

# Transition Coordinator Job Description

Transition Coordinator means a person employed by a Transition Coordination Agency to provide Transitional Coordination.

Transition Coordinators must have received a total of 20 hours of training in the following:

- Knowledge and experience of populations served by the TCA and the target population served by the HCBS waivers.
- Client interviewing and assessment skills.
- Intervention and interpersonal communication skills.
- Knowledge of available community resources and public assistance programs.
- Transition plan development.

## Transition Coordinator Responsibilities

- Act as advocate for Medicaid LTC facility resident
- Receive referrals from facility resident, family, friends, case managers, LTC facility staff
- Provide Options Counseling to referred facility residents
- Obtain informed consent to participate in the CCT Program from the client or guardian
- Make a referral to a case management agency (CCT or CTS)
- Convene transition team
- Complete the Transition Assessment /Plan in collaboration with the transition team
- Review the Self-Assessment Transition Tool with the client and assist the client with completing questions
- Assist the resident with finding qualified housing prior to discharge (group home, assisted living apartment, subsidized housing or family home)
- Purchase household goods and assistive devices with relocation funds available through CTS benefit
- Complete other activities necessary to establishing a community residence
- Coordinate the facility discharge with the transition team
- Monitor the client for the first 30 days following the transition with the case manager (CCT or CTS)
- Complete all required document, reporting and monitoring responsibilities

The Transition Coordinator shall conduct a minimum of three on-site visits of the residence to ensure all essential furnishing utilities, community resources and services are in place. If the Transition Coordinator finds any of the supports to be insufficient for the client to successfully live in the community, the Transition Coordinator shall correct the deficiencies. The on-site visits shall occur the day of the discharge from the facility, one week and one month after transition.