



# Facilitating Individualized Services and Supports

## Community Transition Service

### ACCESSING TRANSITION START-UP FUNDS

#### **What are Community Transition Services?**

**A:** Transition services are one-time, set-up expenses for individuals who transition from a congregate living setting to a less restrictive community living arrangement such as a home, apartment, or other community-based living arrangement that is not provider-owned or controlled. Qualified settings include homes where waiver participants own or rent, with or without housemates, and/or receive Individualized Support Living services (ISL).

#### **Q: Who is eligible to receive Community Transition Services?**

**A:** This service is available to individuals in the Comprehensive, Community Support, and Partnership for Hope Waivers who are transitioning from a congregate living setting to a less restrictive community-based living arrangement. Congregate living settings include any provider-owned residential setting where MO HealthNet reimbursement is available, including the following:

- Intermediate Care Facilities for Individuals with Intellectual Disabilities
- Nursing Facilities
- Residential Care Facilities
- Assisted Living Facilities
- DD Waiver Group Homes

#### **Q: What is covered under the Community Transition Services?**

**A:** Examples of expenses that may be covered include:

- Expenses to transport furnishings and personal possessions to the new living arrangement;
- Essential furnishing expenses required to occupy and use a community domicile;
- Security deposits that are required to obtain a lease on an apartment or home that does not constitute paying for housing rent;
- Utility set-up fees or deposits for utility or service access (e.g. telephone, water, electricity, heating, trash removal);
- Health and safety assurances, such as pest eradication, allergen control or one-time cleaning prior to occupancy.

Essential furnishings include items for an individual to establish his or her basic living arrangement, such as a bed, a table, chairs, window blinds, eating utensils, and food preparation items. Community transition services do not cover monthly rental or mortgage expenses, food, regular utility charges, and/or household appliances or items that are intended for purely divertive or recreational purposes such as televisions, cable TV access or VCRs or DVD players.

#### **Q: What start-up amount should be requested for an individual who is transitioning?**

**A:** Total Transition Services are limited to \$3,000 per individual. However, The limit of \$3,000 is not an entitlement and every effort should be made to utilize natural supports and to make frugal purchases.

Community Transition Services are furnished only to the extent that they are reasonable and necessary as determined through the support plan development process, clearly identified in the support plan and the person is unable to meet such expense or the services cannot be obtained from other sources. The individual, their support coordinator, guardian (if applicable) and others involved in their support planning will be required to fully explore the availability of natural supports, including donations of cash or donations of second-hand goods from charitable organizations and assistance from family and friends. Every effort should be made to purchase the lowest cost items available, including second-hand goods when reasonable and appropriate. Other resources for getting start-up items may include family donations, Goodwill, Salvation Army, second hand stores, local service organizations and businesses, etc.

**Q: How are start up costs authorized and reimbursed?**

**A:** Startup items and costs must be clearly identified in the Individualized Support Plan. Community Transition Services are listed under code T2038 as a one-time cost on the budget authorization form. An itemized startup list is attached to the plan and submitted to Utilization Review Committee. The Regional Office Director must approve the request.

Once the units have been authorized in CIMOR for Community Transition (T2038), the Provider should bill for the service and submit documentation. Once the Provider has billed, they will be paid as normally for any billable service.

All purchases must be authorized and expended within 30 days prior to and after the move. If additional needs for household goods or furniture are identified more than 30 days after the move, the individual will be expected to purchase these items using their own resources, or to use natural supports including donated items, gifts, second hand purchases, etc.

**Q: Who can provide Community Transition Services?**

**A:** This service can be provided by an individual contractor or an agency. An agency can be a group home provider or an ISL provider, certified by DMH or accredited by CARF, CQL or Joint Commission, to provide Community Transition service. An agency can also be an agency contractor or a Division of DD Regional Office. An individual or an agency must also have a DMH contract. An agency may include a MO HealthNet enrolled provider of Targeted Case Management for Individuals with Developmental Disabilities who is also an enrolled provider of any DD Waiver service. The Community Transition service is not applicable in a provider-owned or controlled setting.

**Q: Do items purchased through Community Transition belong to the individual?**

**A:** Yes. These items belong to the individual and go with the individual if he or she moves.

**Q: Can an individual access Community Transition Services more than once if they have not used the full \$3000 limit?**

**A:** Yes. If an individual previously received Community Transition Services, did not expend the full \$3,000, and is now moving to a less restrictive setting, the individual may use the service again, not to exceed a total of \$3,000 including the original expenditure and the current authorization.