

## REQUEST FOR TRANSFER PROCEDURES

Purpose: To ensure consistency when an individual requests to transfer from their current day service provider to another day service provider.

Procedure:

1. An individual or their guardian can request a transfer to another day service provider through their Service Coordinator/ QMRP or current day service provider.
2. When the Service Coordinator/QMRP initiates the transfer request, they will contact the current day service provider and fax to that facility a completed and signed *Request for Transfer* (form CDM #007).
3. When the day service provider initiates the request, the day service provider will contact the Service Coordinator/QMRP to let them know that a completed *Request for Transfer* is being faxed to them for their signature. The Service Coordinator/QMRP will then sign the form and fax it back to the day program.
4. Upon receiving the completed and signed *Request for Transfer*, the current day service provider will complete a *Transfer Packet* that includes copies of the following information:
  - Current/most recent medical information.
  - Most recent psychological.
  - Most recent ISP.
  - Most recent Adult Services assessment information.
  - Most recent Behavior Supports Service Plan.
  - A written transfer summary.
  - Other\_\_\_\_\_
5. The current day service provider will attach *Request for Transfer* form to the *Transfer Packet* and forward this to the Consumer Data Management (CDM) department, who will place the person on the appropriate waiting list and forward the packet to the requested day service provider.
6. The day service provider receiving the *Transfer Packet* from CDM will date-stamp the packet and check to ensure all necessary information is attached.
7. The requested day service provider will then begin the Intake process in compliance with the *Procedures for Enrolling Individuals in Adult Services*.
8. When the individual is to enter the facility, the day service provider will call the current provider to inform them of the start date and to request the additional information.
9. The receiving facility will notify CDM, and the Service Coordinator/QMRP once the transfer is complete.