

Community Transition Initiative Transition Plan Review Process

Transition Plan reviews are designed to ensure that member's clinical risks are identified and addressed in Transition Plans before the member transitions to the community. The review is based on assessment and service plan materials submitted to the UIC CON clinical team and may include a conference call to discuss the member's needs and status.

Transition Plans must be completed within 90 days of positive outreach as noted on the Maximus Transitional Assessment Summary of Findings and updated every 180 calendar days until transition. Transition Plan review requests should be submitted 10 calendar days before the member's planned transition date. This will allow sufficient time for a thorough review by UIC CON clinical staff and for the care coordinator to revise the Transition Plan following the review.

Transition Plan Requirements:

Transition Service Plans must: 1) reflect the status and service needs of the member; 2) reflect the member's housing plan; and 3) provide assurances that the housing plan is appropriate to the member's needs and is of quality standard. Updates must be made to the Transition Service Plan as the member's status or needs change.

Health plan staff requesting a Transition Plan review are **required** to submit the below documents:

- 1.2 Member Outcome Form
- Maximus Outreach Date
- Maximus Assessment Date
- Maximus Referral to MCO Date
- Maximus Transitional Assessment Summary of Findings
- 3.1 Transition Service Plan
- Medications & Diagnoses
- Nursing Facility Documents (labs, notes, diagnostic) – If Available
- Any other pertinent information MCO feels would be beneficial for UIC's review

Please submit all documents to UIC through the specific agency Box folder you were given access to. Drag and drop files into the folder using the Box platform.

After receiving all necessary documents, UIC CON will complete a Transition Plan review within 10 business days.

- UIC CON will review the clinical risks, planned services, and other needs identified in the Transition Plan.
- UIC CON will complete a written clinical summary of the provided information and make recommendations for additional services needed or risks that should be addressed.
 - UIC CON may schedule a case review call to review recommendations. Care coordinators will be given at least 2 business days' notice if a call is required.
- The care coordinator will revise the Transition Plan to incorporate recommendations from the review and resubmit within 5 business days of receiving the call summary document.
 - If the revised Transition Plan now addresses all identified clinical risks, and all necessary services, supports, and equipment are in place, the care coordinator can move the member to the community.
 - If further revisions are required, these may be communicated from UIC CON in writing, or if necessary, a conference call will be scheduled to discuss the plan.