

Client Name: \_\_\_\_\_ I.D. #: \_\_\_\_\_ D.O.B: \_\_\_\_\_

### **Ages 12-15**

- Introduce the topic of transition prior to the age of 14.
- Between the ages of 14-15, encourage the completion of a Transition Readiness Assessment for the youth and parent/caregiver.
- Identify the needs, concerns, and barriers that the family and youth may have.
- Connect the family and youth with local and statewide resources that can continue to assist the youth in achieving optimal independence and accomplishing goals.
- Record goals and strategies in a transition plan or Plan of Care (POC) document. Provide a copy to the client/family.
- Document transition assistance in the client's chart and/or Plan of Care. If billing care coordination or case management services for transition activities, select "transition" as the type of care provided in CHASS.

### **Ages 16-17** (Complete any undone tasks from the checklist listed above)

- Discuss legal changes that will take place when the client turns 18. If applicable, provide information on guardianship and alternatives to guardianship.
- When updating authorized providers, ask the client if they need assistance in finding adult providers.
- Discuss Health Insurance changes that may occur and available options.
- Review transition plan or POC with family and youth and update goals, strategies, and needs. Provide a copy to the client/family.
- Connect the family and youth with local and statewide resources that can continue to assist the youth in achieving optimal independence and accomplishing goals.
- Document transition assistance in the client's chart and/or Plan of Care. If billing care coordination or case management services for transition activities, select "transition" as the type of care provided in CHASS.

### **Age 18-21** (Complete any undone tasks from the checklists listed above)

- If client desires, have them complete the Authorization to Disclose Protected Health Information form on or after their 18<sup>th</sup> birthday.
- Unless a guardianship is in place, address mail to the client and have the client sign their own documents. IRPA and financial assessment forms will be based on the client's income only after the age of 18.
- Determine if client has made necessary transfers to adult health care providers. Provide assistance if needed.
- Finalize plans for health insurance. Explore options for clients with no health insurance eligibility.
- If client is receiving PDN, assist in the PDN transition process. Refer to CSHCS Transition Specialist if needed.

- Review transition plan or POC with family and youth and update goals, strategies, and needs. Provide a copy to the client/family.
- Connect the family and youth with local and statewide resources that can continue to assist the youth in achieving optimal independence and accomplishing goals.
- Document transition assistance in the client's chart and/or Plan of Care. If billing care coordination or case management services for transition activities, select "transition" as the type of care provided in CHASS.

**Three Months before Aging Out of CSHCS** (Complete any undone tasks from the checklist listed above)

- Determine if client has made necessary transfers to adult health care providers. Provide assistance if needed.
- Connect young adult with local and statewide resources that can continue to assist the young adult in achieving optimal independence and accomplishing goals.
- Document transition assistance in the client's chart and/or Plan of Care. If billing care coordination or case management services for transition activities, select "transition" as the type of care provided in CHASS.
- Provide a transition survey to the client/family.