

SHSS Process for Legacy Contracts: Transition In

ONCE THE CONTRACT IS ENTERED INTO PCMS



Purpose:

The **Resource Worker** will oversee and support the **SHSS Service Provider** as they action **Transition-In Services** and will ensure their compliance with **Schedule K** of the **SHSS Agreement** and with the **SHSS (SP) Transition-In Plan Template – Legacy** (SHSS Service Provider Policy, Appendix L).

Transition In effective date

0% compliance

12 months

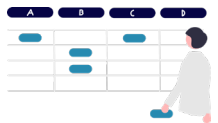
50%

18 months

100%

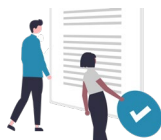


Within 60 days



Service Provider

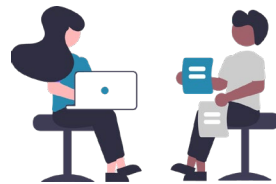
Finalizes the **Transition-In Plan** (Schedule K) and provides it to the Resource Team.



Resource Worker

Reviews the **Transition-In Plan** with CMTT and discusses feedback for the **Service Provider**.

Every 30 days



Resource Worker & Service Provider

Service Provider meets with Resource Worker each month to provide a written status update regarding progress towards completing the **Transition-In Plan**.

Every 60 days



Service Provider

Service Provider sends a report to Resource Worker on compliance for each component on the **Compliance Checklist** (Table 1, Schedule K) as part of their monthly status update.



Resource Worker

- Reviews the report and consults with CMTT as required.
- Consults with Team Leader and Director of Operations if there are barriers to achieving successful Transition In.
- Documents the Transition-In progress.

As best practice, the Resource Workers should be completing the SHSS Environment of Care Checklist (Appendix B of the Staff Policy for SHSS).