

POLICY: Transition Activities

POLICY STATEMENT: It is the policy of the Bureau of Developmental Disabilities Services (BDDS) to assure that individuals with a developmental disability who are transitioning from one residential setting to another, or from one service provider to another, receive services and supports appropriate to their needs. This policy applies to all moves and transitions within service models and from one service model to another.

DETAILED POLICY STATEMENT

- I. When an individual is undertaking a transition that involves a change in living residence or service provider:
 - A. BDDS shall, in compliance with current Division of Disability and Rehabilitative Services (DDRS) policy, facilitate the following transition activities as may be indicated:
 - I. intake process;
 - II. eligibility determination;
 - III. transition planning;
 - IV. person centered planning;
 - v. develop or update individualized support plan;
 - VI. referral to providers;
 - vII. selection of providers;
 - VIII. budget preparation;
 - ix. safety inspections;
 - x. **home visits**;
 - XI. pre and post transition monitoring; and
 - xii. other activities as may be needed to facilitate the transition.
 - B. Providers selected by the individual shall support the transition activities initiated on behalf of an individual by:
 - i. participating in transition planning;
 - ii. **ensuring a safe environment**;
 - III. ensuring adequate staffing;
 - iv. training staff on the individual's:
 - a. Individualized Support Plan;
 - b. behavior plan/s;
 - c. risk plan/s;
 - d. health/medical needs; and
 - v. other activity as may be needed to support the transition.
2. BDDS is placement authority, and no transition shall occur without BDDS written approval, with the exception of emergency transition as defined in this policy.
3. Failure to receive BDDS approval prior to an individual transitioning as described in this policy shall result in suspension of all admissions to all residential sites managed by the provider, with the exception of emergency transition as defined in this policy.
4. Each action undertaken in compliance with this policy shall be documented in:

- A. DART by the BDDS Transition Specialist (TS) or other BDDS employee; and
 - B. INSITE by the Case Manager or other employee of the Case Manager vendor.
5. Transitions addressed in this policy include:
- A. Initial Moves:
 - i. Transitions from the Community (ex - a family home) to a Supported Living (SL) Community Residential Setting;
 - ii. Transitions from the Community (ex - a family home) to a Supervised Group Living (SGL) or Large Private ICF/MR (LP ICF/MR);
 - iii. Transitions from State Operated Facilities (SOF), nursing facilities (NF), children's facilities (CF), SGLs, or LP ICF/MRs to Supported Living Community settings; and
 - iv. Transitions from State Operated Facilities (SOF), nursing facilities (NF), children's facilities (CF), SGLs, or LP ICF/MRs to SGL settings.
 - B. Subsequent Moves:
 - i. Change of SL provider with change of address;
 - ii. Change of SL Provider without a change of address;
 - iii. Change of address, while keeping the same residential provider and IST;
 - iv. Change of SL residence with same residential provider, but moving to a new BDDS district;
 - v. Change of SGL or LP ICF/MR residence;
 - vi. Transitions to a nursing facility for a long term stay from a BDDS residential setting;
 - vii. Change in Waiver service provider;
 - viii. Transition to an Extensive Support Home (ESN); and
 - ix. Emergency Transitions.

DEFINITIONS

"BDDS" means Bureau of Developmental Disabilities Services as created under IC 12-11-1.1-1.

"BDDS residential setting" means a setting where residential services are administered by BDDS.

"Case Manager" means a person employed to provide Case Management services by the BDDS approved Case Management vendor.

"Community" means a non-segregated setting.

"BDDS" means the division of disability and rehabilitative services as established by IC 12-9-1-1.

"Emergency Transition" means an unexpected transition from one residential location to another as a consequence of fire, flood, utility disruption, or other similar event making the original residence uninhabitable.

"Long term stay" means 181 days or more.

"Service Coordinator" means a person providing service coordination services under IC 12-11-2.1.

"Short term stay" means 180 days or less.

"Transition" means a change in an individual's physical residence, and/or service provider.

REFERENCES

460 IAC 6: Supported Living Services and Supports

460 IAC 7: Individualized Support Plan

BDDS Pre-Post Transition Monitoring Policy

Interpretive Guidelines - Intermediate Care Facilities for Persons with Mental Retardation

Approved by: Shane Spotts, DDRS Deputy Director

A handwritten signature in black ink, appearing to read 'S. Spotts', with a large, stylized flourish at the end.