

Guideline 67—Transition Monitoring Webinar  
 Technical Assistance and Guidance



Question	Response
Does the residential moves checklist have to be completed even when a move is within same agency?	Yes, the residential checklist is completed for all residential moves. Please see slides 20 and 21.
Do we need to do a 30-day meeting when the individual stays with the same agency and TCM in the same area?	Yes, the purpose of the post move meeting is to ensure there are no other issues which were previously unresolved prior to the move and to ensure the individual is not having issues with the transition to the new setting.
If the TCM cannot get all the documents needed in the record, what is the CLCs responsibility to assist?	The responsibility to get documentation may lie with the sending agency to get to new agency, from the guardian, or may have to be gathered with requests from the SC. If necessary, your local CLC is happy to assist in sending an email or making contact to get the needed items.
When an individual remains on the CRD for an extended period of time, will that result in a finding in APTS?	No, the Action Plan Tracking System is utilized to track resolutions to issues which are identified through any monitoring system. The length of time a person remains on the referral database is not one of the 6 benchmarks, and therefore is not part of transition monitoring.
Does the Housemate Compatibility Tool have to be completed by the individual	The housemate compatibility tool should be completed for the individual who is seeking a living situation with housemates, and

Question	Response
moving <u>and</u> those getting a new housemate?	also for the potential housemates who may have someone move in with them. Please see slide 14.
Which Housemate Compatibility Tool should we use? Does it matter?	The brief version of the Housemate Compatibility Tool may be used for any transition. However, teams are encouraged to use the detailed Housemate Survey Tool, as it provides more information about a person's likes and preferences.
Do the CLC's have to be involved in every call?	The CLC should be informed of all transition meetings and calls. The CLCs attend the vast majority of transition meetings but may not attend all. Moves within an agency where the service remains the same can typically be facilitated by the assigned SC.
Who should receive a copy of the checklist?	The sending SC is encouraged to have sections A-C completed as much as possible prior to the initial transition meeting, and the Checklist should be shared with all parties invited to participate in this discussion. Section D and the areas of Section A-C that require follow up should be completed prior to or during the Post Move Meeting with a final document sent to participants of the meeting and others as needed (BCBA's, other RO staff not in attendance, etc).