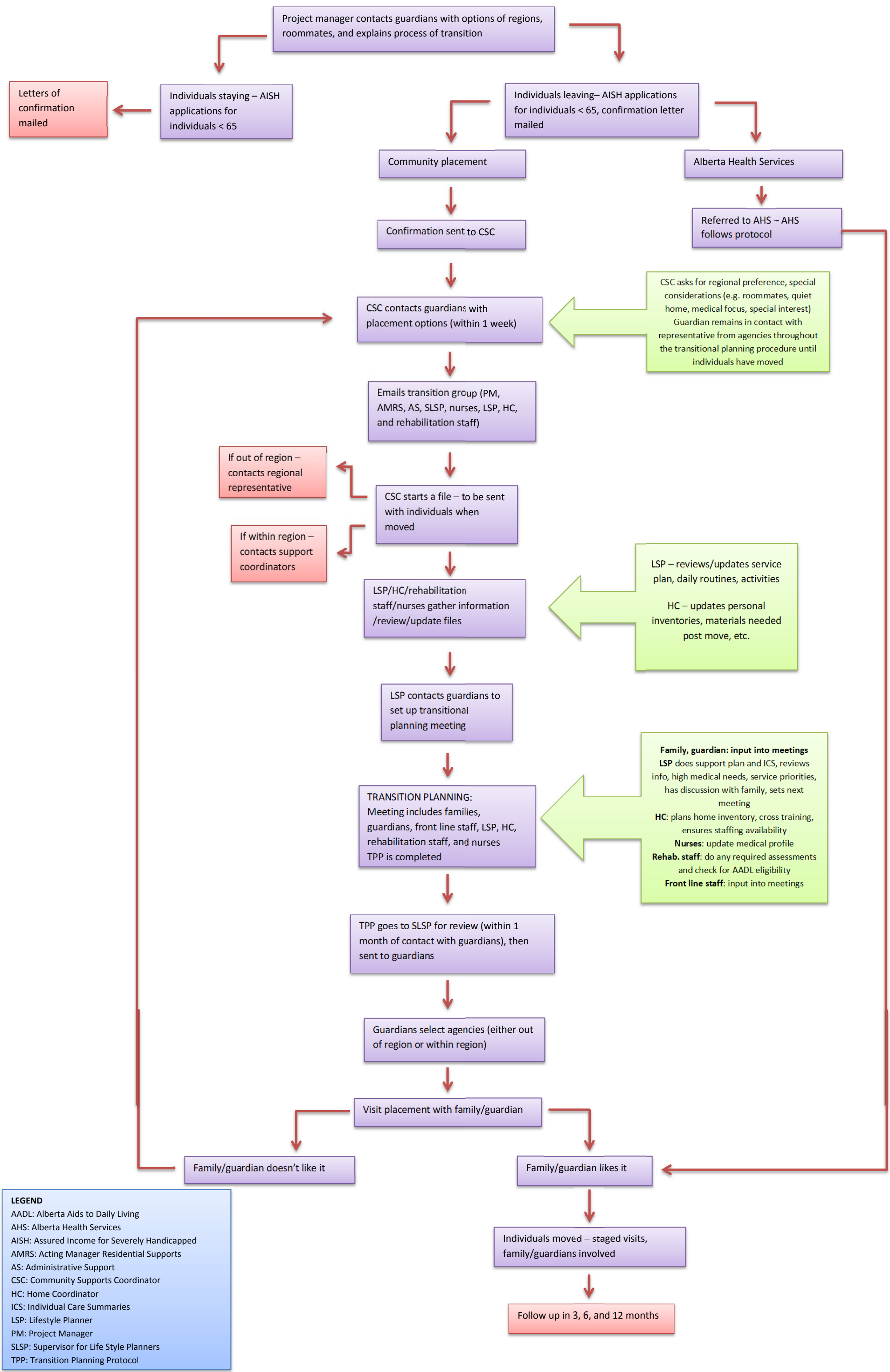
Project manager contacts guardians with options of regions, roommates, and explains process of transition
Letters of confirmation mailed
Individuals staying – AISH applications for individuals < 65
Individuals leaving– AISH applications for individuals < 65, confirmation letter mailed
Community placement
Alberta Health Services
Confirmation sent to CSC
Referred to AHS – AHS follows protocol
CSC contacts guardians with placement options (within 1 week)
CSC asks for regional preference, special considerations (e.g. roommates, quiet home, medical focus, special interest) Guardian remains in contact with representative from agencies throughout the transitional planning procedure until individuals have moved
Emails transition group (PM, AMRS, AS, SLSP, nurses, LSP, HC, and rehabilitation staff)
If out of region – contacts regional representative
CSC starts a file – to be sent with individuals when moved
If within region – contacts support coordinators
LSP/HC/rehabilitation staff/nurses gather information /review/update files
LSP – reviews/updates service plan, daily routines, activities
HC – updates personal inventories, materials needed post move, etc.
LSP contacts guardians to set up transitional planning meeting
TRANSITION PLANNING: Meeting includes families, guardians, front line staff, LSP, HC, rehabilitation staff, and nurses TPP is completed
Family, guardian: input into meetings
LSP does support plan and ICS, reviews info, high medical needs, service priorities, has discussion with family, sets next meeting
HC: plans home inventory, cross training, ensures staffing availability
Nurses: update medical profile
Rehab. staff: do any required assessments and check for AADL eligibility
Front line staff: input into meetings
TPP goes to SLSP for review (within 1 month of contact with guardians), then sent to guardians
Guardians select agencies (either out of region or within region)
Visit placement with family/guardian
Family/guardian doesn't like it
Family/guardian likes it
Individuals moved – staged visits, family/guardians involved
Follow up in 3, 6, and 12 months
LEGEND
AADL: Alberta Aids to Daily Living
AHS: Alberta Health Services
AISH: Assured Income for Severely Handicapped
AMRS: Acting Manager Residential Supports
AS: Administrative Support
CSC: Community Supports Coordinator
HC: Home Coordinator
ICS: Individual Care Summaries
LSP: Lifestyle Planner
PM: Project Manager
SLSP: Supervisor for Life Style Planners
TPP: Transition Planning Protocol