Referral and Choice Process for Individuals Transitioning to Community

**Step 1**
Transition Coordinator (TC) /Center Designee will secure consent from Family/Guardian to send referral information to the Independent Service Coordination Agency (ISC).

**Step 2**
TC/Center Designee will send referral information with assessments to ISC. The consent is filed in the individual's chart.

**Step 3**
TC/Center Designee /ISC will meet with Individual/Family/Guardian to be informed of service choices, discuss with Individual/Family/Guardian Specific geographic preferences for community services options.

**Step 4**
TC/Center Designee will secure signed consent from Individual/Family/Guardian and ISC will send packets to specific community providers-SICCS has their own consent, as well.

**Step 5**
TC/Center Designee will initiate screening; arrange face-to-face meeting between Individual/Family/Guardian and community providers.

**Step 6**
TC/Center Designee /ISC together will arrange an on-site visit(s) for Individual/Family/Guardian at potential community provider(s); visit potential community provider(s).

**Step 7**
TCTC/Center Designee /ISC will give Individual/Family/Guardian choice/selection of community provider.

**Step 8**
When provider is identified, ISC will complete and distribute the Discovery Tool and PCP.

**Step 9**
TC/Center Designee will distribute Individual's Draft Transition Plan and schedule transition plan meeting.

**Step 10**
BTS will process funding request and send authorized award letter to TC, ISC, E4E and Individual/Family/Guardian/provider.

**Step 11**
TC/Center Designee will complete discharge plan and activities.

**Step 12**
TC/Center Designee /ISC will contact community provider and visit Individual after discharge.

**Step 13**
Facility/ISC/BTS/E4E will request for technical assistance, if necessary, provide technical assistance, if necessary.

**Step 14**
Facility/ISC visit Individual weekly for 4 weeks.

**Step 15**
The TC/Center Designee will provide in-person on-site monitoring of the individual weekly for the first four weeks after transition. The TC/Center Designee will provide monthly visits for the remainder of the 12-month period either on-site or by phone. Should the Center note issues upon monitoring or be made aware of issues with the Transition the following entities should be notified: BTS, ISC, E4E, SODC Transition Chairperson.

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**Key**
- TC - Transition Coordinator
- ISC - Independent Service Coordinator
- SICCS – Southern Illinois Case Coordination Services
- BTS – Bureau Transition Services
- PCP – Person Centered Plan
- E4E – Equip for Equality