



HURON BEHAVIORAL HEALTH  
**OPERATIONAL POLICY**

Policy #: **SD.1.12**  
Issue Date: **02/08/05**

Rev. Date: **06/01/16**  
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**Title: Consumers Transitioning to Independent Living Policy**

Prepared By: **Clinical Director**

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**Purpose:**

To define the guidelines to use when working with consumers who are transitioning into a more independent living setting.

**Scope:**

This policy applies to all employees (including full-time employees, part-time employees, contractual providers, volunteers, students, and/or interns) of Huron Behavioral Health (HBH) and all consumers served.

**Information:**

1. HBH believes in Self-Determination as a fundamental human right (see also [Self-Determination Policy RR.1.10](#)). Self-Determination includes control and choice in the individual's life and in the individual's ability to contribute to his/her community in meaningful ways.
2. HBH believes in a Person-Centered approach to planning. Person-Centered Planning is highly individualized and is designed to respond to the individual's needs and desires (see also "[Person Centered Planning \(PCP\) Policy QI.1.05](#)" and "[PCP Procedure QI.2.18](#)").
3. To the highest degree possible, HBH provides supports to individuals to maintain and/or move towards a more independent lifestyle.

**Policy:**

1. HBH will assist and support individuals transitioning to independent living arrangements.
2. At a minimum, staff shall assist the individual (and their family or guardian) to assure the basic human needs are met, including:
  - Living/housing arrangements
  - Source(s) of income
  - Access to medical care
  - Access to private transportation or the demonstrated knowledge and skills to access public transportation
  - Natural Supports/community supports committed to the success of the individual's transition
  - Peer support network
3. The process for transitioning to a less dependent setting shall be directed by the individual and planned out in the Person-Centered Plan (PCP) (See also [PCP Policy – QI.1.05](#) and [PCP Procedure QI.2.18](#)). HBH staff shall assist the individual, assess and plan for services, supports and/or training needed in areas including, but not limited to:
  - Activities of Daily Living (ADLs) or Life Skills (including medication management and human sexuality)
  - Vocational, technical, or employment training
  - Legal, social service, or other support services
  - Social, cultural, leisure, religious, and/or recreational activities/interests
4. HBH staff invest the necessary time and training to help the individual develop needed skills and prepare for the planned transition.
5. HBH staff will assist the individual and/or guardian in exploring and evaluating the range of available living arrangements. Staff shall provide assistance and guidance as necessary to evaluate the risks and benefits of the various options and assure that the individual's safety needs are met.

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6. Advance notice (minimum of six months, if possible) shall be given to the individual if any benefits or services shall cease upon their transition into independent living (health benefits, financial, or other benefits).
7. HBH staff shall assist the individual and/or guardian to obtain or secure documents which may be necessary to function as an independent adult. Those documents may include , but are not limited to:
  - a. State of Michigan Identification Card
  - b. Driver's License
  - c. Social Security Card
  - d. Appropriate health insurance cards
  - e. Medical records or documentation
  - f. Original copy of birth certification
  - g. Documents of immigration, citizenship, or naturalization
  - h. A life-book or compilation of personal history as appropriate to the individual's age, if desired
  - i. List of known relatives, including addresses, phone numbers, and permission for contacting involved parties
  - j. Educational documents (diplomas, GED, and list of schools attended), as appropriate
8. HBH staff (including Supported Employment staff, if appropriate) will assist the individual with information and linkages for employment and job-seeking.
9. The individual will be provided with information so that they know how to contact HBH for continued support, crisis intervention/management, counseling, and general information, and/or referral following their move to independence.
10. The PCP and/or Discharge Plan (if appropriate) shall include emergency contact information, and instructions on how to contact HBH staff should the individual have problems with the plan.

**Definitions/Acronyms:**

*ADL* – Activities of Daily Living  
*COA* – Council on Accreditation  
*GED* - General Educational Development  
*HBH* – Huron Behavioral Health  
*PCP* – Person Centered Plan

**Forms:**

N/A

**Records:**

Records of self-determination, supported employment, and PCP activities are retained in the consumer's case record in accordance with the "[HBH Record Retention and Storage Policy](#)" ([QI.1.23](#)).

**Reference(s) and/or Legal Authority**

COA standards  
[QI.1.05 Person-Centered Plan \(PCP\) Policy](#)  
[QI.1.23 HBH Record Retention and Storage Policy](#)  
[QI.2.18 Person-Centered Plan \(PCP\) Procedure](#)  
[RR.1.10 Self-Determination Policy](#)

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Change Letter	Date of Change(s)	Changes
None		New policy for COA chapter G9
A	05/07/09	Reviewed and revised comply with COA 8 <sup>th</sup> edition standards – removed COA chapter-specific reference (G9), Scope section – removed a statement “especially consumers served in ....”, #3 – removed “systematically”, reworded #8 and #9 without changing content.
B	07/16/13	Reviewed and revised to comply with 8 <sup>th</sup> edition COA standards – “Policy” section #1 removed “provide or assure necessary services to”, #5 added “and/or guardian” and changed “housing options” to “living arrangements”, #7 added “and/or guardian”.
C	06/01/16	In “Policy” section #3 last bullet changed “outlets” to “interests”, #4 added “and assure that the individual’s safety needs are met”, made several additional minor grammatical/wording changes/corrections throughout document without changing sentence content.