

## Guidelines for MFP Enrollment and Administering the Informed Consent

Most transition coordinators or case managers will have previous experience interviewing participants to determine their willingness to participate in other programs and services but some may have limited experience with this. The following information provides transition coordinators with some suggestions or guidelines for talking with prospective MFP participants. Transition coordinators must verify each MFP participant's eligibility and verify that each participant is willing, interested and likely to have a successful transition in the Money Follows the Person program. Transition coordinators must ensure that each MFP participant understands the program and understands that their participation in the program is completely voluntary.

After the transition coordinator verifies that the prospective participant understands the program and is willing to participate, they must obtain the participant's signature (or their proxy's (i.e., someone who is authorized to sign for the participant if they are unable to do so their self) on the Informed Consent form. Transition coordinators must respect each person's right to make personal choices. In order for the prospective participant to make an informed choice, it is the transition coordinators responsibility to provide the participant and their circle of support with complete and accurate information about the Money Follows the Person program so that they can make the right decision about participating in MFP.

*Most of these suggestions were adapted from materials produced by academic professionals at the University of Illinois at Chicago, Department of Disability and Human Development in the College of Applied Health Sciences and specifically the Health Promotion for Adults with Intellectual and Developmental Disabilities Train the Trainer Program.*

It is hoped that before enrolling prospective MFP participants, the transition coordinator/case manager will have done some homework. Transition coordinators must verify each participant's likeliness of a successful and lasting transition to a community-based living situation. Transition coordinators will be provided with a list of names of prospective MFP participants. The following questions may help transition coordinators determine a participant's likeliness of a successful transition:

- Why this person was initially admitted to the nursing home?
- Will they understand the program and be able to follow a plan of care? Verify the prospective MFP participant's cognitive status.

- Do they have a guardian that will need to be involved in the transition planning process?
- What is the prospective participant's recent and prior social and medical history?

*These questions are NOT to be used to eliminate a person from participating in the program, but may identify barriers to a successful transition that should be addressed.*

1. Check with your supervisor for agency-specific guidelines and procedures prior to the Informed Consent meeting with the prospective participant and their circle of support. For example, you may be required to assess the participant to determine their eligibility and likeliness of experiencing a successful and lasting transition prior to obtaining the Informed Consent.
2. Choose a quiet, private, non-threatening place to talk to the prospective MFP participant and their circle of support. The goal is to begin building a positive, trusting relationship with the prospective participant and their circle of support.
3. Ensure that all members of the circle of support are present that need to be (e.g., legal guardians, POA, family and friends that the MFP participant wants to include in the transition planning process.)
4. Introduce yourself. Provide your name, the division or agency you work with and the reason for your visit. Verify the name of the person with whom you are speaking. You do not want to begin a whole conversation and find out later that you were speaking to a Ms. Jones when you were meant to be speaking with a Ms. Smith.
5. Provide a brief description of the MFP program. Provide an MFP brochure to all who would like to have one.
6. Read and review each section of the Informed Consent with the participant and their circle of support. It is okay to summarize, but you are responsible to ensure that every point stated in the Informed Consent is shared with the prospective participant and that he/she understands.
7. Provide time for questions at regular intervals during the interview. Answer any questions briefly and to the point. Verify that they understand your response.
8. After reading or summarizing a section in the Informed consent, you might ask, "Do you have any questions?" If you are concerned that they don't understand, but are not saying so, you can ask, "In your own words, can you please describe what we just reviewed?" Asking the potential participant to explain what you stated is a good way to verify their comprehension. Be sure to maintain a friendly and non-

threatening manner. Everyone benefits if the participant completely understands the MFP program.

9. Truthfully state the benefits of MFP participation, as well as the risks. For example, it may be difficult to find an affordable place to live in the community which will meet all of the MFP participant's needs. A participant should never feel pressured into enrollment.
10. Various sections of the Informed Consent discuss processes outside of the transition coordinator/case manager's role in helping the participant transition. These include required assessment tools, risk questions and planning, critical incident reports, information that will be shared with outside organizations and the Quality of Life survey. Describe how personal information will be kept confidential.
11. Emphasize that the participant may withdraw from MFP at any time.
12. Once you ensure that the participant and their circle of support understand the MFP program and are willing and interested in participating, you may ask the participant or their proxy to sign and date **two copies** of the Informed Consent form. This begins the enrollment process.
13. You should also sign the forms where indicated and provide one copy to the now enrolled MFP participant.