input type="checkbox"/> | Test, Caseworker                 |
| <input type="checkbox"/> | Test, Caseworker 2               |
| <input type="checkbox"/> | Test, Caseworker 3               |

**Save** **Cancel**

4. Click the **Save** button.

The **Signatures Captured** screen appears displaying the selected person(s).

| Signatures Captured      |                                   |  |
|--------------------------|-----------------------------------|--|
| Sacwis, Susie - Youth    | Date Signed: 08/24/2023           |  |
| Worker - Supervisor      | Date Signed: <input type="text"/> |  |
| Worker - Assigned Worker | Date Signed: <input type="text"/> |  |

**Add Agency Representative**

**Apply** **Save** **Cancel**

## Creating an Emancipated Youth Plan (EY Plan)

5. In the **Date Signed** field beside each person, enter the date the signature was recorded. (Optional)
6. If you selected an incorrect person, click the **Delete** icon beside the person to delete the signature entry (shown in blue above).

**Note:** The Youth's signature cannot be deleted.

7. When complete, click the **Save** button.

The **Independent Living Filter Criteria** screen appears displaying the **Independent Living Records** grid.

Independent Living

Credit Reports

Independent Living Filter Criteria

Youth Name:

Plan Type:

Plan Developed Date:

From Date

To Date

Sort Results By:

Plan Type (Descending)

☐ Show Plans for Inactive Members

Filter

Clear Form

Independent Living Records

|                      | Youth Name    | Plan Type              | Plan Developed Date | Plan Closed Date | Agency                                |   |
|----------------------|---------------|------------------------|---------------------|------------------|---------------------------------------|---|
| <a href="#">view</a> | Sacwis, Susie | Final Transition Plan  | 08/29/2023          |                  | County Children Services Board        | <a href="#">view</a> <a href="#">delete</a> |
| <a href="#">edit</a> | Sacwis, Susie | Emancipated Youth Plan | 08/30/2023          |                  | Athens County Children Services Board | <a href="#">edit</a> <a href="#">delete</a> |

Plan Type: \*

Youth Name: \*

Add Plan

If you have additional questions pertaining to this Deployment Communication, please contact the [Customer Care Center](#).