



INDIVIDUALIZED TRANSITION PROFILE/PLANNING PROTOCOL

GUIDING PRINCIPLE

We are committed to a culture of recovery throughout our systems of care, in our interactions with one another, and with those persons and families who trust us with their care.

OVERVIEW:

Prior to community placement, any time a consumer is transitioning to another level of care within a community placement, and when a consumer is discharged/transitioned in to an independent living situation (i.e., GHURA housing, moving in with family or spouse, etc.) an Individualized Transition Profile form (ITP) shall be completed.

DEFINITIONS:

- **Community Placement:** Residential Recovery Program (RRP), Community Apartment Living (CAP), or vendor/contracted residential living
- **Lead Provider:** Predominant service provider
- **Independent Living Situation:** Living in private residence (i.e., lives with family or spouse, apartment paid for by the consumer/family, etc.) or living in subsidized housing (i.e., GHURA housing, etc.).

STANDARDS OF CARE:

- In order to optimize placement preference and ensure appropriate and continuous supports in the community, each consumer who is being considered for community placement, transitioned to another community placement or being discharged to an independent living situation shall have an ITP form and Multidisciplinary Master Treatment Plan (MMTP) completed and/or updated and implemented by his/her MDTT.
- The type of community placement will not be governed by anything other than the interests and individual needs of the consumer being placed.

PROTOCOL:

Assessments:

- The MDTT shall use the MDTT evaluation results and additional assessments/evaluations (i.e., living skills/ADLs), as necessary, to determine if community placement is clinically appropriate and adequate to meet the individual needs of the consumer.
 - The evaluation and assessments shall include a comprehensive evaluation of the consumer's medical, behavioral, habilitation, and treatments needs.

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- The results of the evaluations/assessments and the MDTT's recommendations shall guide the completion of ITP form.
- If the MDTT determines community placement is appropriate, the consumer and/or legal guardian shall be informed of the MDTT recommendations, including all feasible alternatives to community placement.
- After initial placement, when a consumer is transitioning from one level of care to another or being discharged, the MMTP shall be updated and reassessments and additional assessments may be completed to determine the most clinically appropriate placement based on the consumer's individual needs.

Completing the ITP Form:

- Once it is determined that community placement is clinically appropriate and will be adequate to meet the individual needs of the consumer and the consumer and/or legal guardian has been informed of alternatives to community placement, the MDTT shall complete the ITP form in collaboration with the consumer and his/her family/legal guardian, as appropriate.
 - All portions of the form, except "PRT Disposition" portion shall be completed prior to making the referral for placement.
- After initial placement, when a consumer is transitioning from one level of care to another or discharged, the ITP form shall be updated, as necessary (i.e., change the current living situation, etc.).
 - The "PRT Disposition" portion shall be left blank.
 - If the consumer is being discharged, the "PRT Disposition" portion shall be filled in by the MDTT, with the details of the independent living situation.
 - The "responsible individual" portion may be GHURA, a family member, their spouse, the consumer or another individual.
- The original ITP form and all updated forms shall be placed in the consumer's chart.

Requirements for an ITP:

- The ITP form will contain the following elements, including but not limited to:
 - Consumer's name, age, sex
 - Communication ability/method/primary language
 - Diagnoses
 - Intellectual level and adaptive behavior level
 - Mobility
 - Hearing/vision acuity and dental status
 - Mealtime patterns and nutritional status
 - Type and frequency of supervision
 - Environmental adaptations/security needs
 - General health condition and chronic and emergency health care needs

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- Preferred number and characteristics of housemates
- Preferred geographic location
- Description of the consumer's important relationships (i.e., family, significant other, additional supports) and the name, location and frequency of contact
- Anticipated adjustment issues
- Outpatient supports and services responsible after the transition to ensure safety
- Description of the consumer's personality, skills, and interests
- Things that the consumer must have and that, if not available, would result in obvious distress
- Spiritual and religious preferences
- Vocational interests

Referral for Community Placement:

- Anytime the MDTT is making a referral for community placement a referral must be submitted to the PRT.
 - If the consumer is discharged/transitioning to an independent living situation a referral is not submitted to the PRT.
- Once the ITP form is completed, the MDTT shall submit an Internal Referral for Service Form (IRSF) to the PRT based on the emergent, urgent, and routine status timelines.
 - A copy of the ITP form and an MDTT evaluation that is dated no longer than thirty (30) days prior to the referral date shall be attached to the IRSF.
- After initial placement, when a consumer is transitioning from one level of care to another, a new IRSF shall be submitted to the PRT with a copy of the updated ITP form and an MDTT evaluation that is dated no longer than thirty (30) days prior to the referral date shall be attached to the IRSF.

Transition Meeting:

- When a consumer is accepted in to a community placement or transitioning from one level of care to another, a transition meeting with the consumer, the consumer's treatment team and the community placement staff who will be providing services shall take place.
 - If the consumer is transitioning to a vendor home, the contractors' authorized designee shall be involved in the transition meeting.
- When a consumer is being discharged/transitioned out of community placement in to an independent living situation, the MDTT shall encourage individuals involved in the consumer's life (i.e., roommates, spouse, family, etc.) to attend the meeting to help ensure a smooth discharge.
- A copy of the ITP form shall be given to the appropriate service providers.

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- All parties shall comply with the provisions of the ITP.

Reserving Placements:

- When a consumer is discharged/transitions in to an independent living situation, the consumer's placement will be reserved for a period of thirty (30) days to ensure that the transition was successful and that community placement is no longer required.
- The consumer's placement will be reserved when the consumer requires medical or psychiatric hospitalization for a period of sixty (60) days or less.

No Placement Within Six Months:

- If the original IRSF was submitted more than six (6) months prior to the appropriate placement becoming available or if a significant event has potentially impacted the consumers' level of functioning, the ITP form shall be updated and a new IRSF shall be completed.

APPROVED:		Date: 
	_____ Wilfred Aflague Director	_____