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## 1.0 PURPOSE AND SCOPE

- 1.1.1. This procedure provides instructions to ensure the smooth transfer of children and families receiving Connecticut Birth to Three support and services to other Birth to Three programs when families choose another program or move to a new town.

## 2.0 REFERENCES

### 2.1 Associated Documents

- 2.1.1. Children Who are Homeless Procedure
- 2.1.2. Document Control and Records Procedure
- 2.1.3. Form 3-1, Individualized Family Service Plan
- 2.1.4. Form 3-10, Request for Surrogate Parent
- 2.1.5. Individualized Family Service Plan Procedure
- 2.1.6. Support and Services Procedure

### 2.2 Source Information


- 2.2.1. Connecticut Birth to Three Transfer of Child From on Program to Another. Effective Sept. 1, 1997. Revised Aug. 1, 2022.

## 3.0 INSTRUCTIONS

### 3.1 Overview of Transferring a Child Between Programs

- 3.1.1. **KNOW** Programs are **NOT** permitted to decline a transfer if the program is in rotation.
- 3.1.2. **KNOW** only Parents are permitted to request a transfer.
  - 1. Programs can **NOT TRANSFER** a child without parent request.
- 3.1.3. **IF** a change request is made through Birth to Three System administrator due to a problem the family is having,
 

**THEN** Program or Family Liaison **ASK** reason for change request and **DETERMINE** if the problem can be remedied without a transfer. (For example: Change in person delivering services).
- 3.1.4. Service Coordinators **INFORM** family of every child they have choice of programs.
  - 1. **REVIEW** all program choices and assist in a smooth transition.
  - 2. **DO NOT DELAY** or minimize interruptions of eligibility or services due to a transfer.

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3.1.5. **WHEN** a family transfers from one Birth to Three program to another,

**THEN:**

1. **INFORM** family the existing Birth to Three record is being sent to the new program.
  - A release of information is **NOT** required prior to sending record.
2. Sending Program **MAINTAIN** all records and documentation in original form.
  - a. **REFER TO** Document Control and Records Procedure for retention schedule.

3.1.6. **IF** a family does **NOT** have a preference of program,

**THEN** Service Coordinator **PROVIDE** family with a list of programs accepting referrals in the town they live in.

1. **IF NO** program is open,

**THEN EMAIL** the lead agency with the child's:

  - Number
  - Town
  - Details of request
2. **IF** family does **NOT** have a preference,

**THEN TRANSFER** family to next program in rotation accepting children.


  - **REFER TO** the Birth to Three data system for information about next program in rotation.
3. **IF NO** programs are accepting children,

**THEN TRANSFER** goes to **NOT** accepting children.

3.1.7. **WHEN** a child transfers programs, regardless of the reason for transfer,

**THEN** Receiving program **PERFORM** the following:

1. **PROVIDE** supports and services as listed on the previous program's IFSP.
2. **COMPLETE** Form 3-1, Individualized Family Service Plan (IFSP), periodic review during first visit with family.

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3.1.8. **IF** a referral is processed by 211 Child Development **AND** initial program shows in the Birth to Three data system to be off rotation,

**THEN SEND** referral to another program for evaluation.

1. Sending Program or Birth to Three System administrator **NOTIFY** receiving program of the change and electronically **TRANSFER** record to receiving program.
2. Receiving Program **PERFORM** evaluation.

### 3.2 Transferring a Child in Birth to Three Data System

3.2.1. Sending Service Coordinator(s) **ENSURE** transfer to new program and new service coordinator is made in Birth to Three data system.

1. Sending Program **MAINTAIN** responsibility of family until transfer is complete and have access to child's information in Birth to Three data system until the electronic data transferred.

### 3.3 Transferring a Child to a Specialty Program

3.3.1. **IF** an enrolled child is determined to have a diagnosis or suspected diagnosis of deaf or hard of hearing **OR** Autism Spectrum Disorder (ASD),

**THEN PROVIDE** family with specialty programs in the town they reside in.

1. **ASSIST** parents in calling and inquiring about programs serving their town prior to selection.

3.3.2. **IF** an eligible child or a child determined **NOT** eligible (with **NO** significant delays) is referred to a specialty program does **NOT** meet the criteria,

**THEN ASSIST** in transferring to a general comprehensive program **OR** exit.

**END of Instructions**

### 4.0 REVISION HISTORY

Location	Description of Change
All	New Human Factored Procedure in New Template.