

# 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 procedures**

**Purpose:** To facilitate transition for CSHCS enrolled youth and young adults towards aspects of adult life, including adult health care, work, and independence.

**Policy:** CSHCS staff shall facilitate transition for youth, young adults, and their families prior to the age of 14, following CSHCS guidelines.

## Procedure:

1. Insert your LHD's procedural steps on transition. Examples include, but not limited to:
  - How your LHD identifies transition aged youth (and begin to discuss the process of transition prior to the age of 14)
  - When the LHD contacts clients and families (annually? At specific ages?)
  - How the LHD is tracking and monitoring clients as they go through the transition process
  - Discussing the legal changes that will take place when the client turns 18
  - Discussing the age when CSHCS coverage ends
  - Where transition assistance is documented (client's chart, Plan of Care, etc.)
  - Documenting in CHASS if billing care coordination or case management units (selecting "transition" as the type of care provided)
  - How feedback on CSHCS transition to adulthood services is obtained and utilized for clients that are of transition completion age
  - Collaboration efforts with Medicaid Health Plan's on health care transition