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Department of Health Care Services



ARNOLD SCHWARZENEGGER
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CCS Information Notice: No.: 10-02

TO: CALIFORNIA CHILDREN'S SERVICES (CCS) ADMINISTRATORS,
MEDICAL CONSULTANTS, MEDICAL THERAPY PROGRAM
CHIEF/SUPERVISING THERAPISTS, AND CHILDREN'S MEDICAL
SERVICES (CMS) BRANCH STAFF

SUBJECT: STATEWIDE GUIDELINES FOR HEALTH CARE TRANSITION
PLANNING FOR CHILDREN WITH SPECIAL HEALTH CARE NEEDS

Purpose

The purpose of this Information Notice (Notice) is to provide CCS programs and the Children's Medical Services (CMS) Branch Regional Offices with *recommendations* and tools for health care transition planning for all CCS clients. This notice defines health care transition planning, as it relates to the CCS Program, as the purposeful, planned preparation of patients, families, and caregivers for transfer of a client from pediatric to adult medical or health care services. This notice supercedes CCS Information Notice No.: 09-01 and includes Attachment C-18 and C-20 entitled "Sample Letter Regarding the Transition of Care for Clients 18 Years of Age and Older" and "Sample Letter Regarding the Transition of Care for Clients 20 Years of Age and Older".

Background

The CCS program is California's designated children with special health care needs program and as part of receiving federal Title V Maternal and Child Health funds is required to meet a number of federal provisions and reporting requirements. Currently, the program is required to report annually on six critical performance measures. One of the performance measures requires that "all youth with special health care needs will receive the services necessary to make transitions to all aspects of adult life, including adult health care, work, and independence."

It is necessary to work with clients and their families to prepare them for how their future health care needs will be met once eligibility for the CCS program ceases at their 21st birthday. The tasks recommended in this notice will comprise the initial steps in how the CCS program can help clients transition their care.

It is recommended that health care transition planning for clients be strategically planned over a period of time, ideally beginning in early adolescence or shortly after diagnosis, if the diagnosis is made during adolescence. Timing should be individualized to take into consideration the client's medical condition and the established need for long-term health care planning. The approach to health care transition planning should also take into consideration the client's developmental maturity, educational and social situation, and parent/family readiness. Although the preparation of a health care transition plan is an individualized process, a target transition "age" is recommended when transitioning from a pediatric model of care to adult health care. The American Academy of Pediatrics and the CMS Statewide Strategic Plan for Children with Special Health Care Needs (2006-2010), as well as several National and State children's advocates (i.e., Family Voices, Children's Regional Integrated Service System), recommend informal transition planning begin at age 14.

The CMS Branch recommends that all CCS clients 14 years and older be evaluated for long-term health care transition planning. Clients, including those who are only eligible for services in the Medical Therapy Program, who have a chronic medical condition that is expected to last beyond their 21st birthday, should be identified as needed health care transition planning.

Transition Guidelines-Recommended Age-Specific Activities

It is recommended that the tasks below be completed at or near the designated age of the client. Attached to this notice are examples of documents that could be utilized for each of the recommended tasks. These documents are available on the CCS website and of course may be modified or tailored as needed. Translation into various languages is encouraged.

Age 14:

1. Identify CCS clients who will require long-term health care transition planning.
2. Notify the client/family of starting the transition planning process (Attachment **A**).
3. Forward a letter to the new identified client's CCS Primary Care Provider (PCP) with information about beginning the process for health care transition planning (Attachments **B1, B2, B3**).

Age 16:

1. Identify all CCS clients who will require long-term health care transition planning who were not identified or not known to the program at age 14.
2. Notify the client/family of the need to formally institute transition planning (Attachment **C**) and schedule an adolescent Transition Health Care Conference (Attachment **D**).
3. Forward a letter to the newly identified clients' CCS PCP with information about beginning the process for health care transition planning (Attachments **B1, B2, B3**).
4. Request information from Special Care Centers, authorized to provide care for CCS clients, as to the steps they may have taken to institute the transition planning process (e.g. reports of discussions with clients and families, including identification of adult specialists that would provide care after the 21st birthday and the need for durable medical equipment) (Attachment **E**).

Age 17:

1. Send Adult Services Declaration and Notice of Privacy Practices with acknowledgement receipt (Attachments **F1, F2, F3**) to those clients who have been identified as needing transition services. (The attached document was developed by the Los Angeles County CCS program and before adoption in another county, staff may need to have it reviewed by county counsel.)

Age 18:

1. Identify all CCS clients who will require long-term health care transition planning who were not identified or known to the program at age 16.
2. Request updated and/or new information from Special Care Centers, authorized to provide care for CCS clients, as to the steps they have taken to institute the transition planning process (e.g. reports of discussions with clients and families, including identification of adult specialists that would provide care after the 21st birthday and the need for durable medical equipment) (Attachment **E**).

3. Notify the client/family of the need to prepare or update transition planning (Attachment **C-18**) and schedule an Adolescent Transition Health Care Conference (Attachment **D**).
4. If not received, resend Notice of Privacy Practices with acknowledgement receipt (Attachments **F1, F2, F3**).

Age 20:

1. Identify all CCS clients that will require long-term health care transition planning who were not identified or known to the program at age 18.
2. Notify the client/family of the need to prepare or update transition planning (Attachment **C-20**) or update Adolescent Transition Health Care Plan with client/family to identify any unmet needs and modify as necessary (Attachment **D**).
3. Send letter to CCS PCP in order to determine if he/she will continue care after the 21st birthday and request if an adult provider been has been identified. (Attachment **G**).
4. Send letter to client requesting transition planning meeting/teleconference (Attachment **H**).
5. Send client Exit Interview/Survey (Attachment **I**).

The CMS Branch recognizes that fiscal constraints, staffing resources, and other workload issues may influence the extent to which transition planning services are provided to clients. However, transition planning activities are highly recommended.

Conclusion

Throughout the State many county CCS programs have developed excellent tools and best practices for health care transitioning for their clients. The recommendations in this notice are meant to enhance and assist CCS programs in further developing their individualized transition tools and practices.

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Transition planning requires planning time, contacting and referring to appropriate agencies, and applying for adult services. As clients begin their transition planning, they may have to deal with a variety of issues involving employment, housing, transportation, personal finances, recreation, sexuality, nutrition, and health care. Some will require considerable help anticipating and understanding their adult health care needs, as well as how to meet those needs and others may need little additional support.

For questions regarding the information in this Notice, please contact your CCS Regional Office Medical Consultant.

Original signed by Stephen Halley

Stephen Halley, Assistant Branch Chief
Children's Medical Services Branch

Attachments