

## Children's Services Quick Guide

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### Occupational Therapy Transferring to Adult OT


This guide outlines how to transfer to Adult OT when the young person reaches 17.5 years old.

When the young person is 17.5 years old, the Occupational Therapist (OT) can initiate the case transfer to Adult Occupational Therapy so they can co-work the case until they are 18 and fully transfer.

The OT can start/resume the **CS OT Occupational Therapy Casework** step.

Sections 1 and 2 can be completed as normal.

Section 3. Internal OT Actions / Equipment Order contains the question **Is this case transferring to Adult's Occupational Therapy Team?** If answered **Yes**, a warning appears reminding the OT to add the correct optional form and add the next action of Adult OT Conversation Record.

Use the forms and letters icon  to open the **CS OT Children's Case Summary C1402**. There is a question **Is this case transferring to Adult's Occupational Therapy Team?** appears again with a warning added with **No** is selected to ensure the form is only completed for transferring to Adult OT and not between workers.

The OT should complete the Case Summary. The **Form completion dates** will prepopulate from finished steps.

On the CS OT Casework Record C0555, in Section 4, the next action of **Adult OT Conversation Record** should be added. The Send immediately should be used if the step is not ready to be finished. The step can either be passed to a worker or to a team if no worker is allocated.

The workstep can be saved with the save icon  and the Adult OT Conversation Record will be available for the worker or team to start.

When the young person is 18, the OT can update the **CS OT Children's Case Summary C1402** from within the Casework step as outlined above so the Adult OT has the most up to date information available.