County to County Checklist

# Standard Placement: Sending D/T

[ ]  Provider accepted consumer

[ ]  At least 3 days prior to discharge – identify receiving D/T contact

[ ]  Cal or email D/T contact to staff case or identify worker to staff case with

[ ]  Staff case with receiving CM or D/T contact

[ ]  Discuss wrap around service

[ ]  Negotiate monitoring duties

[ ]  Send recap email to receiving D/T or CM and their manager

[ ]  Monitor consumer for 90 days

# Receiving Office

[ ]  Respond to initial request in a timely manner

[ ]  Identify the D/T Coordinator on Ongoing CM and their manager who will be responsible for the case

[ ]  Coordinate and staff case with sending D/T or CM

# Staffing Topics

[ ]  Anticipated Diversion or Transition Date

[ ]  Placement Information

[ ]  Reason for out of county move

[ ]  APS or Licensing or other concerns about provider

[ ]  Transportation arrangements

[ ]  CCO or medical provider concerns

[ ]  Durable Medical Equipment/Assistive Devices

[ ]  Behaviour Support Services (REFERRAL RECOMMENDED FOR EVERY MOVE)

[ ]  Long Term Care Community Nurse (if applicable)

[ ]  Exception details and in-person visit requirements of exception

[ ]  Mental Health Services (if applicable)

[ ]  Doctor’s Orders and Medication

[ ]  Safety Planning or safety concerns

[ ]  Any other applicable information

[ ]  Monitoring visits – what in-person visits are needed (receiving D/T or CM) and what monitoring can be done remotely (sending D/T)

# Communication Barriers

[ ]  1st attempt via phone and email follow up – requesting staffing

[ ]  2nd attempt via email – requesting staffing, include managers/supervisors

[ ]  3rd attempt via email – summarizing case, include managers/supervisors

[ ]  If no response after 3rd attempt notify leadership and Transition Services Analyst

# Specific Needs Contract Placements

[ ]  Includes offices within your own county or district

[ ]  Identify receiving D/T or CM

[ ]  Submit 494 for approval

[ ]  Follow steps above under Standard Placement

[ ]  Work with provider to plan Transition Care Conference

[ ]  Sending D/T in attendance at Care Conference

[ ]  Receiving D/T or CM or alternate at Care Conference

[ ]  Cover staffing topics listed above during Care Conference

[ ]  Consumer admits after Transition Care Conference