

PROCEDURE

Series:	Operating Procedures	COA: CR.1 CFOP: N/A
Procedure Name:	Transition Planning	
Procedure Number:	OP1180	
Reviewed Date:	05/03/16, 03/27/19, 04/16/24, 10/02/2025	
Revision Date:	12/19/14, 04/06/17	
Effective Date:	07/11/14	
Applicable to:	All FPOCF Staff and Contracted Providers	

PURPOSE: The purpose is to establish the method used by Family Partnerships of Central Florida (FPOCF) to submit transition plans, and subsequent and updates to Sunshine Health for enrollees who are within 180 days of their 17th birthday in accordance with the Child Welfare Vendor Agreement between FPOCF and Sunshine Health.

PROCEDURE:

References:

Florida Statutes 39.012; 39.0121; 39.6251; 39.701; 39.013; 39.621; 39.6012; 39.6035; 39.4091; 409.1451; 409.175
FAC 65C-28.009; 65C-41; 65E-9
Florida Medicaid Community Behavioral Health Services Coverage and Limitations Handbook

Application

This procedure applies to Family Partnerships of Central Florida (FPOCF) and Sunshine Health and addresses care coordination activities that are provided on behalf of all CWSP plan enrollees.

Key Terms

Sunshine Health Regional Program Managers—individuals employed by Sunshine Health who provide consultation and technical support, related to the Child Welfare Specialty Plan, to Community Based Care Lead Agencies.

Community Based Care Lead Agency—an “eligible lead community-based provider” as defined in Section 409.1671(1) (e), F.S.

Medicaid—a program authorized by Title XIX of the Social Security Act. It is a state-administered health insurance program that is jointly funded by the Federal and State governments. Medicaid is an open-ended entitlement program, with states receiving federal reimbursement for every eligible claim they submit. Medicaid, as defined in Rule 59G-1.010, F.A.C., includes eligibility based on income for most groups using Modified Adjusted Gross Income (MAGI).

Standards

Transition Plans are developed and coordinated for enrollees who are within 180 days of their 17th birthday by FPOCF and/or subcontracted agencies. Independent Living services promote increased capacity for independent living, including behavioral programming, structured interventions, and contingency plans necessary to support the development of adaptive, pro-social interpersonal behavior. These plans are developed in accordance with child welfare requirements and are submitted through the Sunshine Health web portal for members of the CWSP.

1. FPOCF and/or our subcontractors:
 - Maintain a written record for youth receiving Independent Living services;
 - Conduct Youth Transition meetings or staffing's;
 - Assist in the development of age-appropriate activities and responsibilities offered to the youth;
 - Obtain or provide life Skills Services for the youth, which may include banking and budgeting skills, parenting skills, educational support, interviewing skills, employment training and counseling;
 - Develop a Transition Plan with youth who are seventeen to develop a plan to achieve self-sufficiency and develop a personal support system; and
 - Provide assistance to youth who wish to participate in the Extended Foster Care Program.
2. Additionally, FPOCF shall ensure, through direct or subcontracted services, that there is a documented process for transition and discharge planning. Transition and Discharge Planning criteria includes the consideration of factors including, but not limited to:
 - The youth's desire to participate in the Extension of Foster Care (as outlined in 65C-41) and the acknowledgement of the requirements;
 - The youth's acknowledgement of how to re-enter foster care up until age 22;
 - The youth's age (Transition Plans are completed for youth who are 17 years of age);
 - The results of the youth's Life Skill Assessment and Independent Living Assessment (if the youth is 17);
 - The youth's personal support system;
 - Medication management;
 - Options for living arrangements (e.g., housing plan); and
 - Required documents, including birth record, Social Security card, educational records, etc.
3. The Independent Living Services team shall include the youth's designated Behavioral Health Coordinator on the invite for the Youth Transition Meeting held at the youth's 17th birthday.
4. Transition Plans that have been developed upon the youth's seventeenth (17th) birthday will be submitted to Sunshine Health by the FPOCF Behavioral Health Coordinator or designee upon development and receipt via the Sunshine Health web portal.

BY DIRECTION OF THE PRESIDENT AND
CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI
President and Chief Executive Officer
Family Partnerships of Central Florida

APPROVAL DATE: 10/29/2025