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| Title: | **TRANSFER OF CHILD FROM ONE PROGRAM TO ANOTHER** |
| Purpose: | When parents choose another program or move to a new town transfers occur smoothly within the Birth to Three System. |

# Overview

There are several scenarios that may result in a child transferring from one program to another, such as the family choosing a new program or moving to a different town in the state not served by their current program. Programs should not exit a child from the Birth to Three data system if he is continuing to receive services from another Birth to Three program. Before the transfer is made to the receiving program, all child and family information must be updated in the Birth to Three data system. For purposes of billing the lead agency the term “transfer” only refers to an attendance status after the first visit has been provided following the Initial IFSP. For this procedure, “transfer” is used more broadly. No program can decline a transfer if the program is in rotation. *When a family transfers from one Connecticut Birth to Three program to another, the family should be informed that the existing record is being sent to the new program however, a release of information form is not required before sending the record.*

When a child transfers programs, regardless of the reason for the transfer, it is strongly recommended that programs complete an IFSP periodic review on the first visit with the family. The receiving program must provide supports and services as listed on the previous program’s IFSP unless the IFSP has been revised.

The parent, with support from the service coordinator, leads the discussion about the need to transfer and an appropriate timeline for transfer. The current program is responsible for working with the family to determine what programs are available to transfer to. The timeframe for the transfer could be immediate or in the future. The expectation for a child transferring is the same for a child who is newly referred to that program. Services would need to be provided when the IFSP is written or when the child is transferred. Delaying a transfer to wait for a program to gather staff is not reasonable nor a parent choice. When thinking about a” reasonable” delay or interruption of services due to a transfer, the burden for reason lays on the program receiving the transfer. The program currently servicing the child should move forward with the transfer based upon what the family requests. For example, it is reasonable that it would take a few days for services to begin with a new program. It is also reasonable to assume for a child transferring have a final visit with the current therapist/provider and start after with the new program. It is not reasonable for the current provider to wait to make the transfer until the new provider has the staffing.

When a family does not have a preference on the program, they want to transfer to the program next “in rotation” is chosen.  If there are no programs “in rotation” then it goes to the next program in “accepting children”.  If no programs are in “accepting children” then the transfer goes to “not accepting children”. Information about next program in rotation can be found in the data system. There should be minimal to no delay or disruption of services due to the transfer.

**“Tr****ansferring” a Child Prior to the Initial Eligibility Evaluation**

1. The referral has been processed at Child Development Infoline and a program has received the referral information electronically but due to parent choice or some other circumstance the referral must be sent to another program for the evaluation to be completed.
2. The sending program or a Birth to Three System administrator will contact the receiving program to notify them of the change.
3. The sending program will then electronically transfer the record to the receiving program.

**“Transferring” A Child When a Family Requests a New Program after Initial** **Evaluation and Before Services Begin**

1. After the initial evaluation, the evaluating program reminds the family of every eligible child that they have a choice of programs and reviews with them those program choices. The family is told that the ability of another program to accept new referrals must be determined.
2. If a program is not accepting referrals, the service coordinator tells the family which programs are available. If the family selects a different program, the initial service coordinator determines whether that program is able to accept a new child by directly contacting the new program.
3. Once the program selection has been made and the service coordinator has determined that the receiving program can accept the transfer, the service coordinator must send the evaluation and any other materials in the child’s record to the receiving program. The sending program must send a copy of the entire early intervention record to the receiving program. The sending program should maintain all documentation in its original form. (See *Records* procedure for details of retention schedule) The service coordinator ensures that the transfer to the new program and new service coordinator is made in the data system. Until this electronic transfer is complete the family remains the responsibility of the sending program. The sending program will have access to the child’s information in the data system only up to the point of electronic data transfer.
4. The receiving program must assign a new service coordinator and meet with the family to develop the initial IFSP and complete all new permission forms. If possible and agreeable to the parent, one of the initial evaluators should participate in the IFSPmeeting (in person or by speakerphone). If not possible, the information must be available in a written report.

Transferring When a Family Requests a New Program after Services Begun

1. The family requests a change either by telling their Birth to Three program, the Connecticut Birth to Three Family Liaison, 211 Child Development or a Connecticut Birth to Three System administrator. If the request is the result of a problem that the family is having, the program or Family Liaison should ask for the reason to determine whether the problem can be remedied without a transfer (such as a change in the person delivering services). If a transfer is the only remedy for a problem, the program assists the family in selecting a new program that is accepting referrals.
2. The sending program must send a copy of the entire early intervention record to the receiving program. The sending program should maintain all documentation in its original form. (See *Records* procedure for details of retention schedule)
3. The sending program ensures that the transfer is made to the receivingprogram in the data system. Until this electronic transfer is complete, the family remains the responsibility of the sending program. The sending program will continue to have access to the child’s data only up to the point of transfer. The sending program can still enter service delivery data after the electronic transfer.
4. Transfers may occur at any time during the month.

Lead Agency staff may follow-up with the family after the transfer has been completed.

