

400-30

## Enrolling and Exiting AFLP Clients

**Introduction** AFLP providers shall have a structured interactive process for enrolling clients into the program and exiting clients from the program. When clients enter the program, they are entering as participants in a voluntary service relationship.

**AFLP Exit Criteria** For all agencies, referral services and transitional support for the client should begin at least three months prior to exit. The exit process should include:

- Continued assessment of client strengths and risks
- Development of a transition plan whenever possible
- Documentation of the reason for exit in the client's chart
- Completion of the appropriate State MIS data form

AFLP PYD Agencies will complete the transition assessment at the end of Phase 3. Following the transition assessment, if a youth moves to Phase 4, they have a three-month period to transition and exit. Following the transition assessment, if a youth remains in Phase 3 of the program, a transition assessment will be completed every three months following the initial assessment to determine the youth's need for continued services.

Agencies shall maintain a procedure for exiting clients who:

- Move out of the area
- Cannot be contacted for 3 consecutive months
- Request termination
- Have attained age 19 and received 24 months of service
- Have accomplished program goals
- Choose not to complete goals at this time
- No longer need AFLP services
- Are no longer pregnant and parenting

Services may be continued up to 90 days beyond the required exit criteria to clients with special needs in special circumstances that includes, but is not limited to, loss of pregnancy, parenting status, or special education needs.

**Interagency Transfer** When a client transfers from one AFLP agency to another AFLP agency and is continuing with services, the following is required:

**Enrolling and Exiting AFLP Clients**

- Signed consent to release documents/information that clearly articulates what would be shared between agencies

If youth consents, the agency should share completed tools and forms with the new agency to ensure continuity of care.

**If a client does not consent, documents and information may not be shared.**

**AFLP Waiver** Enrollment or extension waivers may be approved for a maximum period of six months and must include client goals and objectives written as specific, measurable actions with defined timelines for follow up.

Waiver extensions may be requested if additional time is needed to meet client goals. The justification for a waiver request must address one or more of the four goals of AFLP. For example:

- Client will enroll in school by September 1
- Client will attend health class on STI by October 15
- Client will follow up on referral for XXX services by October 15
- Client will begin birth control methods by October 15

**Enrollment Waiver** AFLP agencies may enroll pregnant and/or parenting adolescents, male or female, up to the 19th birthday. To enroll a client age 19 or older, AFLP providers must submit a waiver request.

**Extension Waiver** After the 19th birthday, clients who have been in the program 24 months or longer, regardless of the age of the index child, must have an approved waiver to remain in the program.

**Waiver Request Procedure**

1. Complete the waiver request in consultation with the client
2. For extension requests, submit the waiver 60 days prior to the exit date to allow sufficient time for review and a determination
3. Ensure that client goals and objectives are consistent with and reflected in the client's Individual Service Plan (ISP) or Care Plan/My Goal Sheet
4. Ensure the client-specific goals and objectives are consistent with the AFLP goals
5. Finalize waiver request in consultation with the AFLP Director
6. Submit waiver request in Microsoft Word format and send to the assigned Program Consultant (PC) via secure email or secure

**Enrolling and Exiting AFLP Clients**

fax

**Waiver  
Request  
Approval  
Process**

1. Program Consultants will review waiver requests within 30 days of receipt
2. Completed waiver forms will be returned to the AFLP Director via secure email or secure fax
3. Denied waiver requests may be resubmitted with additional information as requested by the Program Consultant