

# Local Health Department TRANSITION POLICY SAMPLE

**This Sample LHD Transition Policy is intended to provide a basis for Local Health Departments to develop their own transition policies and pro**

## Policy:

CSHCS staff will assist clients in transitioning from pediatric providers to adult providers, and guiding youth in achieving optimal independence. CSHCS staff will work with youth and their families to determine goals and strategies for ensuring youth successfully transition into adulthood. A successful transition to adulthood includes access to age-appropriate health care, building individual health management skills, addressing continuing education or training, employment, and independent living. Individuals that complete the transition process will have the skills and supports necessary to achieve optimal independence in adulthood.

## Procedures:

### Initial Transition Contact - age 14

1. Begin transition process when youth is 14 years old, or earlier when appropriate.
2. When in contact with family and youth, introduce the topic of transition and establish initial goals for youth.
3. Identify the needs, concerns, and issues of the family and youth.
4. Develop strategies with family and provide appropriate resources to assist in the completion of each strategy.
5. Record goals and strategies in a transition plan, to be included in overall plan of care.
6. Provide a copy of the transition plan, "Why Transition" document, and any additional resources to the family and youth.

### Second Transition Contact - prior to age 17

1. Review transition plan with family and youth, and update goals, strategies, and needs. Record changes in transition plan.
2. Introduce specific skills to be developed by youth, as appropriate, such as understanding their medication and scheduling their own doctor's appointments. Include these skills on the "Transition Checklist" within the plan of care.

3. Provide updated transition plan, including transition checklist, and additional tools and resources to the family.

#### Third Transition Contact - prior to age 18

1. Review transition plan and transition checklist with youth and their family. Revise goals, strategies, and needs and record them into the transition plan and checklist.
2. Discuss Authorization to Disclose PHI with youth and family. Provide Authorization to Disclose PHI form, and instructions.
3. Ensure that health care coverage will continue after the young adult's 18th birthday, and direct them to the Health Insurance Exchange if insurance coverage
4. Identify whether youth would benefit from transferring their care to an adult provider.
5. Identify any barriers to transferring care to adult provider, and assist in creating strategies to overcome barriers.
6. Introduce "one-page person summary" to youth and family to assist in a seamless transition from pediatric to adult provider.

#### Fourth Transition Contact - prior to age 21

1. Review transition plan and transition checklist with young adult. Revise goals, strategies, and needs, and record them in the transition plan and checklist.
2. Connect young adult with local and statewide resources that can continue to assist young adult in achieving optimal independence and accomplishing goals.
3. Ensure that health care coverage will continue after the young adult's 21st birthday, and direct them to the Health Insurance Exchange if insurance coverage will end.

#### Continuous Quality Improvement

1. Track the number and percentage of youth that have been engaged in the transition planning process.
2. Track the number and percentage of youth that have transferred care to an adult provider when necessary.
3. Track the number and percentage of youth that have continuing, adequate health care coverage.
4. Survey, via random sampling, the number of young adults that feel they've achieved optimal independence. (using standardized survey?) Survey should solicit feedback to LHD that informs changes that can make transition process more efficient and impactful.
5. Utilize data collected to determine areas for improvement, and create SMART goals and objectives to help maintain progress.
6. Continue to monitor and evaluate new activities to determine their impact on selected measures.