

Transition Planning Tip Sheet

Involving a Youth in the Transition to Adulthood Case Conference

Most individuals would be somewhat nervous when they are the centre of a meeting, especially when they may not know many of the people at the meeting and have not attended many meetings in the past. There are many ways to help a youth feel more comfortable and able to participate in this situation. It starts with purposeful preplanning.

What can I do before the case conference to help facilitate a youth's involvement?

- discuss the purpose of the case conference with the youth and their family
- explain the youth and family's role at the case conference
- ask the youth who they want at the case conference
- encourage the youth to ask questions and remind them that the purpose of the case conference is to help them plan for their future
- provide Transition Planning Tip Sheet for Youth
- ask parents what is the best time of the day to schedule the case conference
- consider how long the case conference should be
- consider the youth's communication needs – is specialized equipment needed to facilitate the youth's participation
- talk to the youth's parents about any other considerations that would help the youth feel comfortable and more able to participate in the case conference such as lighting and air temperature.
- consider arranging for the youth to visit the meeting room prior to the case conference

What are some physical accommodations that may help the youth feel more comfortable in the case conference space?

Consider:

- having the youth and their family be the first in the case conference room
- having the youth choose where they would like to sit
- having participants wear name tags so the youth knows who is at the case conference and the program they represent
- reducing white noise when possible