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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.
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| 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**