

Community Transition Liaison Program (CTLP)

Minimum Skillset, Job Responsibilities & Qualifications for ASAP CTLP Staff

Community Transition Liaison Supervisor

- Serves as the primary contact for the Community Transition Liaison Program (CTLP) to Executive Office of Elder Affairs (EOEA) Staff
- Ensures the quality of the overall administration of the CTLP in accordance with programmatic requirements set forth by EOEA
- Ensures timeliness and quality of all CTLP documentation, including consumer and service data in Aging & Disability (A&D)
- Responsible for ASAP level reporting and follow up in accordance with EOEA requirements
- Provides supervision, direction, and oversight to the CTLP Team(s)
- Provides training to CTLP staff

Community Transition Liaison

- Visits with residents to increase awareness of service and introduce transition to the community as a potential option
- Acts as onsite point of contact for residents, families, NF staff, and all other parties involved with resident's care for transitions from the NF to the community
- Participates in conversations to inform options and transition planning with resident, family and all other parties involved with resident's care
- Identifies individuals appropriate for CTLP based on resident's desire to transition to community living environment including use of PASRR portal to facilitate resident identification
- Completes the directional screening tool to determine potential appropriateness for referrals to HCBS Waivers and other programs to support the transition to the community and meet the consumer's needs once in the community setting
- Facilitates person-centered planning and needs assessment
- Begins the process of gathering necessary documentation and identification needed for housing applications and other public benefits
- Completes referrals to other programs and follows-up on referrals to ensure timely transition
- Participates in Interdisciplinary Discharge Planning (IDP) meetings and facilitates communication among the consumer, family members and community agencies.
- Participates and facilitates in discharge planning meetings with the consumer, family, nursing facility staff and other agencies that will support the consumer in the community upon discharge
- Coordinates with other state programs and teams who will support the consumer's transition to the community
- Reports to Community Transition Liaison Supervisor

FINAL VERSION

Executive Office of Elder Affairs

April 28, 2023

Minimum Skillset & Requirements:

- Bachelor's degree in social work, human services, nursing, psychology, sociology or a related field OR a bachelor's degree in another discipline and demonstrates experience and/or strong interest in the field of human services via previous employment, internship, volunteer activity and/or additional studies
- An Educational Waiver may be requested from EOEA as outlined in the ASAP Contract Section 3.12.1.3
- Candidates who have completed at least 50% of the coursework required for a bachelor's degree in an appropriate discipline shall be eligible for employment without a waiver contingent upon an agreement to complete the degree within a timeframe not to exceed three years.
- Must possess knowledge of long-term care, case management, discharge planning, community resources, programs, and benefits to help support an individual's transition from an institutional to a community setting

CTLP Case Assistant

- Supports the Community Transition Liaison to operate at the top of their role and responsibility
- Accompanies the Liaison on nursing facility visits as needed
- Provides additional support to the Liaison for complex cases
- Gathers documentation needed to assist the consumer in applying for public benefits
- Assists the consumer in completing and submitting housing applications
- Conducts clerical duties as needed by Liaison and/or Supervisor, including data entry into EOEA-designated cloud-based data enterprise system
- Ensures case documentation meets the standards set forth by the Executive Office of Elder Affairs for the Community Transition Liaison Program
- Reports to the Community Transition Liaison Supervisor

Minimum Skillset & Requirements:

- High School diploma or GED with 1 year of related work experience and/or interest in working with nursing facility residents including older adults or persons with disabilities who are transitioning from an institutional to a community setting.