

 <b>WRAPAROUND MILWAUKEE</b> Policy & Procedure	Date Issued:  1/1/11	Reviewed: <b>8/6/12</b> By: <b>BM</b> Last Revision: <b>9/10/12</b>	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:  <b>1/1/13</b>	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. All Transition Specialists must complete 40 hours of ongoing training each year.
3. 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.

### C. Duties and Responsibilities.

1. The Transition Specialist will maintain a caseload of **15 to 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 **and document future plans in Synthesis. Initial future plans should be done within 30 days of enrollment and then every 60 to 90 days. This includes updating of a crisis safety plan.**
3. Assist the young adult and their support network in developing a functional transitional plan.
4. **Document weekly progress thru entry of progress notes in Synthesis. These will be entered on a weekly basis for all work associated with young adult.**
5. **Maintain appropriate files on each young adult.**
6. **Collaborate with community agencies to form working relationships that will assist young adults.**

**WRAPAROUND MILWAUKEE**  
**Transition Specialist Qualifications Policy**  
**Page 2 of 2**

7. Complete enrollment and disenrollment documentation within timeframes established by Wraparound Milwaukee.
8. Be supportive, encouraging and available to young adults as needed.
9. Authorize services and make referrals as needed based on the identified needs of each young adult.
10. Assist in Owen's Places resource building and utilize programming at Owen's Place.
11. Help establish a young adult council and actively participate in the council's activities.
12. Provide consultation services to Child & Family Teams, as deemed appropriate.
13. Identify and arrange for participation in appropriate mental health and supportive services for assigned Tier One/Two/Three young adults.
14. The Transition Specialist must not post any client identifying information on any web-based social networking sites (*i.e., Facebook, Twitter, etc.*) and is cautioned to use discretion with the information they may be posting on themselves.
15. A Transition Specialist will utilize a strength-based approach that identifies the skills and interests of the young adults being served.
16. The Transition Specialist will use an individualized planning process that allows for the young adult to drive the process at their own pace based on their own identified needs.
17. Other duties to be assigned as needed for young adults or given by program coordinator.

Reviewed & Approved by: Bruce Kamradt  
Bruce Kamradt, Director