

Transition Meetings Cheat Sheet:

Why have a transition meeting?

When children move to a new placement (even when reunifying home), their behaviors can be expected to regress, and needs increase due to the stress of this change. Additionally, the Agency recognizes everyone involved in a child's life has an important relationship which should be nurtured and maintained during and after transitions. In transition meetings, the team can create a plan and identify dates of upcoming visits to transition the child(ren) home. A tentative date for an in-home safety plan is also established. By having the team attend a transition meeting, it ensures that all parties are getting consistent and accurate information.

When do I request a transition meeting?

Staffing with your supervisor about children's transitions is most important prior to a meeting being held. However, the best time in reunification cases is when it is foreseeable that the parents are meeting their Conditions for Return and an in-home safety plan is feasible – usually when extended visits and/or overnight visits are established for the children.

Transition meetings are also held when children in the adoptions unit are transitioning to their adoptive family. The best time to request these meetings is when the children have had some initial visits and a plan to have the children move to the adoptive home is foreseeable to occur soon.

Transition meetings are applicable for any transition in placement – such as a foster-to-foster placement change that is planned. If you have any questions or are unsure if a transition meeting is what will meet the team's needs, please reach out to the primary meeting facilitator, Josh Cruz, and he is happy to help.

How do I schedule a transition meeting?

- Use form 390 (HSACS 390 – Facilitated Meeting Questions)
- Type of Meeting: Transition > Local (if local) OR ICPC (if children are going on an ICPC)
- Complete the remainder of the form
- Attach Form 613 (there are two versions Adoption and Reunification – use whichever is applicable to your meeting). Fill out the light blue sections of this form.
- Send both completed forms (390 and 613) to HSA-Front Desk and they will schedule the meeting for you
- Please also send the Form 615 (Child's Routines and Interests) to the Resource Parent to complete, they will e-mail the completed version to the Case Worker prior to the meeting. Please ensure the completed form is forwarded to the meeting facilitator prior to the meeting.
- All forms are located on the J. Drive >> Forms folder. Additionally, they can also be found on SharePoint >> Children's Services >> Policy and Procedure >> Transitions.

Any other things I need to do for this meeting?

Once the meeting is scheduled through Outlook, if by Zoom, the meeting facilitator will update the event with the Zoom info, please be sure to forward or copy-paste the Zoom info to the meeting participants.

After children transition, the parent/care providers are sent a letter (Form 614) regarding important information about the transition.

Additional Info:

Form 614 and 615 are available in Spanish for our Spanish speaking Biological and Resource Parents.

If there are any questions please do not hesitate to reach out to meeting facilitator Josh Cruz via e-mail (jcruz@washoecounty.gov), Teams or call/text at 775-560-3807