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| Instructions:  Protocol for Transitioning Community Options SE Customers:   * Employment Specialists will present any customers that have displayed disengaging behaviors at weekly staff meetings for discussion with Team Lead. * Employment Specialists will continue to attempt and outreach customers within the first 30 days. * If customers are disengaged and inactive for 30 consecutive days Employment Specialists will inform IDDT team that they will be moving to engagement status. * If customers are still disengaged and inactive while in the engagement stage for 30 additional consecutive days, despite multiple methods of re-engagement, customer will be discussed with IDDT team, and transitioned with a team consensus. * Upon transition customer will be informed that they can return if they later decide to pursue employment.   + If a customer’s wishes to re-engage and utilize services they may do so at any time.   + If customer was transitioned they would be re-opened in engagement.   + If customer is in engagement and re-engages then customer would be still considered engagement the referral process would start over.   + However, no new referral would be needed from IDDT Team. | | | | | | | | |
| Step 1 – Disengaged and inactive for 30 consecutive days. Move to Engagement Status | | | | | | | | |
| Customer Name: |  | | | | | | | |
| Date Status Changed to Engagement: |  | | | | | | | |
| Requestor: | Community Options | | | | | Customer | | |
| Reason: | Other (Explain below) | Customer Choice | Extended Stay at State Hospital | | Unable to Engage | Moved | SEHSC case closure | Transfer to Different Program |
| Comments: (List multiple efforts using multiple methods to engage customer.) | | | | | | | | |
| Employment Specialist Signature/Date: | | | | Team Leader Signature/Date: | | | | |
| Step 2 – Disengaged and inactive for 60 consecutive days total. Move to Transition Status | | | | | | | | |
| Customer Name: |  | | | | | | | |
| Date Case Transitioned: |  | | | | | | | |
| Requestor: | Community Options | | | | | Customer | | |
| Reason: | Other (Explain below) | Customer Choice | Extended Stay at State Hospital | | Unable to Engage | Moved | SEHSC case closure | Transfer to Different Program |
| Comments: (List multiple efforts using multiple methods to engage customer.) | | | | | | | | |
| Employment Specialist Signature/Date: | | | | Team Leader Signature/Date: | | | | |

**COSE TRANSITION FORM**