



Transition Planning Checklist

Planning Steps for Ages 14-20

Transitioning is a growing period for all involved. Watching a young person try different paths is both exciting and challenging. Trusting the community, relying on others, and believing in the adult system are big steps for those who have been filling these roles for the past number of years. Transition planning is a nice way to move towards these new partnerships. It is our hope that the following information will provide a guided path to enhance your family's journey and begin some of these partnerships.

At Age 14:

- Connect with your Service Coordinator (SC) at Gateways Community Services monthly. Discuss your ideas and fears for future planning. Be sure to learn what types of supports are available in the community for employment skill and development, independent living, and social skill development.
- Begin to think about vocational and employment goals. Talk about the different professions/ careers you see when out in the community (waitresses, post office, cashier, receptionist)
- Use a simple health and life skills assessment tool to find out what you need to work on for health care.
- Begin practicing the names of health care providers and begin learning names of medications and what they are treating.

At Age 15:

- Discuss long term support models and learn about the philosophy that the Bureau of Developmental Services and Gateways Community Services has for focusing on employment at an indicator of higher quality of life.
- Discuss with your Service Coordinator community resources that you could engage in now. Community involvement leads to more inclusive and independent lives.
- Plan and practice questions to ask at health care visits. Begin scheduling your own appointments.
- Ensure you can talk about medical conditions and medications.
- Make sure your medical professionals and school team talks to you not just your parents.

At Age 16:

- Connect with your Service Coordinator monthly to discuss progress, community supports, employment opportunities, and education.
- Begin to create a picture of what resources and service models are available when you turn 21 years old (Person Centered Planning)
- Work with your SC to make a formal request to the Bureau of Developmental Services through the Projected Service Needs List for long term supports.
- Identify personal learning styles and accommodations for learning and working.
- Consider requesting a vocational assessment to help you coordinate your transition plan for employment.
- Explore new opportunities in your surrounding community.
- Discuss taking on new responsibilities to develop decision making-skills and independence.
- Discuss Graduation options i.e.: Certificate vs. Diploma.

- Continue to be involved in the IEP process. Be sure to develop post - secondary goals in the IEP. Include employment, independent living skills, and social skills. Your SC and school district can assist you with development of these goals.
- Develop an employment profile.
- Obtain a non-driver's ID.
- Begin to explore local transportation options.
- Advocate staying in school until you have completed a transition plan that prepares you for an adult life and learn about different resources available in your area.
- Learn about the Supports Intensity Scale (SIS).
- Provide Gateways with Medicaid number and sign Consent to Bill form
- Discuss your plan for education about health and fitness, relationships, and sexuality.
- Continue to learn how to manage health condition(s) with support as needed. How often do you need to be seen? How do you keep track of any symptoms? How do your medications make you feel?

At Age 17:

- Learn about applying to Social Security and Medicaid for benefits and understand how work incentives can help to maintain benefits while working. Vocational Rehabilitation can assist.
- Discuss decision making support needs. Make application by 17.5 years of age with probate court for guardianship and work on developing documents for Durable Power of Attorney or Supported Decision Making.
- Make appropriate arrangements for financial resources (special needs trust etc.)
- Participate in Gateways Community Services transition events and benefits counseling.
- Advocate staying in school until you have completed a transition plan that prepares you for adult life and learn about different resources available in your area.
- Update your employment profile as you develop a clear future plan and learn more about your preferences for employment.
- Provide Gateways with Medicaid number and sign Consent to Bill form
- Be sure that the IEP includes a specific plan of coordinated events to help you or the young person to reach their future goals. The goals in the IEP should closely align with reaching these goals. Person Centered Planning maps can help with this process. Contact your SC for support.
- Start a health care transition plan for adult primary and specialist care from your pediatric provider.
- Take part in medical decisions – ask questions, ask them to explain your medical information in a way you understand.

At Age 18:

- Apply for Social Security Income
- Apply for Medicaid benefits (Aid to the Permanently and Totally Disabled APTD)
- Consult with a Benefits Specialist to understand work incentives
- Complete processes related to decision making supports if not already applied or applicable.
- Send copies of Guardianship Decree, DPOA, or the Supported Decision-Making Agreement to Gateways Community Services, schools, medical professionals, etc. if applicable. Make sure you provide the full documents.
- Register for Selective Service (for males) with Post Office
- Register to vote
- Advocate staying in school until you have completed a transition plan that prepares you for adult life and learn about different resources available in your area.

- Provide Gateways with Medicaid number and sign Consent to Bill form
- Work on creating a vision for future services through Person Centered Planning with your FSSC.
- Participate in Gateways Community Services transition events and Benefits Counseling
- Consider applying to Vocational Rehabilitation for developing an employment plan.
- Develop a resume and update your employment profile. Be sure to collect references as your complete work experiences.
- Begin exploring different methods of transportation. Take the city bus or a taxi. Coordinate a carpool with friends
- Develop a medical summary with the health care provider.
- Begin to carry a portable medical summary/emergency plan and insurance info yourself.
- Participate in the SIS assessment with Gateways Community Services.

At Age 19:

- Continue creating a vision for future services through Person Centered Planning with your SC.
- Update your plan for long term services with your SC to ensure funding needs are identified on the Projected Service Needs List.
- Develop and update your resume and employment profile
- Tour and connect with Gateways Community Services' preferred vendors for future services and attend bi-annual Vendor Fairs at Gateways Community Services.
- Learn about sector-based employment training programs and other models of support for employment
- Look to the school and community to explore work experience opportunities. Be sure your IEP includes opportunities for you to reach your post - secondary goals (employment, independent living, health, safety, safety and recreation)
- Look at your own personal networks for possible vocational experiences and informational interviews.
- Participate in Gateways Community services transition events and benefits counseling.
- Advocate staying in school until you have completed a transition plan that prepares you for adult life and learn about different resources available in your area.
- Make sure your application for Medicaid (APTD) has been completed. Individuals can't receive long term funding without Medicaid!
- Do another health and life skills assessment with a plan to work on goals.
- Understand your own medical conditions, medications, and strategies

At Age 20:

- If you haven't already, complete the Supports Intensity Scale (SIS) evaluation through Gateways Community Services. This a requirement for receiving long term funding.
- Connect with your SC to update the Projected Service Needs List for future long-term funding. Be sure to communicate any need for employment supports. All long-term plans should be finalized a minimum of 6 months before the 21st birthday.
- Participate in Gateways Community Services transition events and benefits counseling
- Ask school team to create an information sheet (discharge summary) covering what would be helpful for new team to know and your past employment experiences.
- Update your resume (paid employment, volunteer, and work experiences), make sure that you have references and an updated employment profile.
- Apply or continue to work with Vocational Rehabilitation
- Obtain current evaluations prior to moving on to adult services.

- Consider requesting a vocational assessment to help you to focus on career supports.
- Advocate staying in school until you have completed a transition plan that prepares you for adult life and learn about different resources available in your area.
- Plan for and support the transfer of medical care.
- Arrange health insurance processes.
- Establish parent/provider/young adult roles and responsibilities.

This is the first in a series of mailings that will be sent to assist young adults and their families through the Transition Process. If you have any questions and/or need further information, please speak with your Gateways Community Services' Service Coordinator at 882-6333.