**Central Wisconsin Health Partnership**

**Comprehensive Community Services (CCS)**

**Procedural Guidance:**

**Assessing and addressing needs of consumers who move between counties in our region**

**Goal:** to promote a smooth transition for CCS consumers who are moving from one county (home county) within the CWHP to another (target county).

**Considerations:**

* The home county may choose to continue to serve an individual who has moved to a different county for a period of time.  In the case of CCS, MA can continue to be billed by the county providing the services (regardless of residency).
* Information related to accessing services in the target county should be provided to the CCS consumer as soon as possible –
  + Enrollment in CCS in one county does not guarantee enrollment in another county. CCS enrollment is not transferable from one county to another within a shared services region. Regardless of where a consumer is in the CCS process (assessment, plan development, plan implementation), the process would need to begin at the initial eligibility determination phase in the target county.
  + If eligible, a service facilitator in the new county may be assigned, an assessment completed, and a recovery plan developed. The recovery plan may or may not include services and supports similar to those provided by the original county.
  + If ineligible for CCS, other services and supports to address needs may be discussed.

Use the team process. One or more team meetings in the home county should be focused on transition planning.

* Joint meetings are encouraged – this helps ensure a warm handoff. Consider inviting individuals from community services and supports from the target county. May include CCS / human services, school, economic support, law enforcement (e.g. if safety planning is a concern).
* Ensure consumer signs necessary releases of information
* Share relevant assessment and recovery plan information with target county
* Develop transition plan. Discussions may include:
  + - continuity of care
    - available resources
  + the target county’s procedure for program and support referrals and eligibility determination
  + the consumer’s tentative plans and timeline
  + the consumer’s current needs
  + next steps