

Office of Child and Family Services Collaboration with the Office of Aging and Disability Services for Youth in Transition

The Office of Child and Family Services (OCFS) and the Office of Aging and Disability Services (OADS) continue to work together to ensure that that Youth 16 and older with a developmental disability will be supported and guided in transitioning to adulthood.

OCFS has been working with OADS for many years to track children with developmental disabilities to plan for and anticipate Adult Waiver service needs. OCFS staff also works on a case by case basis with The Office of Behavioral Health (OBH) for youth with severe and persistent mental illness.

Families of youth 16 and older, who currently receive children's behavioral health services and have a developmental disability, are identified and contacted by OCFS staff.

- OCFS Family Information Specialist (FIS) contacts the Youth's guardian/case manager and asks if the guardian is interested in having DHHS assistance with transition. FIS explains the importance of beginning transition early; describes necessary assessments, provides guardianship information, discusses vocational resources, explains the role of case management; answers questions the guardian may have; and provides both FIS contact information and contact information for local OADS office.
- If the guardian/case manager would like assistance, then OCFS staff continue to monitor and ensure that referrals are made to OADS as appropriate at age 17.
- If the guardian/case manager chooses to not have DHHS assistance, then they are given contact information should they change their mind in the future.
- Beginning this week OCFS children's community Case Managers are now able to enter transition information for youth on their case-loads 16 and older into our Enterprise Information System (EIS). The information we are requesting be entered is: evaluation status, guardianship versus supported decision making, and referral information for OADS and OBH. We would like information entered and reviewed on a quarterly basis. (See attached OCFS listserv announcement that went out this week)
- For guardians/community providers/schools there is an early referral form available on our OCFS website for youth who are not already receiving CBHS services along with other helpful information regarding transition.
<https://www.maine.gov/dhhs/ocfs/cbhs/provider/transition.shtml>

OCFS/OADS Internal Process for Transition Age Youth to the Office of Aging and Disability Services

- Quarterly district meetings are held between OCFS and OADS to discuss the youth and to determine follow up steps.
- A quarterly statewide meeting is held as well with the two departments to determine how the district meetings are going and make any changes to our process as necessary.

State of Maine CBHS Staff Guide

| Title | What They Do | How To Access Them | Supervisor |
|---|--|---|----------------------------|
| Associate Director of CBHS | Oversees all of CBHS Services and works closely with all sectors of DHHS to promote effective, collaborative, efficient and appropriate services. | Elissa Wynne (207) 624-7988 | Director of OCFS |
| OCFS Medical Director | Provides Clinical Oversight to OCFS | Dr. Adrienne Carmack | Director of OCFS |
| Behavioral Health Manager | Provides supervision and support to the team which consists of the Clinical Social Workers at Long Creek, Resources Coordinators, Nurse Consultants, Reportable Events Coordinator, Program Support Specialists, and Residential Coordinator. | Anita Hood Anita.Hood@maine.gov 207-561-4263 | Associate Director of OCFS |
| Behavioral Health Manager | Supervises Program Coordinators and is the OCFS Lead for Crisis Services and Transition | Teresa Barrows Teresa.Barrows@maine.gov 207-561-4265 | Associate Director of OCFS |
| Behavioral Health Manager | Provides oversight of the OCFS portion of the Mental Health Block Grant through SAMHSA and is responsible for the statewide crisis services programming and contracts, family respite services contract and the Family and Youth peer support programming and contracts for OCFS. | Jessica Wood Jessica.Wood@maine.gov 561-4102 | Associate Director of OCFS |
| Behavioral Health Program Coordinators (PC) | Responsible for ensuring that youth's emotional and behavioral challenges receive the most effective services in the least restrictive environment by collaborating with families and system stakeholders; provides behavioral health education and resources to Child Welfare Staff and the community; on-call coverage on a rotation schedule for out of state hospitalization; acts as gatekeeper for out of state residential placements; review children between the ages of 16 and 21 who have a development disability to ensure a smooth transition to adulthood. They also take an active role with the identification and coordination of services for youth with complex needs access the most appropriate and available treatment, provide information and support to adoptive families. | Michelle Descoteaux 286-2494 D1, D2 Luc Nya 822-2359 D1, D2 DOC Sandie Worthington 795-4521 D3 Rick Meagher 795-4636 D3 DOC, Oxford Jeff Leonard 596-4298 D4 and D5 DOC Katherine Perkins 624-5568 D5 Jane Sawyer 561-4268 D6 Amy Sibley 941-3140 D6, 7, 8DOC Amanda Hodgkins 664-1400 D7 Randy Browne 532-5030 D8 | Behavioral Health Manager |
| Resource Coordinators | Identify consumer and service needs for the region and support planning, developing and implementing new services. This includes providing CBHS approval for agencies that are looking to provide MaineCare behavioral health services for children. | Cheryl Hathaway 561-4204 Cathy Register 822-2331 Kellie Pelletier 513-6821 | Behavioral Health Manager |
| Clinical Social Workers at Long Creek | Provides direct social work support of all detained youth at Long Creek Youth Development Center in collaboration with the Department of Corrections. | Al Haynes 822-2789 Cassie Antonelli 822-2749 | Behavioral Health Manager |
| Reportable Events Coordinator | Screens all reportable events for CBHS and supports providers with data quality. This also includes monitoring patterns and trends, as well as following up on specific reportable events. | Lana Pelletier 624-5391 | Behavioral Health Manager |
| Family Information Specialist | A parent of a child with special needs who works with families in need of CBH Services; meets with families in person or on the phone to help them understand the system. This person processes all requests for IPF funds, and is the initial contact for families who wish to file a grievance. This person also makes contact with families of transition-age youth to explain transition to adult services (OADS, not SAMHS), and assists as needed. | Judy DeMerchant 493-4135 | Behavioral Health Manager |

