

 <b>WRAPAROUND MILWAUKEE Policy &amp; Procedure</b>	Date Issued:  1/1/11	Reviewed: 9/20/11 By: OF Last Revision: 12/14/10	Section:  <b>PROJECT O-YEAH</b>	Policy No:  <b>068</b>	Pages:  <b>1 of 2</b>
	<input type="checkbox"/> Wraparound <input type="checkbox"/> Wraparound-REACH <input type="checkbox"/> FISS <input checked="" type="checkbox"/> Project O-Yeah	Effective Date:  1/1/11	Subject:  <b>TRANSITION SPECIALIST QUALIFICATIONS AND RESPONSIBILITIES</b>		

## I. POLICY

To maintain the integrity of the Wraparound / Project O-YEAH process and ensure quality community-based care to the children, families and young adults of Wraparound Milwaukee, it is the policy of Wraparound that all agencies and individuals providing transition services for our network adhere to the following guidelines and procedures.

## II. PROCEDURE

### A. Qualifications.

1. Transition Specialists must possess a bachelor's degree in a relevant area of education or human services and a minimum of one year of continued experience providing mental health services or 10 years of experience.
2. It is the Agency's responsibility to complete a background check on all potential employees in adherence to the Wraparound Milwaukee Caregiver Background Check Policy #057, the County Board's Resolution regarding background checks and the Wisconsin Caregiver Law.
3. It is the Agency's responsibility to maintain the employee's file, which includes the Care Coordinator's resume, proof of qualifications, all background check information, a copy of a valid driver's license as verified through completion of a Driver's Abstract and proof of current auto insurance. Wraparound Milwaukee maintains the right to periodically audit Agencies to assure adherence.

### B. Training.

1. All Transition Specialists must become certified to provide care coordination for Wraparound Milwaukee by completing 54 hours of mandatory training in Wraparound philosophy and policies. The certification training will be held at least twice a year. Once a Transition Specialist has been hired, it is the Transition Coordinator's responsibility to have the employee complete the required training in its entirety within the first six (6) months of hire to continue to receive young adults from Wraparound Milwaukee.
2. To honor our commitment to providing quality care to young adults, as well as meet the needs of the Transition Specialists, Wraparound will offer ongoing trainings/Transition Specialist meetings on a variety of topics as needed, most of which will be mandatory.

**Note:** *It is important to sign the "Sign-In and Sign-Out" attendance sheets when participating in all offered trainings to ensure Wraparound's accuracy in monitoring compliance.*

### C. Duties and Responsibilities.

1. The Transition Specialist will maintain a caseload of 20 young adults, as well as maintain contact on a limited basis with young adults that do not have an assigned Transition Specialist.
2. Facilitate monthly Future Plan meetings.
3. Monitor progress as outlined in Future Plans and update and maintain several ongoing data collection systems.
4. Assist the young adult and their support network in developing a functional transitional plan.
5. Be a strong advocate in developing reserves, as well as act as a liaison with governmental agencies, community organizations and educational resources.

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6. Provide consultation services to Child & Family Teams, as deemed appropriate.
7. Identify and arrange for participation in appropriate mental health and supportive services for assigned Tier One/Two/Three young adults.

Reviewed & Approved by: Bruce Kamradt  
Bruce Kamradt, Director