

DSHS Developmental Disabilities Administration Transition Process

Transition Process

Table of Contents

How do I begin the Transition Process?	2
<i>Note about Roads to Community Living:</i>	2
What happens after I decide on my preferred type of residential setting?	2
The Transition Coordination Team	3
What is a Transition Coordination Team?.....	3
Transition Coordination Team Members	3
What happens at Transition Coordination Team meetings?.....	4
Transitioning to a Community Based Residential Setting	4
I have selected either an Adult Family Home, Supported Living, State Operated Living Alternative setting, a Companion Home , a Group Home, or a Group Training Home	4
<i>What are the next steps</i>	4
I have agreed to receive services from a specific provider and that provider has agreed to provide my services. ...	4
<i>What are the next steps?</i>	4
When will I move?	5
How will my expenses be covered in a Community Based Residential Setting?	5
<i>Payments to my Residential Provider</i>	5
<i>Coverage for Medical, Dental, Behavioral Health and Therapies</i>	5
<i>Monthly Benefit</i>	5
<i>Living Expenses</i>	5
<i>Furniture and necessities for my new home</i>	6
<i>Representative Payee</i>	6
<i>Guardianship Fees</i>	6
<i>Will I continue to have transition support after I move?</i>	6
Transitioning to a Residential Habilitation Center	6
I have selected to receive services from Intermediate Care Facility, or Nursing Facility Services through an RHC ...	6
<i>What are the next steps?</i>	6
The RHC has declined my admission	7
<i>What are the next steps?</i>	7
The RHC has approved my admission	7
<i>What are the next steps?</i>	7
<i>For more information:</i>	7

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How do I begin the Transition Process?

You and your representative will meet with a Case Manager from DSHS' Developmental Disabilities Administration. If you live in an Intermediate Care Facility or nursing facility, your Residential Habilitation Center Transition Coordinator will also be part of the meeting.

During the meeting you will:

- Talk about moving and get answers to your questions
- Share your ideal living situation and what you need to be successful there. Some things you will discuss are:
 - Your skills, interests, and goals for community living and employment.
 - Ideal housemate characteristics.
 - Community involvement.
 - Preferred recreation.
 - Social, cultural and spiritual activities.
 - School, work, day program.
 - Friends and family who you want to stay connected to and who you may want to call on for support.
 - How you would like your daily routine to look.
 - Pets that will be moving with you.
 - Specific communities, cities, or areas you want to live.
- Discuss supports and services that are currently available to you and learn about other program options that could match your ideal living situation.
- Learn about the different types of community residential settings and how they match up with your ideal living situation.
- Decide what type of residential setting best matches your ideal living situation. This will be the setting type your DDA case manager and, if you have one, your RHC transition coordinator will help facilitate.
- Sign a Release of Information so that your information can be shared with people who may provide you with services and supports after you move.

Note about Roads to Community Living: RCL is a DDA program that offers services and supports for your move. If you currently live in an ICF or nursing facility, you may be eligible for the RCL program. If you qualify you will be asked to enroll, and your case manager will process your enrollment.

When you are enrolled in the RCL program, you may choose to work with a family mentor. Family mentors are people just like you who have been through the process of moving from an ICF or nursing facility. They can support you and answer questions through each step of the transition process.

What happens after I decide on my preferred type of residential setting?

- Your DDA case manager may meet with you, your current staff, and others of your choosing to review and update your CARE assessment.
- You will identify anyone who you would like to join your Transition Coordination Team.
- If you are enrolled in RCL, you can connect with a family mentor if you would like to do that.

- You and/or your current staff will provide information about your support needs to your DDA case manager to share with potential service providers.
- Your DDA case manager will schedule a Transition Coordination Team meeting where the people you have chosen to support you during transitions can discuss the steps and activities that will occur before you move

The Transition Coordination Team

What is a Transition Coordination Team?

A transition team will work with you and your family to identify and address all the activities that must occur for a successful transition process. Your Transition Team will include people you choose, your representative, your current staff, your DDA case manager, and others who can help you plan to have all the services and supports in place you need to be successful after your move.

Transition Coordination Team Members

Your Transition Coordination Team



What happens at Transition Coordination Team meetings?

