



TRANSITION PLAN – TRANSFER OF HCS CM TO LA SC

FY 2010



Transition Timeline

Goal	Start date	Target Date	Completion Date	Responsible Party/Group	Related Communications (to whom/from whom)
Schedule Provider Meeting	December 2010	January 28, 2010	January 28, 2010	LA	Letter Mailed 12/31/09 Providers/LA
Schedule future Provider Meetings	January 2010	Quarterly	January 28, 2010	LA & Provider	
Assign Local Case Numbers	January 2010	February 2010	May 2010	LA & Provider	
Develop dedicated webpage/link to Transition Plan	January 2010	February 2010	January 12, 2010	LA	
Create Job Descriptions	January 2010	February 2010	April 2010	LA	
Revise Policies & Procedures as needed	February 2010	April 2010	May 2010	LA	
Develop Training Plan, Curriculum & Manual	February 2010	April 2010	May 2010	LA	
"Meet & Greet" (Providers meet SCs)	March 2010	March 2010	March 31, 2010	LA	Letter Mailed 3/17/10 Providers/LA
Hire/Train Staff	March 2010	May 2010	May 2010	LA	
Develop Process to Manage May & June PDPs and IPCs	April 2010	May 2010	May 2010	LA & Provider	
Create Contact Lists	April 2010	May 2010	April 2010	LA & Provider	
Attend HCS CM Transfer Training	April 2010	April 2010	April 13-14, 2010	LA & Provider	
Assign Caseloads	May 2010	May 2010	April 2010	LA	
Host "Meet & Greet" (Providers/Families meet SCs)	May 2010	May 2010	May 6, 2010	LA	Letters Mailed April 28, 2010

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