

**YOUTH TRANSITION DECISION-MAKING MEETING (YTDM) NOTES, FORM 470-5161  
INSTRUCTIONS**

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The Youth Transition Decision-Making (YTDM) Meeting Notes, form 470-5161, is the official Youth Plan developed during the YTDM Meeting. The YTDM Meeting Notes is the written documentation completed by the YTDM Meeting facilitator after engaging the youth's team during a YTDM Meeting. The YTDM Meeting Notes includes documentation on strengths, needs, and goals specific to the five fostering connections domains. The YTDM Meeting Notes also contains other information, including but not limited to financial management, life skills, vital documents, selective service, healthcare proxy, as well as a crisis plan.

**Case Information.** All fields in this section of the YTDM Meeting Notes must be completed, including:

- Youth name
- Parent or caregiver's name
- Parent, caregiver, or non-custodial parent's name
- Date of the YTDM meeting
- Facilitator's name
- Facilitator's approval number
- Next court hearing date and time (if applicable)
- Type of hearing (if applicable)

**Desired Outcomes of the Meeting.** Enter the desired outcome of the meeting.

**Fostering Connections Domains.** The five fostering connections areas provide a consistent format for collecting, considering, and analyzing information about the youth. This consistency ensures that functioning areas most critically impacting health, housing, education, employment, and supportive relationships. Use of the five areas creates a common, consistent language as information about the youth flows from child protective workers to ongoing workers and service providers. The five areas provide a "common lens" through which the functional strengths and underlying needs of the youth can be assessed, discussed, and used in planning and service provision.

The fostering connections domains consist of the following broad areas of functioning (each domain area has related subcategories):

- Education
- Employment
- Health
- Housing
- Supportive Relationships

**Education.** Things to consider under this domain include:

- Academic performance
- Graduation date
- GED or high school diploma
- Extracurricular activities
- Job training options
- IEP

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- Financial aid
- ACT/SAT/COMPASS tests

**Employment.** Things to consider under this domain include:

- Transportation needs
- Dressing for success
- Vocational rehabilitation
- Application and interview skills
- Maintaining employment
- Resume
- Informal support

**Health.** Things to consider under this domain include:

- Insurance cards (medical, dental, vision)
- Access to a physician
- Medication management
- SSI
- Physical health
- Hygiene
- Mental health
- Reproductive health

**Housing.** Things to consider under this domain include:

- Safe
- Affordable and stable
- After 18
- Supervised apartment living
- Preparation for adult living
- Current housing

**Supportive Relationships.** Things to consider under this domain include:

- Aftercare
- Healthy family connections
- Peers
- Iowa foster care youth council
- Adult services
- Permanency Pact
- Community connections
- Mentors
- Church

**Other.** Additional issues or concerns about the youth. Discuss financial management, life skills, vital documents (birth certificate, social security card, driver's license or state picture identification), selective service, healthcare proxy, etc.

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Complete the fostering connections domain sections of the YTDM Meeting-Youth Plan by working through each applicable domain category. Consider the youth's strengths and needs in the various fostering connections domain areas as you have discussions during the YTDM Meeting.

Fill in the narrative "strengths" and "needs" section for each applicable domain. Needs in any domain should be related to and discussed within the context of how the needs affect child safety, permanency, or well-being.

Establish a goal for each applicable fostering connections domain area where a need is identified. It is critical that goals be developed in partnership with the youth. Goal statements should be strength-based and focused on achieving the outcomes essential for the youth.

After reviewing the strengths, needs, and goals for each fostering connections domain area, identify the strategies, interventions, services, and informal supports that may be helpful to achieving the goals.

In each fostering connections domain area where goals are identified, list the steps necessary to bring about the changes needed to accomplish the goal for that domain. The steps should clearly identify:

- Who is responsible
- What they agree to do, and
- By when

Document the date for when the goal was completed or modified.

**Crisis Plan.** Identify and discuss what will be done if some part of the plan breaks down and a crisis happens. Identify the risks and any steps needed to address the risk. The steps should clearly identify the anticipated completion date or if ongoing.

**Signatures and Notifications.** Enter the name of invited team members, including their role, contact information, and check whether or not they attended the YTDM Meeting.

**Completion/Distribution Requirements**

The YTDM Meeting facilitator disseminates the completed YTDM Meeting Notes form to the identified team members.

**Location of Forms**

All YTDM Meeting forms and documents can be accessed at the following website:

<http://iatrainingsource.org/forms/>