

State of Hawai'i
 Department of Human Services
Imua Kākou – Young Adult Voluntary Foster Care Program
RESPONSIBILITY CHECKLIST
 Rev: 12 Aug 2014

587A Worker/SSA <i>Shaded area below may not apply</i>	CWS LIAISON	IMUA KĀKOU CASE MANAGER (CONTRACTED SERVICE PROVIDER)	Payment Unit/SSA IV
<input type="checkbox"/> Discuss with the foster youth (FY) the possibility of the Imua Kākou (IK) program. <input type="checkbox"/> Coordinate tasks with CWS Liaison <input type="checkbox"/> Request that jurisdiction in the FY's 587A case be extended past the FY's 18 th birthday (if R&B continues). <input type="checkbox"/> Assist the FY in completing the IK application on SHAKATown. <input type="checkbox"/> Verify initial eligibility for a FY transitioning from their 587A case to the IK program. <input type="checkbox"/> Prepare the petition to enter the IK program. Review the VCA with the FY. Do NOT file the petition. Do NOT have the FY sign the VCA. <input type="checkbox"/> Attend the FY's hearing on the petition to enter the IK program. File the petition and signed VCA in open court. <input type="checkbox"/> Email the filed petition to Jay Goss (DAG). Email the filed petition and court order to Faye Kimura. <input type="checkbox"/> Close 587A case in CPSS. <input type="checkbox"/> Support as needed.	<p>The CWS Liaison will review all IK applications on SHAKA and send the Form 1504 to the young adult (YA) regarding the program eligibility disposition.</p> <input type="checkbox"/> Assist the YA in completing the IK application. (If application is denied, refer to IKCM) <input type="checkbox"/> Verify initial eligibility for the YA. <input type="checkbox"/> Open IK case in CPSS and enter new case number in SHAKA. <input type="checkbox"/> Prepare & file 3 copies of the petition to enter the IK program. Email the filed petition to Jay Goss & Faye <input type="checkbox"/> For all petition hearings (FY & YA), email EPIC with the date of the hearing and the name(s) of the FY/YA, ATTN: Laurie Tochiki, Delia Ulima & Mitchell Odo. <input type="checkbox"/> Attend all IK hearings. Email court orders to Faye. <input type="checkbox"/> Send the FPPEU Unit the Form 1567 regarding Title IV-E eligibility for the YA. <input type="checkbox"/> Refer the YA to the IK case manager. <input type="checkbox"/> Attend the IK Circle to develop the initial case plan. Review the case plan. <input type="checkbox"/> Review and submit the court report seven (7) days prior to YA's hearing. <input type="checkbox"/> Verify payments and approve services. <input type="checkbox"/> Approves request to terminate IK services <input type="checkbox"/> Close IK case in CPSS	<input type="checkbox"/> Help young people become program eligible. <input type="checkbox"/> Meet with the YA within five days of the referral. Record visit details in SHAKA. <input type="checkbox"/> Attend the FY/YA's hearing on the petition to enter the IK program. <input type="checkbox"/> Complete an assessment of the YA within 30 days of YA signing the VCA. <input type="checkbox"/> Do a home visit and placement assessment within 60 days (as part of case plan and approving placements) <input type="checkbox"/> Initiate and attend the IK Circle to develop the YA's case plan (case plan must be completed within 60 days of the YA signing the VCA). Submit the case plan to the CWS liaison for review. <input type="checkbox"/> Meet with the YA, face-to-face, on a monthly basis. Record visit details in SHAKA. <input type="checkbox"/> Verify the YA's eligibility every six months. (Ideally this should be done at each monthly face-to-face meetings). Record in SHAKA. <input type="checkbox"/> Prepare the court report, in collaboration with the YA. Submit the court report to the CWS liaison within 14 days of the court hearing. <input type="checkbox"/> Attend the court hearing: 1) if the YA will be present; and/or 2) if requested by the CWS liaison. <input type="checkbox"/> Case management & support services.	<p><u>Imua Kākou Program</u></p> <input type="checkbox"/> If HE, close HE case in CPSS. <input type="checkbox"/> Generate payments. <input type="checkbox"/> Manage YA's payments in CPSS. <p><u>Extended Assistance</u></p> <input type="checkbox"/> Complete initial verification of eligibility. <input type="checkbox"/> Have the guardian/adoptive parent sign the Voluntary Care Program Extended Adoption or Permanency Assistance-Payment Only Agreement. <input type="checkbox"/> If a transitioning minor, continue the payment only case in CPSS. If a young adult entry/re-entry, re-open the payment case in CPSS. <input type="checkbox"/> Manage the case in CPSS. <input type="checkbox"/> Ongoing verification every six months. <input type="checkbox"/> Make payments to the guardian/adoptive parent until YA no longer eligible or placement disrupts. <input type="checkbox"/> Close Extended Assistance case in CPSS