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 8

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

Step 7

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

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 5

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

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 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.

Step 14

Facility/ISC visit Individual weekly for 4 weeks .

Step 13

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

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