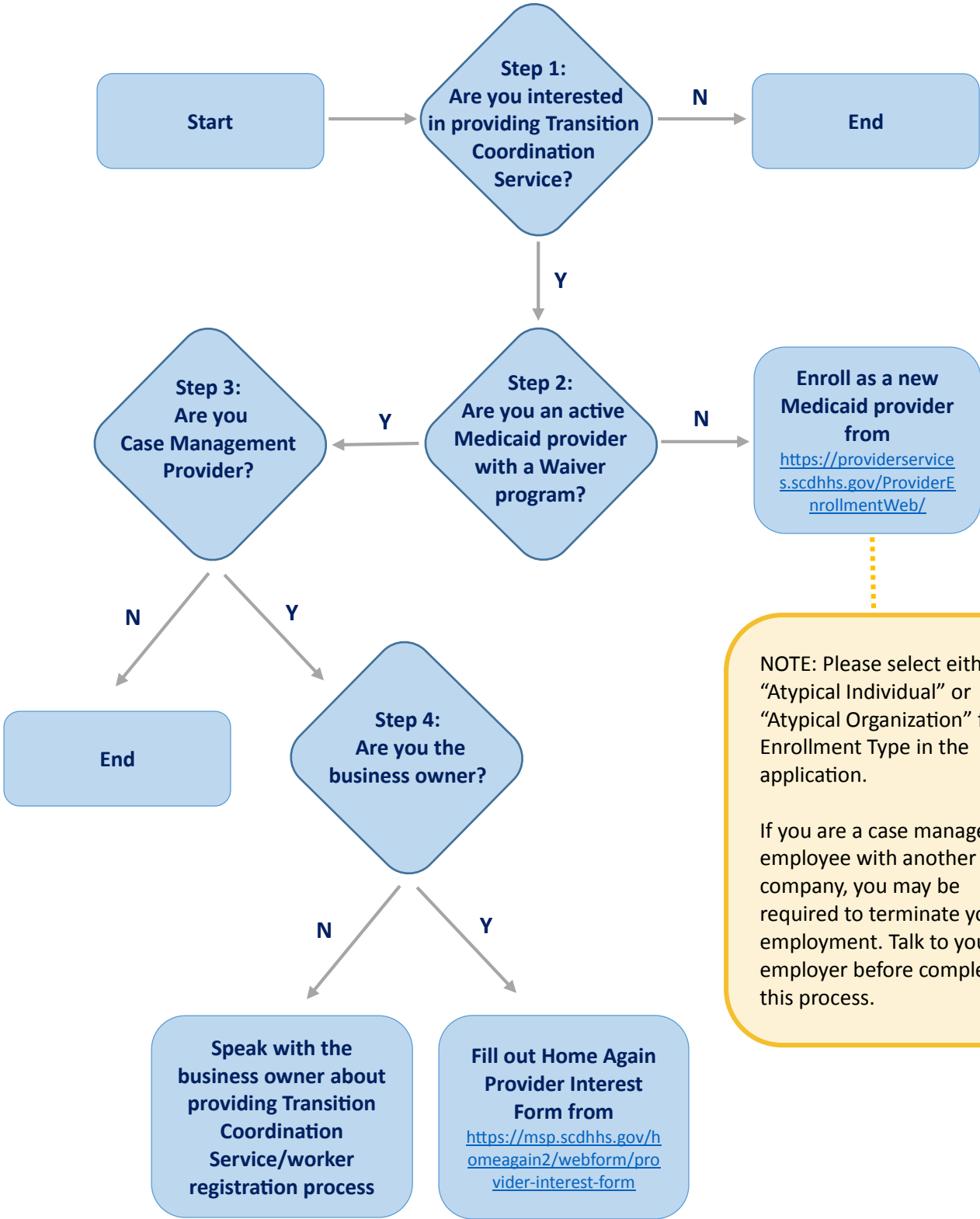


**HOME AGAIN PROGRAM
 TRANSITION COORDINATION PROVIDER ENROLLMENT
 SELF-CHECKLIST**



NOTE: Please select either “Atypical Individual” or “Atypical Organization” for Enrollment Type in the application.

If you are a case manager employee with another company, you may be required to terminate your employment. Talk to your employer before completes this process.

Registering Workers to an existing Transition Coordination Agency/Company

Once a business owner completes Transition Coordination Provider Enrollment process, the owner may register their workers to deliver Transition Coordination service. Please follow the steps below to complete the process.

Step 1: Identify potential workers who meet Transition Coordination qualification

Step 2: Complete Employee Verification Form from:

<https://msp.scdhhs.gov/homeagain2/webform/employee-verification-contracted-organization>

Step 3: Have the workers to attend Transition Coordination Training

Step 4: Add the workers to Transition Coordination services (Transition Coordination, Transition Coordination Visit and Transition Coordination Contact) in Phoenix

Note: A direct service worker delivering Transition Coordination Service must be one of the following:

Licensed Baccalaureate Social Worker (LBSW), Licensed Master Social Worker (LMSW), Case Manager Certified (CMC), Registered Nurse (RN), or individuals with a Bachelor's degree in a health or human services field from an accredited college or university. They must also have demonstrated at least two years of case management experience.