

# Individual Transition Plan (ITP) Technical Assistance Session

November 21, 2022

# Our Mission

Improving health care equity, access and outcomes for the people we serve while saving Coloradans money on health care and driving value for Colorado.

# Who needs to be here?

Case managers who will be supporting individuals that need to transition under the HCBS Settings Final Rule

- Final notices re: noncompliant **residential** settings were sent on 11/17/22. Affected members known to the Department are listed in spreadsheets shared via SharePoint ~11/17/22.
- Final notices re: noncompliant **nonresidential** settings will be sent on 12/16/22. These settings will be a subset of those subject to provisional notices. Settings in the queue as of 11/8/22, divided up by catchment area, are listed in spreadsheets shared via SharePoint 11/10/22.

# Timeline

- 11/17/22: final notices re: noncompliant **residential** settings
  - Start speaking with affected members now (complete within 30 days)
- 12/16/22: final notices re: noncompliant **nonresidential** settings
- 12/19/22: initial conversations using ITP tool complete (residential)
- 1/17/23: initial conversations using ITP tool complete (nonresidential)
- 3/17/23: transitions complete (residential and nonresidential)—end of transition period
- 4/17/23: weekly post-transition check-ins end

# Process (1)

- The ITP tool is designed to support the case manager in covering all bases with affected members
  - The ITP does not need to be written on or filled out
  - Completing the conversation(s) about all topics in the ITP represents development of the individual's transition plan



## Individual Transition Plan (ITP) tool

### 1. Introduction

This document is for the case manager's use in supporting individuals who need to transition to another setting or funding source because the setting where they currently receive home- and community-based services (HCBS) is not compliant with the HCBS Settings Final Rule. Use this document as a guide to your conversations with the individual and as a way of ensuring that all required bases have been covered. These conversations are part of the person-centered planning process; as such, the individual leads the process, involving whomever they wish to participate alongside them, with case manager facilitation.

Conversations to cover all topics in this ITP tool must occur **within 30 days** of the Department's final notice of noncompliance for a given setting. Completion of this phase represents development of the individual's ITP. Implementation of the ITP developed using this tool, with any resulting updates to the individual's Person-Centered Support Plan, must be completed by **March 17, 2023**.

# Process (2)

- Other sections in the ITP tool
  - Explain why the individual needs to transition
  - Determine the individual's preferences for their new provider/setting/funding source and how the transition will work
  - Confirm timing
  - Confirm required assurances have been met

## 6. Take the following steps to complete the process

- Enter timely log notes in the Department's prescribed case management system to reflect the discussions had and any follow-up completed (no need to duplicate any information reflected in updates to Person-Centered Support Plan)
- If you wrote any notes on this ITP document, keep a copy on file (hard copy or electronic)
- Enter updates into the appropriate location(s) in the individual's Person-Centered Support Plan in the case management system
- Provide updates to your case management agency (CMA) leadership for inclusion in the CMA's weekly progress report to the Department covering all HCBS Settings Final Rule transitions

# Process (3)

Weekly reporting by case managers → CMAs → Department

	A	B	C	D	E	F	G	H
1	First name	Last name	Medicaid ID	Provider name	Initial member contact date (based on provisional notice)	Initial provider contact date (based on provisional notice)	Setting (PTP # from notice; can also include street address if helpful)	Subject to final notice? (Yes/No)
2								
3								
4								
5								
6								

	I	J	K	L	M	N	O	P	Q
1	<b>Complete these fields only for members whose setting was subject to a <i>final</i> notice</b>								
2	Current status of transition (On Track/Not on Track/Completed)	If Not on Track: summary of situation	Case manager	Transition team identified	Supervisor assigned	Initial ITP conversation date -- no later than 12/19/22	RFP details (dates, agencies, etc.)	Monitoring activity (health and safety)	Progress update/summary (12/30/22)
3									
4									
5									
6									

# Process (4)

- Conduct weekly follow-up check-ins (or whatever the member wants)
- Let us know if you are encountering difficulties
- Do not place members at noncompliant settings—this applies to members not otherwise affected/needing to transition—consult the statewide lists placed on SharePoint on ~11/17/22 (residential)/~12/16/22 (nonresidential)



# Resources

[Operational Memo 22-052](#)

[Individual Transition Plan \(ITP\) tool](#)



# Questions?



# Contact Info

HCBS Settings Final Rule team  
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# Thank you!