

Anna Lansky  
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**Authorized Signature**

**Number:** APD-PT-16-010  
**Issue date:** 3/25/2016

**Topic:** Developmental Disabilities

**Transmitting (check the box that best applies):**

- New policy   
  Policy change   
  Policy clarification   
  Executive letter  
 Administrative Rule   
  Manual update   
  Other: \_\_\_\_\_

**Applies to (check all that apply):**

- |  |  |
|--|--|
| <input type="checkbox"/> All DHS employees                               | <input type="checkbox"/> County Mental Health Directors  |
| <input type="checkbox"/> Area Agencies on Aging                          | <input type="checkbox"/> Health Services   |
| <input type="checkbox"/> Aging and People with Disabilities              | <input checked="" type="checkbox"/> Office of Developmental Disabilities Services(ODDS)                                      |
| <input type="checkbox"/> Self Sufficiency Programs                       | <input type="checkbox"/> ODDS Children’s Intensive In Home Services  |
| <input checked="" type="checkbox"/> County DD Program Managers           | <input checked="" type="checkbox"/> Stabilization and Crisis Unit (SACU)   |
| <input checked="" type="checkbox"/> ODDS Children’s Residential Services | <input checked="" type="checkbox"/> Other ( <i>please specify</i> ): DD residential providers and supported living providers |
| <input type="checkbox"/> Child Welfare Programs                          |  |

Policy/rule title:	Exceptional transition rates from SACU setting to other CBC setting		
Policy/rule number(s):		Release no:	v 1
Effective date:	3/25/2016	Expiration:	
References:			
Web address:			

**Discussion/Overview:**

The policy outlines the **eligibility, expectations** and **procedures** for an interim exceptional transition rate for individuals moving from a Stabilization and Crisis Unit (SACU) setting to a non-state-operated community-based setting. The goal of this policy is to support successful transition processes.

SACU settings include highly structured, environmentally enhanced sites with staffing levels that are unique to the Stabilization and Crisis Unit. These staffing levels and

environmental supports may not be easily replicable in community placements. Therefore, exceptional transition rates are appropriate to help ensure successful transitions.

### **Implementation instructions:**

**Eligibility:** Only individuals transitioning out of a SACU setting and into a Community Based Care setting (24-hour residential or Supported Living – provider owned, controlled or operated setting) are eligible for an exceptional transition rate for up to 12 months, or through the end of the month in which the 365<sup>th</sup> day falls.

Exceptional transition rates shall be based on, but are not limited to, the following:

- Risk Intensity Tracking
- Tier Review information form
- Documentation of staffing levels
- Behavior data, FBA/BSP, incidents reports, nursing reports, ISPs, progress notes
- Physician/Psychological reports, including risk assessments
- As well as any compelling information that identifies needed supports
- SACU staff recommendation

**Expectations:** During the 12 months of exceptional rate and in the event any additional exceptions will be required or necessary, providers are expected to:

- Provide staffing ratio as appropriate and needed
- Document staffing levels throughout the year, in order to:
  - Document what has worked and not worked for the individual
  - Support on-going staffing patterns
  - Provide clarity on the specifics of what each exclusive staff person does during the exclusive staffing time
- Document and track behavior as appropriate
- Document support needs
- Titrate staffing and support levels during the 12 months of the exceptional rate
- Coordinate with ISP team for new Functional Needs Assessment
- Plan with ISP team for next plan years ISP and rate and Tier level

### **Procedures:**

The exceptional transition rate is a temporary rate in effect for 12 months after the initial placement date, or until the end of the month following the 365<sup>th</sup> day that the individual has been living in the setting. The exceptional transitional rate must be based on the individual's Functional Needs Assessment and any additional support needed to transition into the community, as established by the SACU Placement

Committee, provider agency and Office of Developmental Disabilities Services Tier Review team.

**In-home settings:**

If the individual is exiting SACU and transitioning into an in-home setting, the SACU Placement Team will make a proposal for exceptional care services and supports as an exception via the Funding Review Team as outlined in AR-14-019.

**Training/communication plan:**

CDDP and Brokerage managers shall share the information with service coordinators and personal agents.

**Local/branch action required:**

Work directly with the SACU Placement team as individuals prepare to move into another Community Based Care setting

**Central office action required:**

Review requests for exceptional transition rates.

**Field/stakeholder review:**       Yes       No

**If yes, reviewed by:**      CDDP and Brokerage representatives

**Filing instructions:**

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