

Current SLS CCRI Client transitioning into the Independence by Design services:

- ___ SLS RC completes apartment readiness assessment with client. This assessment would be used as a baseline for future programming to prepare client for Independence by Design (IBD).
- ___ The SLS RC will develop and implement new goals and objectives to address areas that the client will need further training. This will be to prepare the client before the transition into IBD. The information obtained from the apartment readiness survey will be used to develop the new goals and objectives. (The goal would be for the individual to have 6-12 months if needed to work on these programs before transitioning to IBD).
- ___ SLS RC will contact IBD RC. SLS RC will complete a referral or give client apartment readiness assessment to IBD RC. There should also be a discussion/review of the client's transition goals at this time.
- ___ IBD RC will attend a client team meeting with SLS RC to discuss the program. Topics to be discussed will include:
 - Technology monitoring- how the monitoring works and a list of possible monitors
 - Financial services (i.e. change in rep payee if CCRI is rep payee)
 - Medical monitoring –client must be able to self medicate
 - Transportation – discuss client's ability to arrange own transportation
 - ILS hours – discuss what programming staff would complete with client during these hours
- ___ IBD RC and SLS RC will coordinate a tour of program of current TSAS apartment.
- ___ The IBD RC will develop a budget if clients team chooses to pursue program. This could possibly be another team meeting to discuss level of technology monitoring and number of ILS hours needed.
- ___ If CCRI is rep payee the SLS RC will coordinate rep payee change at least 3 months prior to program change. The SLS RC will remain rep payee until change to new rep payee.
- ___ IBD RC will work with client and/or guardian to find apartment to lease.
- ___ IBDRC and SLS RC will develop a transition date. The IBD RC will coordinate the actual moving plans and transition funding.
- ___ IBD RC will contact Sengistix to coordinate installation of technology monitoring.
- ___ Prior to move, IBD RC and SLS RC will meet to review client SLS master book. IBD RC will make copies of needed information and then develop IBD master book.
- ___ Copies of apartment keys (security door and apartment door) need to be made and given to IBD RC and SLS Assistant Director.
- ___ IBD will develop updated CSSP Addendums prior to admission.
- ___ IBD will meet with team members and client to have releases signed and RMP approved. This needs to be completed prior to admission to TSAS.
- ___ IBD RC will coordinate internet services for the apartment.
- ___ IBD RC will ensure technology monitoring is operating correctly before move in.