

Region-to-Region Transition (Transfer)

Transferring a child receiving early intervention services through the Infant Toddler Program from region-to-region should be a well-planned and organized activity. The family, Service Coordinator, and designated supervisor in the sending region and receiving region must be involved.

Region-to-Region Transfer Procedure

The following actions are taken when transferring a child involved in the Infant Toddler Program from one region to another:

1. Service Coordinators notify the designated Supervisor of a family's pending move in writing (i.e., email, fax, or mail).

The following information must be included:

- Child's name.
- Date of birth.
- Parent's name.
- Families contact information at the new location, if available (phone/address/e-mail).
- Region to which the child is moving.
- Expected date of move.

2. The sending Supervisor e-mails, mails, or faxes the designated Supervisor in the receiving region informing them of the family's move.

Information should include the current Service Coordinator's name to facilitate contact for further information about the child and family's needs.

3. The moving family is advised by their Service Coordinator about the transfer/transition procedures and whom to contact when they arrive in the new region.

- It is the family's responsibility to contact the local Infant Toddler Program, if they wish to continue services upon arrival.
- The receiving region also attempts to contact the family if local contact information was provided.
- The Service Coordinator coordinates the transition in accordance with the family's needs and preferences.

4. The designated Supervisor in the receiving region requests the child's file from the Supervisor in the sending region when the family makes contact.

The file transfer should occur within two (2) working days upon request from the receiving region.

5. Ensure the transfer is recorded in the program's data system.