

# Health Care Transition Process Measurement Tool for Transitioning Youth to an Adult Health Care Clinician

**Instructions:** Each of the Six Core Elements, as well as Youth/Young Adult and Parent/Caregiver Engagement, can be scored according to whether some or all of the implementation steps have been completed. For example, developing and publicly displaying a written transition and care policy/guide has a possible score of 5; that is, if this step is completed with the appropriate documentation listed below (Yes), a practice or system would receive a score of 5. If it is not completed (No), the score is 0. (No partial scores.)

IMPLEMENTATION REQUIREMENT		SCORE
<b>1. Transition and Care Policy/Guide</b>	<b>Documentation</b>	<b>Yes = 5 / No = 0</b>
Developed a written transition and care policy/guide that describes the practice's approach to health care transition (HCT) and displayed it publicly (e.g., waiting room, practice website)	Copy/screenshot of transition and care policy/guide; photo of public display	
Included information in transition and care policy/guide about privacy and consent at age 18 and age of transfer	Copy/screenshot of transition and care policy/guide	
Obtained and incorporated input from youth and parents/caregivers into transition and care policy/guide	Number of youth and parent/caregiver reviewers	
Established a clinic process to discuss/share the transition and care policy/guide with youth and parents/caregivers	Description of clinic process	
Educated staff about transition and care policy/guide and their roles in the HCT process	Date(s) of education; educational content	
<b>Transition and Care Policy/Guide Subtotal</b>		<u>          </u> (out of 25)
<b>2. Tracking and Monitoring</b>	<b>Documentation</b>	<b>Yes = 5 / No = 0</b>
Established criteria and implemented a clinic process for identifying transition-aged youth	Description of population and clinic process	
Developed individual transition flow sheet or registry to track youths' receipt of all of the Six Core Elements	Flow sheet or registry template	
<b>Tracking and Monitoring Subtotal</b>		<u>          </u> (out of 10)

# Health Care Transition Process Measurement Tool *(Continued)*

IMPLEMENTATION REQUIREMENT		SCORE
<b>3. Transition Readiness</b>		<b>Yes = 5 / No = 0</b>
Adopted a standardized readiness assessment for use with transition-aged youth	Documentation Copy/screenshot of readiness assessment	
Established a clinic process for assessing transition readiness (i.e., a clear process for how the readiness assessment is given to youth and parents/caregivers) and incorporating results into their medical record or plan of care with goals and action steps	Description of clinic process; plan of care template	
Created an educational process to address readiness assessment needs (e.g., discussion, pamphlets, educational groups)	Description of educational process; educational materials	
Established a clinic process for offering youth time alone during office visits without parents/caregivers present	Description of clinic process	
<b>Transition Readiness Subtotal</b>		_____ (out of 20)
<b>4. Transition Planning</b>		<b>Yes = 5 / No = 0</b>
Developed plan of care template that incorporates transition readiness assessment findings, goals, and action steps and that is accessible to youth and parents/caregivers	Documentation Plan of care template; description of clinic process for sharing with youth and parents/caregivers	
Developed a medical summary and emergency care plan template that is accessible to youth and parents/caregivers	Medical summary and emergency care plan template; description of clinic process for sharing with youth and parents/caregivers	
Established a clinic process to determine needs for decision-making support prior to age 18	Description of clinic process	
Made available information on how to find an adult doctor and a list of adult clinicians	Copy/screenshot of information/lists	
Established a clinic process for assisting youth in identifying an adult clinician	Description of clinic process	
<b>Transition Planning Subtotal</b>		_____ (out of 25)

# Health Care Transition Process Measurement Tool *(Continued)*

IMPLEMENTATION REQUIREMENT		SCORE
<b>5. Transfer of Care</b>	<b>Documentation</b>	<b>Yes = 5 / No = 0</b>
Established a clinic process to collect and send transfer package to adult clinicians (plan of care with goals and action steps, latest transition readiness assessment, medical summary and emergency care plan, and if needed, legal documents)	Copy/screenshot of transfer package checklist; description of clinic process	
Established a clinic process for practice staff to communicate with adult clinician (e.g., letter, email) about pending transfer of care and confirm the pediatric clinician’s responsibility for care until youth/young adult is seen in the adult practice	Description of clinic process	
<b>Transfer of Care Subtotal</b>		<u>          </u> (out of 10)
<b>6. Transfer Completion</b>	<b>Documentation</b>	<b>Yes = 5 / No = 0</b>
Established a clinic process to confirm completion of transfer/first appointment and offer consultation assistance as needed	Description of clinic process	
Established a clinic process to regularly obtain feedback from youth/young adults about the HCT supports received	Copy/screenshot of survey or interview questions	
<b>Transfer Completion Subtotal</b>		<u>          </u> (out of 10)
<b>TOTAL IMPLEMENTATION SCORE</b>		<u>          </u> (out of 100)

YOUTH/YOUNG ADULT AND PARENT/CAREGIVER ENGAGEMENT	SCORE
	<b>Yes = 5 / No = 0</b>
Involved youth/young adults and parents/caregivers in the implementation of staff education on HCT	
Included youth/young adults and parents/caregivers as active members of the advisory council or transition quality improvement team	
<b>TOTAL YOUTH/YOUNG ADULT AND PARENT/CAREGIVER ENGAGEMENT SCORE</b>	<u>          </u> (out of 10)

# Health Care Transition Process Measurement Tool *(Continued)*

**Instructions:** The practice/system can be scored according to the percentage of youth that receive each of the Six Core Elements. Possible scores range from 1-5.\* If a practice/system starts with a subset of youth with special needs, they would likely be reaching 20% or less of eligible patients for a score of 1 point. If they are implementing the Six Core Elements for all eligible youth with and without chronic conditions, they would score at the maximum level of 5 points. (No partial scores.)

PERCENT OF TRANSITION-AGED PATIENTS RECEIVING SIX CORE ELEMENTS	SCORE
	1 to 5
<b>1. Transition and Care Policy/Guide</b> Sharing transition and care policy/guide with youth and parents/caregivers beginning at ages 12-14 (letter or visit)	
<b>2. Tracking and Monitoring</b> Tracking youth beginning at ages 12-14 with an individual transition flow sheet or registry	
<b>3. Transition Readiness</b> Administering transition readiness assessments periodically to youth beginning at ages 14-16	
<b>4. Transition Planning</b> Regularly updating and sharing medical summary and emergency care plan and plan of care with readiness assessment findings, goals, and prioritized actions	
<b>5. Transfer of Care</b> Preparing and sending a transfer package for youth/young adults leaving their practice	
<b>6. Transfer Completion</b> Eliciting feedback from youth/young adults who have transferred to adult care about HCT supports received <hr/> Communicating with adult clinicians to confirm transfer and offer, if needed, consultation	
<b>TOTAL DISSEMINATION SCORE</b>	(out of 35)

**\*SCORING KEY**

SCORE	1	2	3	4	5
Percent of transition-aged patients receiving Six Core Elements	(1-20%)	(21-40%)	(41-60%)	(61-80%)	(81-100%)