



STAIRWAYS TO ENCOURAGE PERSONAL SUCCESS (STEPS)

The STEPS meeting needs to be youth centered. The meeting is intended to come up with a plan for the youth transitioning out of care. The youth develops goals and the support team will help the youth achieve them. Goals to be discussed will include, specific options on housing, health insurance, education, local opportunities for mentors, continuing support services, workforce supports and employment services.

STEPS Process	Timeframe	Youth	DFS caseworker	IL Worker	Facilitator
Prep Form	Before the meeting occurs		Worker prepares youth for the meeting including talking about how to deal with feelings and issues, and the “what ifs”	Helps youth complete the Prep Form. Uploads form to FOCUS in the IL Case	
Schedule meeting	Within 30 days of the youth turning 17	Youth decides which supports to invite to meeting	Contacts a facilitator to schedule and run the meeting. Ensures the youth is aware of when the meeting is scheduled. Supports the facilitator with scheduling the meeting		Schedules the meeting (at least the youth, DFS caseworker, CASA and/or Child Attorney and caregiver are invited)
Meeting	Shall occur at DFS offices	Advocates for themselves. Discusses their goals. Gathers resources from supports.	Helps youth use their voice. Supports youth. Schedules an exit meeting to occur 90-days prior to youth turning 18 years old.	Helps youth use their voice. Supports youth.	Takes notes on the Plan Form and completes the Sign-In Sheet. Manages the meeting following a general structure. Ensure that youth gets heard and everyone is respectful.
Post-meeting	Within two weeks after the meeting		Ensures the youth gets a copy of the Plan Form. Supports the youth with the goals. Follows up on implementing plan.	Reviews and supports the youth with the goals outlines on the Plan Form. Follows up on implementing plan.	Upload the Plan Form to the IL Case in FOCUS