



Transition to Independent Living Payments ODP Announcement 22-068 **UPDATE #2**

AUDIENCE:

- Providers of Residential Habilitation, Supported Living and Lifesharing services
- Administrative Entities (AEs)
- Supports Coordination Organizations (SCOs)
- Supports Coordinators (SCs)
- Other Interested Parties

This Communication does not apply to Adult Autism Waiver (AAW) Providers

PURPOSE:

This Office of Developmental Program (ODP) communication will provide guidance for providers and teams of individuals who may choose to receive and transition to Supported Living or Lifesharing services. The communication has been updated. Changes are **bolded and underlined**.

DISCUSSION:

This communication is intended to provide guidance to all stakeholders who participate in the process to transition an individual from the Residential Habilitation service to Supported Living or Lifesharing.

ODP is pleased to announce the availability of transition to independent living payments. These payments are directed towards providers of residential habilitation, life sharing and supported living programs to incentivize exploration and movement to Supported Living or Lifesharing living programs.

All individuals receiving residential habilitation in licensed residential settings interested in exploring life sharing or supported living should have the opportunity to do so. The transition to independent living payment intends to promote the use of Lifesharing and Supported Living Services for individuals who would be well served in these programs. Residential providers that are not currently qualified to provide Supported Living or Lifesharing can and should proceed through the qualification process to add one or both services to their service and supports offerings.

For a provider to be eligible for transition to independent living payments the individual must transition to a Lifesharing or Supported Living Program operated by the same provider they were receiving licensed residential habilitation services from.

Providers should make the request for individual teams to meet to discuss the available opportunities for transition to Lifesharing and Supported Living and determine if the individual has a desire to explore different living and service arrangements. Once the determination is made, the Individual Support Plan (ISP) team must support all transition activities.

To be eligible for Transition to Independent Living Payments all licenses held by the provider must currently be in good standing and have no pending 55 Pa Code CH 6100 related enforcement actions.

Payments are attached to a person one time. Providers cannot request Transition to Independent Living Payment for the same person more than once if the initial transition is unsuccessful.

Providers may request transition payments for an individual only once but may apply for multiple transition payments if more than one individual successfully transitions to Supported Living or Lifesharing.

Once a request is approved, ODP will issue a communication directly to the Provider, AE, and SC with instructions for adding the transition payments to the individual's ISP. The communication will contain procedure codes, steps for adding the service to the ISP, and additional instructions for submitting claims.

The request for transition to independent living payment must be signed by the AE who participated in the transition meetings. The AE should review all available records related to the transition such as SC service notes, assessments & evaluations, transition meeting minutes and the Transition to Independent Living Request Form.

Any vacancy created by the transitioning is to be filled after a period of six months **(or sooner if the individual's team agrees)** to preserve residential habilitation capacity within the ODP system.

The six-month period allows for a contingency plan in the event the transition is not successful. **If the individual and their team decides sooner than 6 months that the new living arrangement is successful, the provider may proceed with filling the vacancy.**

Approved Program Capacity (APC) can be reduced temporarily until the individual has successfully lived for **up to** six months in either a Supported Living or Lifesharing program.

The provider must then increase the APC back to previous capacity and seek to fill the vacancy with individuals waiting for residential services. Providers with vacancies should report via [ODPANN 22-036 Announcing an Online Tool for Reporting Residential Vacancies](#).

One payment will be made once an individual has been identified and the AE has signed off on the Transition to Independent Living Request Form and the form has been submitted by the provider to ra-ratesetting@pa.gov. A second payment will be made after the completion of six months of service in either Lifesharing or Supported Living. The provider can bill PROMISE for the outcome -based payment after the six month period has elapsed.

Payment will be made after the individual has successfully transitioned and maintained either Supported Living or Lifesharing arrangement for six months. Providers will use the [Transition to Independent Living Request Form](#) to request payment for the Transition to Supported Living or Lifesharing. The Transition to Independent Living Request Form must be co-signed by a representative of the Administrative Entity to receive the first of two payments.

