

# Community Connections Support Services

Unit 236  
9- 3151 Lakeshore Road  
Kelowna, BC V1W 3S9  
t: 250.491.2907

631 9<sup>th</sup> Avenue  
Castlegar, BC V1N 1M5  
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RPO PO Box 20004  
Tamarack Mall  
Cranbrook, BC V1C 6K5  
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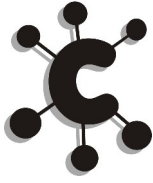
## Transition Checklist

Sometimes, a person receiving support will need to move from their home. This can be due to a variety of reasons

- change in support provider,
- change in service provider,
- current home is no longer suitable,
- person requires additional/different services (ie palliative care, long term care, etc)

The following is a reference resource to be used to ensure a smooth transition for the person supported and is to be completed by the person's current support staff or current home share provider in preparation for the person's move. There is space provided for any additional fields that may be relevant:

✓	<b>Transition step</b>
	Has the person attended at the Ministry of Housing and Social Development office to arrange for a change in disbursement of funding for room and board?
	Is there a Personal Items Inventory List completed for the person supported and kept with their personal records to take with them? Include personal records (ie. Latest bank statement with ending balance, tax information, budget & ledgers)
	Has the Personal Items Inventory List been provided to the new support and/or service provider?
	Does the person have a copy of their most recent ISP to take with them?
	Has the person's BCID been updated to reflect their new address?
	Has contact information in the person's wallet/purse been updated?
	<b><i>Have the following parties been notified of the person's upcoming move:</i></b>
	The person's family
	Community Living BC (CLBC)
	DDMH and/or HSCL (where applicable)
	Behavioural Consultant (where applicable)
	Physician
	Specialists
	Dentist
	Other supports (ie day program, respite provider, vocational or educational services)



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	Public Trustee and Guardianship office (if appropriate)
	Bank
	Pharmacy
	MSDPR Direct Deposit hr3037 Shelter form / Rent contribution application