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