

TRANSITION COORDINATION (TC) STEP BY STEP PROCESS

- [Step 1]- The TC provider is chosen by the participant and authorized by the case manager (CM) on the *HOME Choice Demonstration and Supplemental Services Service Plan*. – See step 4 of the case management step by step process.
- [Step 2]- The HCICCU contacts the TC provider to determine acceptance of referral. If TC provider accepts the referral the HCICCU submits the *HOME Choice Demonstration and Supplemental Services Service Plan form* to the Financial Management Service Contractor for payment of Deliverable # 1 to the TC provider.
- [Step 3]- The TC meets with the participant and begins working through the *HOME Choice Relocation Workbook*. The TC uses information gathered through the handbook to determine action items for transition. The TC requests a release of information from the participant and maintains an appropriate Release of Information form in the consumer file along with all other required documentation.
- [Step 4]- The TC begins work on all action items determined necessary for transition and continues working through the HOME Choice Relocation Handbook. The action items likely include the need for housing, benefit connection, employment, and work with the CM on service connection. For example, if the participant indicates a desire for employment after transition, the CM and TC work together to coordinate necessary connection with employment experts. Many of the tools located in this toolbox exist to assist the TC and CM in meeting all necessary transition action items.
- [Step 5]- Once housing is secured, the TC completes the *Transition Coordination-Qualified Residence Statement* (deliverable #2). and submits the form, the required attachments and the *Transition Coordination Services Statement* to the HOME Choice Intake and Care Coordination Unit (HCICCU).
- [Step 6]- The HCICCU sends approval to the Financial Management Service Contractor authorizing payment to the TC provider for deliverable #2.
- [Step 7]- The TC works with the participant to determine what goods are needed upon discharge and completes the *HOME Choice Use of Goods and Services* form and works with the CM to submit the request for authorization through the HCICCU as authorized on the *HOME Choice Demonstration and Supplemental Services Service Plan*. Note: Step 7 could occur earlier if community transition funds are needed to secure housing or establish necessary benefits.
- [Step 8]- The HCICCU sends the Financial Management Service Contractor approval to release the community transition funds.
- [Step 9]- The TC assists the participant in purchasing all needed items and tracks items purchased on the *HOME Choice Goods and Services Usage Log*. The TC will submit a purchase requisition form to request checks from the Financial Management Service Contractor (form will be provided at a later date).
- The transition coordinator **must** submit verification for all goods & service expense requests (receipts/invoices/bills) related to the use of transition services funds to FMS.
- [Step 10]- Upon conclusion of all action items needed to transition including the TC and CM coordination to determine what HOME Choice services are needed, the participant is discharged from the facility and the TC submits to the HCICCU the *Summary of Transition Coordination Activities* and the *Transition Coordination Services Statement* -Deliverable #3.
- [Step 11]- The HCICCU will review the *Summary of Transition Coordination Activities* as well as all CM documentation and submit authorization to the Financial Management Service Contractor to pay the last deliverable to the TC.