**Providing Supports and Services to a Family Outside of a Contracted Town**

If a child or family moves out of a program’s approved service area, the expectation is that the child will be transferred to an agency approved to provide supports and services in that town. Programs are to follow the appropriate process in the data system regarding transfers, including transferring the family to the next provider who is in rotation in that town. Programs may provide supports and services to a family outside of their approved town if the following requirements are met.

The program agrees:

* to ensure the request comes from the family.
* The child is over 18 months of age
* the child has been enrolled in the program and has received EI supports and services for a minimum of 3 months following their IFSP
* to continue to provide supports and services until the child exits due to age, meeting the IFSP, or a new relocation to a different town.
* to provide all supports and services in-person; and
* to provide supports and services in the home, childcare, and in the community where the child lives.

All the above criteria must be met for supports to be provided outside of a contracted town. Prior authorization is needed if the child is over 18 months but not yet 24 months. You may find more information about the OEC Prior Authorization (PA) process in the Payment to Programs section.

In rare circumstances, a parent may request to be evaluated by, receive supports and services from or transfer to a program that does not serve the town they live in. For example, this may occur if a child lives with one parent but spends most waking hours with another parent. If a parent request is made, a program must seek prior authorization.

The program must:

* ensure the request comes from the family,
* provide all supports services in person
* If requested, provide supports services in the home, childcare, and the community the child lives in and spends time in, and
* submit written documentation of all programs designated to provide supports and services in that town agree.

Once approved or meets the requirements, the town will be considered part of this program’s approved service area to support the one family and does not allow the program to accept additional referrals for that town.

**Transferring a Child in** **Foster Placement when the Child has been Moved**

When a service coordinator learns that a child is moving or has already been moved to a new home by DCF the following options exist:

1. The program will update the Birth to Three data system to reflect the child’s current residence, and update consent forms as appropriate with the new parent/guardian. When there is a change in foster placement, the IFSP should be reviewed with the new parent and revised as appropriate.
2. If the existing program cannot continue to provide services in the new location, the sending program should, with the assistance of DCF, determine which program (of those serving the town of residence and available to take new referrals) would be appropriate to serve the child in the new location.

The sending program must send a copy of the entire early intervention record to the receiving program. The sending program should maintain all documentation in its original form. (See *Records* procedure for details of retention schedule. The sending program ensures that the transfer is made in the data system. Until this electronic transfer is complete, the child remains the responsibility of the sending program. The sending program will continue to have access to the child’s data only up to the point of transfer.

1. Transfers may occur at any time during the month.
2. The receiving program must ensure that the child has someone acting in a parental role in the new foster home. If a new surrogate parent appointment is needed requests for surrogate parent appointments are made to the Family Liaison using Form 3-10.

**Transferring a Child Who is Homeless**

As explained in the “[Children Who are Homeless](file:///E:\FY13%20DRAFT%20Procedures\Children_Who_Are_Homeless.doc)” procedure, it is likely that families that are homeless will need to transfer programs more than once. A service coordinator should discuss with the parent how important it is to inform her or him ahead of time of any anticipated change in address. If the parent and child’s address is expected to change to a town that the provider program does not serve, the service coordinator should facilitate the parent’s choice of a Birth to Three program that serves families in their new town. The sending program must send a copy of the entire early intervention record to the receiving program. The sending program should maintain all documentation in its original form. (See *Records* procedure for details of retention schedule) Children who are homeless do have a higher priority status than other children who are transferring programs or waiting for initial assignment to a program. Any questions regarding this should be directed to the Birth to Three Liaison.

**Transferring a Child to a Program Specializing in Deaf/HoH**

When it has been determined that a parent wants to transfer to one of the programs that specialize in working with children who are deaf or hard of hearing, the service coordinator should give them Service [Guideline #5 “Young Children who are Hard of Hearing or Deaf](file:///E:\SG5-Hearing.pdf)”. The service coordinator should encourage and assist the parent to call each of the programs serving their town to ask questions before selecting one and then follow the transfer procedure.

**Transferring a Child to a Program Specializing in Autism**

If an eligible child is referred to a program specializing in autism by a Comprehensive Early Intervention Supports (EIS) program for an autism assessment due to red flags on an autism screening instrument and the child is determined to have a diagnosis of autism spectrum disorder, the family may wish to transfer to a program specializing in autism. The program specializing in autism can give the family general information about their preferred methodology and the general IFSP process used to determine types and frequencies of services. Specific information about what their IFSP will include for services and supports can only be discussed at the IFSP meeting. Families should be encouraged to also talk to other programs (EIS programs and those specializing in autism) that serve their town. The family should be aware that their EIS program is responsible for making any transfers in accordance with this procedure. In the event that no program specializing in autism is available in the family’s town of residence, refer to the Supports and Services procedure.

This process should also be followed when a child is determined *not eligible* by a general Birth to Three program (no significant delay), is referred for an autism assessment due to red flags on an autism screening tool and is subsequently determined to have a diagnosis of autism spectrum disorder. If the child *does not* have a diagnosis of autism spectrum disorder, then the child is not eligible for Birth to Three and the family may contact 211 Child Development within one month for another eligibility evaluation. Until the determination about an autism spectrum disorder is made, the child’s eligibility status is “pending”.