

BROKER-TO-BROKER TRANSITION PLANNING WORKSHEET

This planning worksheet is not meant to be a substitute for a Transitional Planning meeting that should occur when there is a change in Support Brokers for a consumer. Please use this worksheet as a planning guide during a change in Support Brokers. Also concerning consumer files, the county "owns" a person's file. The broker is the keeper of the master file and needs to produce it in the event of an MA audit. Typically the county recommends the current broker have the original file and the previous Broker agency keep copies of anything they may need for future internal or external audits of their own.

Consumer's Name: _____

Date of Transition _____

- 1) Is the person on a Community Based Waiver? If so, what is the recert month? If not, how come?
- 2) Are there any important events happening within the next 30 days that require additional support time? Is the consumer at-risk for losing any current services or supports?
- 3) Who are the important contacts on the person's support team?
- 4) Are there certain appointments that require the Support Broker's attendance? How is transportation provided?
- 5) When connecting with consumers, are some forms of communication more effective than others? For example face-to-face meetings vs. telephone calls vs. email?
- 6) Are there meetings the Support Broker is required to lead or attend?
- 7) Does the consumer have any trigger points that may cause changes in behavior or mood?
- 8) Are there certain topics or areas that the consumer feels is private information and prefers not to discuss?
- 9) Have all providers and team members been notified about the Support Broker transition, the effective date of transition and the new Broker's contact info?
- 10) Other important information?
- 11) Finally, have the following been completed:
 - DD Change Form CIP Paperwork IFP Vouchers cancelled (if relevant) Vouchers signed and in place Paperwork for EERs
 - Consumer File updated and given to new Broker Report Change on 610 Form
 - Transitional Planning meeting held