State of Maine CBHS Staff Guide

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| Nurse Consultants | Provide medical consultation within the Children's Behavioral Health System and for Child Welfare. They also work to ensure that the medical and behavioral health needs of youth in state custody are being met. | Ellie Larrabee 532-5117 D 5-8 Lynn Witten 795-4520 D 1-4 | Behavioral Health Manager |
| Residential Coordinator | Monitors and helps support timely and appropriate admissions and discharges for youth in residential treatment. | Jodi Charron 822-2128 | Behavioral Health Manager |
| Program Support Coordinator | Assists in coordinating training and support for Children's Behavioral Health Service Programs. They provide program support and assistance in implementing new initiatives. | Jamie Bartlett 561-4209 | Behavioral Health Manager |

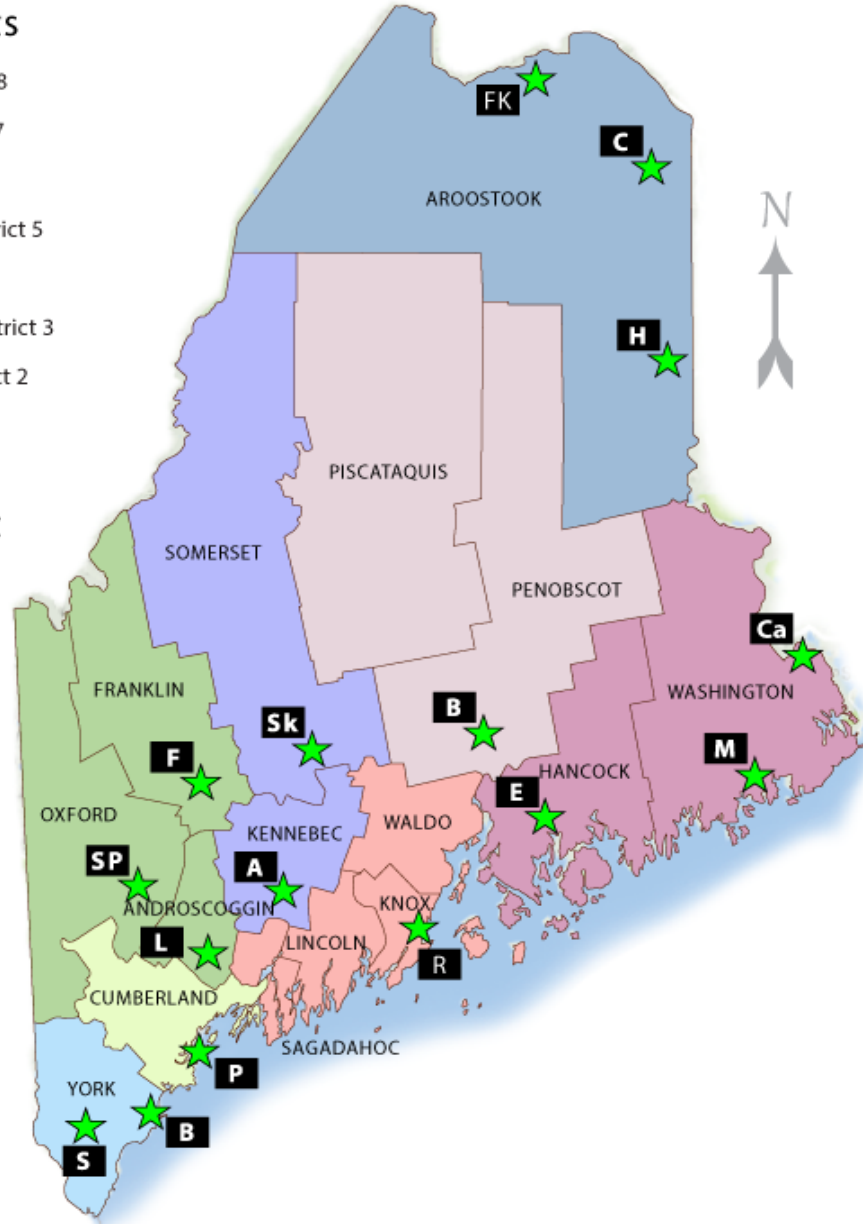
State of Maine Districts and County Map

DHHS Districts

- Aroostook District 8
- Downeast District 7
- Penquis District 6
- Central Maine District 5
- MidCoast District 4
- Western Maine District 3
- Cumberland District 2
- York District 1

★ DHHS District Offices

- FK** Fort Kent
- C** Caribou
- H** Houlton
- Ca** Calais
- M** Machias
- B** Bangor
- E** Ellsworth
- Sk** Skowhegan
- F** Farmington
- R** Rockland
- A** Augusta
- SP** South Paris
- L** Lewiston
- P** Portland
- B** Biddeford
- S** Sanford



| District | BHPC | OADS |
|----------------|---|---|
| 1 | Michelle Descoteaux Michelle.Descoteaux@maine.gov | Mariah Hadyniak – Mariah.Hadyniak@maine.gov |
| 2 | Michelle Descoteaux | Theresa Jack - Theresa.Jack@maine.gov |
| 3 | Sandie Worthington Sandie.Worthington@maine.gov | Darcie Childs – Darcie.Childs@maine.gov |
| 4 (+Sagadahoc) | Jeff Leonard Jeffrey.R.Leonard@maine.gov | Pam Butler – Pamela.Butler@maine.gov |
| 5 | Katherine Perkins Katherine.Perkins@maine.gov | Barbara Davis – Barbara.E.Davis@Maine.gov |
| 6 | Jane Sawyer Jane.Sawyer@maine.gov | Travis Dalessandro – Travis.Dalessandro@maine.gov |
| 7 | Amanda Hodgkins Amanda.Hodgkins@maine.gov | Travis Dalessandro – Travis.Dalessandro@maine.gov |
| 8 | Randy Browne Randy.Browne@maine.gov | Loise Lemeiux – Loise.Lemeiux@maine.gov Terry Kenney – Terry.Kenney@maine.gov |

