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 and part-time employees), contract providers, volunteers, students, and/or interns of Huron Behavioral Health (HBH) and all consumers served.

Information:
1. HBH believes that Self-Determination is a fundamental human right (see also "Self-Determination Policy" RR.1.10). Self-Determination includes control and choices 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 medical necessity needs while including the individual's dreams, goals, and desires (see also "Person Centered Planning (PCP) Policy" QI.1.05 and "Person Centered Planning and Individual Plan of Service (IPOS) Procedure" QI.2.18).
3. To the highest degree possible, HBH provides supports to individuals to maintain and/or move toward a more independent lifestyle.

Policy:
1. When appropriate, 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 personal transportation or the demonstrated knowledge and skills to access public transportation
   ▪ Natural Supports and 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 Individual Plan of Service (IPOS) which is developed through the person-centered planning process (see also "Person Centered Planning (PCP) Policy" QI.1.05" and "Person Centered Planning and Individual Plan of Service (IPOS) Procedure" QI.2.18). HBH staff shall assist the individual, assess and plan for services and 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 will invest the necessary time and training to help the individual develop needed skills and prepare for a smooth transition to independent living.
5. HBH staff will assist the individual (and/or parent/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.
6. An Adverse Benefit Determination Notice will 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 will assist the individual (and/or parent/guardian) to obtain or secure documents which may be necessary to function as an independent adult. These documents (as appropriate) may include, but may 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 requested
      i. List of known relatives, including addresses, phone numbers, and permission (release) 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 opportunities.

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 a more independent lifestyle.

10. The IPOS and/or Discharge Plan (if applicable) shall include emergency contact information, and instructions on how to contact HBH staff should the individual have problems with achieving the plan.

Definitions/Acronyms:

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

Forms:

N/A

Records:

Records of self-determination, supported employment, and person centered planning 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 Planning (PCP) Policy
Qi.1.23 HBH Record Retention and Storage Policy
Qi.2.18 Person-Centered Planning and Individual Plan of Service (IPOS) Procedure
RR.1.10 Self-Determination Policy
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Policy #: SD.1.12
Issue Date: 02/08/05
Rev. Date: 01/29/2020
Page: 3 of 3

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<table>
<thead>
<tr>
<th>Change Letter</th>
<th>Date of Change(s)</th>
<th>Changes</th>
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<tbody>
<tr>
<td>None</td>
<td></td>
<td>New policy for COA chapter G9</td>
</tr>
<tr>
<td>A</td>
<td>05/07/09</td>
<td>Reviewed and revised comply with COA 8th 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.</td>
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<td>B</td>
<td>07/16/13</td>
<td>Reviewed and revised to comply with 8th 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”.</td>
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<tr>
<td>C</td>
<td>06/01/16</td>
<td>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.</td>
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<tr>
<td>D</td>
<td>03/13/18</td>
<td>Routine review – several minor wording/grammatical changes/corrections made throughout the document without changing sentence content.</td>
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<tr>
<td>E</td>
<td>01/29/2020</td>
<td>Changed “Person Centered Plan (PCP)” to “Individual Plan of Service (IPOS)” throughout document (3 places), in “Policy” section #6 changed “Advance Notice” to Adverse Benefit Determination Notice”, in “Acronyms” section added “IPOS”, made several minor wording/grammatical changes/corrections throughout document without changing sentence content.</td>
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