You and your team will discuss the activities that need to happen before you can move.

Some of these activities include:

- Gathering of your birth certificate, Washington Identification Card, Social Security Card and guardianship documents.
- Referrals to providers who operate the type of residential setting you have chosen.
- The process and timeframe for these referrals.
- Interviewing and visits with potential providers.
- Identifying when you want updates on transition activities.
- Identifying all the supports that need to be in place prior to your move. These can include:
 - Medical providers and other professionals in the community who can see you after you move.
 - Medications and prescriptions to continue after you move.
 - Equipment and supplies you will need in your new home.
 - Modifications that might be needed to your new residence.
 - Training for your new staff.
 - Whether it would be helpful for your current staff to go to your new home while you settle in.

Transitioning to a Community Based Residential Setting

I have selected either an Adult Family Home, Supported Living, SOLA, a Companion Home, a Group Home, or a Group Training Home.

What are the next steps?

- DDA staff will send a packet of the information, including information prepared by your transition coordinator, if you have one, to providers who operate that setting type.
- Service providers will consider your information and decide whether they might be a good fit for you.
- Your DDA case manager and, if applicable, your RHC transition coordinator, will help you support you to select a community residential or AFH provider.
- You may request or be invited to meet the provider's staff and visit a home.
- You can use the Checklist for Selecting a Residential Provider to help you make an informed decision about selecting the setting and your provider.

I have agreed to receive services from a specific provider and that provider has agreed to provide my services.

What are the next steps?

Your current staff, your new provider, and your DDA case manager will coordinate with you to have in place before you move. Some of the important things they will help arrange are:

- Lining up medical providers and other professionals in the community who can see you after you move.
- Medications and prescriptions to continue after you move.
- Equipment and supplies you will need in your new home.
- Modifications to the house if they are needed.

- Training for staff at your new home to help you be comfortable and confident about your move and your service plans.
- More visits to your new home and visits with your new staff. You, your new provider and your current staff may develop a plan for your current staff to go to your new home while you settle in. This may be for more than one day and may be at different times of the day while you are getting comfortable with the home and your new staff.

When will I move?

Moving day happens on the date that you, your new provider, and your current staff agree on. Before you move your DDA Case Manager will make sure that:

- Your new home has all the equipment, supplies, furniture and food you need.
- You have a supply of medications to take with you.
- Any modifications you need at the home are completed.
- You have a transportation plan for how to get to your new home on moving day.
- All your new staff are trained at your new home.
- You and any new housemates have agreed to live together.

When you move, your new staff will be there to help you settle in and get comfortable. When needed, your current staff may spend time with you at your new home to support you and your new staff.

How will my expenses be covered in a Community Based residential Setting?

Payments to my Residential Provider:

The Department of Social and Health Services will make monthly payments to your provider for providing your care.

Coverage for Medical, Dental, Behavioral Health and Therapies:

The DDA Medicare and Benefits Unit will coordinate with your DDA case manager, the DDA Long Term Care Unit, and your current staff to ensure financial coverage of these services continues after your move through the Medicaid and/or Medicare programs.

Monthly Benefit:

Your DDA case manager will coordinate with a financial worker and the Medicare and Benefits Unit to ensure you receive all Social Security, SSI, or Social Security Title II benefits to which you are entitled. You will receive a monthly benefit amount that you will put towards your living expenses. Your guardian will need to complete consent and paperwork for your benefits.

Living Expenses:

You may be eligible for food assistance or other benefits to help with your living expenses. Your staff will help you access any benefits for which you are eligible.

- In an Adult Family Home, Group Training Home, or Group Home setting, you will pay your provider directly for a portion of the cost of your care. This is called Client Responsibility. You will be allowed to keep a small portion of these payments for your personal expenses.
- In a Supportive Living or SOLA setting you will pay all your living expenses, including your rent and utility, to your landlord and utility companies. If your monthly income does not cover your living expenses and you have applied for all other assistance for which you are eligible, DDA may be able to help with the part you cannot pay. If your monthly income covers all your expenses, you will keep anything that is left over.