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner



Maine Department of Health and Human Services
Child and Family Services
30 Skyway Drive
Caribou, Maine 04736-2060
Tel.: (207) 493-4140; Fax: (207) 493-4168
TTY: Dial 711 (Maine Relay)

Early Notification Form for Youth Transitioning to Adulthood

Early planning is important for youth transitioning to adulthood. Sufficient time is necessary to prepare, for this phase of life. Early notification can allow youth with intellectual and developmental needs to benefit from the assistance, guidance and support of child and adult serving state departments, schools and community supports.

Please understand that completion of this form does not guarantee services or eligibility determination for adult services. This form is not considered a referral but is early notification that a youth with intellectual and developmental needs is 16 or older and may require help transitioning to adulthood.

Please complete this form to notify the Office of Child and Family Services of a youth who is 16 years old with intellectual and developmental needs and who may require assistance transitioning to adulthood. Answer each question below. Please enter a phone number or e-mail address to allow someone from the office of Child and family Services to contact you. The parent or guardian signature is required to allow OCFS to make contact.

| | |
|---|--------|
| Name and address of person Completing form: | |
| Phone: | Email: |

Youth's Demographics

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|--|----------------|
| Youth's Name: | Date of Birth: |
| Address: City: State: Zip Code: | |

Yes "I am the legal guardian of _____ and would like to be contacted by the Office of Child and Family Services to discuss their transition to adulthood.

Parent/Guardian name: _____ (Please Print)

Phone: _____ Email: _____

Parent/Guardian signature _____ Date: _____

Please Mail or fax to:
Judy Demerchant
Phone: 493-4135 Fax: 493-4168
30 Skyway Drive Unit 100
Caribou Me. 04736

Form available on the CBH website: <http://www.maine.gov/dhhs/ocfs/cbhs/provider/transition.shtml>