

CTLP Transition Support Tool (TST) Reference Guidance

Reference Guidance Sections

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Background & Purpose

The Community Transition Liaison Program (CTLP) team assists Nursing Facility residents in transitioning back to the community. The CTLP Transition Support Tool (TST) may be utilized in identifying potential programs and resources for the CTL as they assist with the development of a person-centered transition plan. The TST is not an exhaustive planning document but a general guidance tool for framing how a CTL may approach assisting a resident with transition by systematically collecting and prioritizing key items such as:

- Housing Barriers
- MassHealth Eligibility
- Supports Needed
- Safety Concerns
- Informal Supports
- Formal Supports

The CTL may utilize the TST to:

- Organize the work they are engaged in
- Support the resident's transition back to the community and
- Determine next steps

The CTL will review information available to them and meet with the resident several times to understand which barriers to transition may exist. The TST is intended to capture and organize information, which will likely take several meetings with the resident to fully discuss and complete. The TST is not anticipated to be completed in one session with the nursing facility resident.

TST Structure:

The TST is currently structured in an Excel Workbook:

- Systematically collects, records & prioritizes information
- Identifies potential program options
- Should not be amended
- Information is grouped into categories, separated by 4 tabs
- Cells, categories, and information correlate to other fields in the Potential Program Worksheet & Housing Program Worksheet
- Editing is locked to preserve the calculations

Executive Office of Health and Human Services (EOHHS) Agencies, such as Department of Developmental Services (DDS), Department of Mental Health (DMH), Massachusetts Rehabilitation Commission (MRC) and other community providers and agencies across the state, manage many programs designed to provide supports that help individuals live safely in the community. The TST helps identify the needs of the resident and necessary information which may guide referrals to the most appropriate state programs for the resident.

Once these programs are identified, the CTL will:

- Discuss the programs with the resident so they can decide if they want to apply.
- Document the programs reviewed and any decisions made based on the discussion.
- Assess the resident for additional supports in the community, especially local or regional resources as appropriate.
- The TST does not guarantee program eligibility or presumptive eligibility for any state sponsored programs and is not an exhaustive list of programs. The CTL must assess the resident for additional supports in the community, as appropriate.

Saving TST in A&D as a File Attachment

In A & D, a CTLP-Specific File Attachment Folder is available to provide a single location for documents related to CTLP.

- File Attachment Folder Name = Community Transition Liaison Program (CTLP)
 - **See Business Rule CTLP Documentation Requirements June 2023**
- The TST may be uploaded as a File Attachment once the CTL determines additional information will not be added to the TST
- It is not recommended to upload the TST while being actively utilized and information is being added

TST Trial Phase:

- TST launched and is available for utilization August 18, 2023
- 6-month trial phase August 18, 2023 through February 29, 2024
- Use of the TST is optional but highly encouraged for complex cases
- Feedback will be requested at the end of the trial period to:
 - refine the TST
 - potential configuration into the A&D system.

If you have questions regarding the Transition Support Tool (TST), please contact: Julianna Santiago, Community Transition Liaison Program Manager at Julianna.Santiago@mass.gov