- If you have someone who would like to be your Companion Home provider and that person is eligible to do so, you and your provider will agree on the amount of your room and board. Room and board includes your food, rent, and utilities. You will pay this amount to your provider every month. You will also need to pay all your other expenses from your monthly benefit amount.

Furniture and necessities for my new home:

If you are enrolled in the RCL program, DDA can help with additional onetime expenses if you move into an RCL qualified setting. Your DDA case manager will provide more information about this.

- In a Supported Living setting, DDA may be able to help you with one-time expenses, based on what you need, to furnish and outfit your new home.
- In an Adult Family Home, Group Training Home, or Group Home, the home will provide your bed and a place to store your clothes. You could also decide to bring your own bed and decorations. The rest of the house will be furnished.
- In a Companion Home, you will work with your provider to determine what furniture you need.

Representative Payee:

If your current residential provider serves as your Representative Payee, you will be required to transfer payeeship when you move to someone you choose. You may select someone you know or a paid professional Payee.

Guardianship Fees:

- In an Adult Family Home, Group Training Home, or Group Home the cost of your monthly guardianship fees, up to an approved amount and by court order, will be deducted from the amount of your Client Responsibility.
- In a Supported Living or SOLA setting, you will pay your monthly guardianship fees from any of your monthly income that is left after your living expenses have been paid.
- In a Companion Home, you will pay your monthly guardianship fees from any of your monthly income that is left after your room and board has been paid.

Will I continue to have transition support after I move?

- Your DDA case manager will continue to support you after you move.
- Depending on the plan you made before your move, your current staff may come with you to your new home while you settle in. You will have visits and phone check-in with your DDA case manager and your previous staff.
- You may contact your DDA Case Manager at any time if you have questions or concerns.
- DDA Quality Assurance staff will contact you regarding your transition experience and if you are satisfied with your services and supports.

Transitioning to a Residential Habilitation Center

I have selected to receive services from Intermediate Care Facility or Nursing Facility Services through an RHC.

What are the next steps?

- Your DDA case manager will:
 - Give you copies of the RHC ICF/IID brochure and the RHC fact sheets.
 - Discuss the eligibility criteria for these services.

- o Provide you information about the temporary nature of ICF services.
- o Submit a referral packet and request for prior approval to their supervisor.
- o Ensure that an assessor conducts a Preadmission Screening and Resident Review determination if you want to receive nursing facility services. You will receive a copy of the determinations and Planned Action Notice.
- Your DDA Case Manager's Supervisor will:
 - o Submit the prior approval request to regional management for review.
 - o Submit the referral packet to the approver.
- The DDA regional administrator or designee will:
 - o Review the prior approval request.
 - o Include applicable comments about the urgency of the request, such as termination from current provider.
 - o Submit the request to the DDA HQ RHC Admissions Committee.
- The RHC program manager will review the prior approval and referral packet materials with the RHC Admissions Committee to determine which RHC should receive the referral
- The RHC will determine if you meet admission criteria for either ICF/IDD or Nursing Facility services.
- The RHC Program Manager will notify the CRM and regional management of the RHC decision.
- The DDA case manager will notify you and your representative of the admissions decision and if applicable send you an appropriate PAN. If there are appeal rights, they will be explained in the PAN.

The RHC has declined my admission.

What are the next steps?

You will receive a PAN that informs you of the decision. The PAN will contain information about your appeal rights. If you choose to appeal the decision, the PAN will provide instructions on how to do this.

The RHC has approved my admission.

What are the next steps?

- The RHC will schedule and facilitate a pre-admission meeting with you and include your family and/or legal representative; and professionals or support staff from disciplines and service areas identified by the client's support needs. When applicable the RHC will notify regional PASRR staff.
- The pre-admission meeting will
 - o Determine the need for an environmental evaluation, such as an assessment for structural modifications, durable medical equipment and accessibility needs.
 - o Discuss your medical needs, including any future scheduled appointments with community providers.
 - o Determine school coordination (if applicable).
 - o Inform you and your legal guardian of the requirement for continued ICF/IDD eligibility once you're admitted.
 - o Determine your admission date.

For more information: DDA Policy 17.02, RHC Admissions for Intermediate Care and Nursing Facility Services, contains detailed information about this process. You may access this policy [here](#) or request a printed copy from your DDA case manager.