Transition to Independent Living Request Form

Instructions

This form is to be completed by the provider agency requesting funding for transitioning an individual from Residential Habilitation Services to Supported Living or Lifesharing.

Provider Name:

Master Provider Index (MPI) Number: _____

Contact Name: _____

Email: _____

| | | | |
|------------------------------|--|--|--|
| Discharging Person's Name: | | Date of Birth: | |
| Age: | | Gender: | |
| Master Client Index (MCI) #: | | Supports Coordinator (SC) Name and email | |

| | | | |
|---|--|--|--|
| Office of Developmental Programs (ODP) Region: | | County of Registration: | |
| Date of Admission: | | Supports Coordination Organization (SCO): | |
| Supports Intensity Scale (SIS) Assessment Date: | | Needs Level/Needs Group: | |
| Health Risk Screening Tool (HRST) Date: | | Health Risk Screening Tool (HRST) Health Care Level: | |
| Projected Move Date: | | Service Location Code (SLC): | |

| Date of Meeting | Attendees |
|-----------------|-----------|
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| | |

Administrative Entity Signature:

Date:

By signing the transition request form, the AE is indicating they agree that the provider has presented a plan that ensures the individual's health and safety needs will be met in the proposed Lifesharing or Supported Living program.

A move date does not need to be determined for a signature to be applied but the AE may use discretion to request more detailed transition information from the provider to ensure a reasonable and safe transition plan is in place.

Best practices for Transition from Residential Habilitation to Life Sharing or Supported Living

1. Decision to Explore Life Sharing or Supported Living as alternatives to Residential Habilitation:
 - a. Person/family/team indicates that the individual would like to consider transitioning to Supported Living or Lifesharing
 - b. The participant should be offered Housing Transition and Tenancy Sustaining Services if they are intending to move into a private home that the participant will own, rent, or lease. The SC should offer the

service and coordinate with the team to locate the service if desired and appropriate.

2. Notifications:

a The provider notifies the following of the person's desire to explore Supported Living/Lifesharing:

- i. The individual's family
- ii. The individual's SC
- iii. The AE for the transitioning person

3. Assessment/Evaluation:

4. Transition Planning Meetings:

- a. Lead by the transitioning person's current residential provider
- b. Meetings must be documented, including who attended, decisions made during the meeting, and evaluations completed

5. Back-up Planning:

- a. The transitioning provider will establish a backup plan for moving the individual into an appropriate vacancy if the transition is unsuccessful.

6. Visits

- a. As the transition process moves forward, the individual and life sharing provider should begin visiting at mutually agreeable locations and times. Visits can occur in the current residential setting, in the home of the prospective lifesharer or in the community. Visitation is essential for assessing the compatibility of participants and lifesharing providers.
- b. It is expected that the life sharing provider hosts visits at the potential Lifesharing home at least once during the transition process.
 - i. Overnight Visits:
 - a) In some cases, the transition planning team may determine that one or more overnight visits at the transition location would be beneficial both to team members supporting the transition and to the transitioning person themselves.
 - ii. The decision to include/preclude overnight visits should be discussed and agreed upon by the planning team.
 - iii. Plans for an overnight visit must include provisions to ensure that the discharging person's care is always maintained. This includes but is not limited to plans to support special dietary needs, medication administration, mobility, and communication needs, etc.

- c. Following each visit there should be a debriefing which includes all involved in the planning team. This should include identifying concerns and establishing a plan to address concerns.
- d. For individuals transitioning to Supported Living they should be afforded the opportunity to visit the identified apartment/home and meet any potential housemates.
- e. Visits to the Supported Living location should be offered at various times throughout the day so that the individual and supporters understand the environment during different times of day.

7. Personal Possessions/Moving Costs

- a. Individuals cannot be charged for moving costs as these costs are included in the Transition to Independent Living payments.