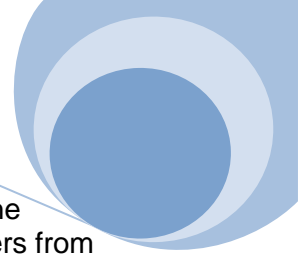# Recommended Practices for Transfers

This document is intended as guidance to local programs to describe best practices in the transfer of children between local programs within Kansas. Scenario 5 deals with transfers from another State.

In addition to this document, programs should reference:
- The Kansas Infant Toddler Services Procedure Manual, Section XIV, page 9, Transition of a Child Between Local tiny-k Programs and States, and
- The guidance document titled Database Transfer Portal Guidance for specific information on the transfer of electronic information in the ITS database.

Prior to transferring any record from one program to another, communication among programs must take place in order to establish the information being shared is accurate and complete. Because the database is live and new information will replace existing information the exchange must be carefully planned. If the family's transition from one program to another is planned, the programs can exchange information before the event to assist the family in a smooth transition. When a transfer is not planned, the database will alert the receiving program that a child has potentially been served by another program. When a program receives this alert, it is important for the receiving program to contact the sending program to discuss the transference of electronic records.

The portal is a mechanism for transferring electronic data from one program to another. The program sending data should ensure that all information is accurate and complete prior to sending a notification to the receiving program. Once the sending program transfers the information, there will no longer be access to the child's record in the sending program's database. The receiving program will have the only ability to edit or make any changes in the child's information.

Programs used as examples will be designated as **Program A** (original in-state program of Part C eligibility, or most recent program providing services) and **Program B** (location receiving transferred child for services).

The transfer scenarios considered are:
1. Child transfers between programs due to a family move, IFSP was not completed prior to transfer.

2. Child transfers between programs due to a family move, with an active IFSP in place.

3. Child transfers between programs due to foster home placement, transfer from one foster location to a new foster home, or removal from foster care.

4. Re-referral due to a break in services from the same program.

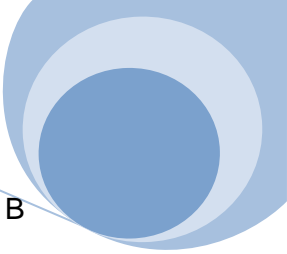5. Transfers from out of State.

6. Paper IFSP
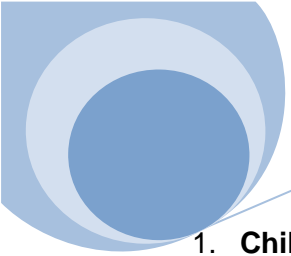
1. **Child transfers between programs due to a family move, IFSP was not completed by Program A prior to transfer.**

   a) Program A calls or emails Program B to discuss transfer activities, or, in the event of an unplanned move, Program B calls Program A to discuss transfer activities.

   b) Program A ensures all current information is up-to-date in the database.

   c) Program B inputs the minimum information needed to transfer electronic records into the database: The minimum information needed to add a child is: the child's first name, middle initial and last name, date of birth, at least one parent/foster-parent first and last name, and one form of parent contact information: email, address, or phone number.

   d) Following the steps outlined in the Database Transfer Portal Guidance document, Program A and Program B complete the transfer of electronic data.

   e) Program B writes the IFSP.

   f) Program B uses the transfer late reason if the move/transfer delayed completion of the IFSP within the required time frame.

   g) Program B has the responsibility to enter IFSP data and service dates into the ITS database.

   h) Program B has the responsibility to enter program entry ECO data.

2. **Child transfers between programs due to a family move, _with_ an active IFSP in place.**

   a) Program A calls or emails Program B to discuss transfer activities, or, in the event of an unplanned move, Program B calls Program A to discuss transfer activities.

   b) Program A ensures the parents have signed a Release of Information Consent form which allows the sharing of information among Part C programs.

   c) Program A completes a Local Exit ECO Descriptor Statement.

   d) Program B inputs the minimum information needed to transfer electronic records into the database: The minimum information needed to add a child is: the child's first name, middle initial and last name, date of birth, at least one parent/foster-parent first and last name, and one form of parent contact information: email, address, or phone number.

   e) Program B should mark the "transfer from other tiny-k program" radio button and enter date of referral to Program B, into the ITS database until contact is established with the transferring family. Program B should not request any type of electronic file transfer through the database unless contact has been made with the family and they express a desire to receive services through Program B.

f) Once the transferring family agrees to receive services from Program B, Program B should discuss the transfer of electronic records with Program A.

g) Program A ensures their data is complete and up-to-date prior to sending it electronically to Program B following the Database Transfer Portal Guidance document steps.

h) Program B may request the complete electronic file for a child or may request the most recent IFSP.

i) Program B schedules a meeting to review the IFSP, and amend the document as necessary.

j) Responsibility for ensuring the ECO Descriptor Statement data are complete lies with both Program A and Program B as follows:
   i. If the family expresses interest in receiving services from Program B and has agreed to an IFSP review, Program B conducts a review IFSP and does not complete new ECO Descriptive Statements until the child's annual IFSP is due.
   ii. In the event that the transfer occurs within a reasonable timeframe that the IFSP review could actually be an annual IFSP, then Program B would complete annual ECO Descriptor Statements as part of the annual IFSP process.
   iii. If Program B is unable to establish contact with the family or the family declines services from Program B at anytime prior to the review of the IFSP, Program B MUST contact Program A by phone or email. Program A will then change the **Local Exit** ECO Descriptor Statement to a **Permanent Exit** ECO Descriptor Statement.

   NOTE: Program A and Program B share the responsibility to ensure a Permanent Exit ECO is complete. Failure to do so results in the child not being counted in the State or local program ECO data.

k) If contact is <u>never</u> established with the family by Program B after transfer, or if the family refuses services from Program B after transfer, Program A does <u>not</u> need to reopen the IFSP since the family is no longer in their service area, and the family did inform Program A of the move or signed documentation to end services. Program A simply changes the Local exit ECO to a Permanent Exit ECO.

l) Program B can exit the referral from Program A with one of the following exit reasons; Contact not established/ family not located following transfer, or Family refused services following transfer.

m) If the child is in the 90-day transition period prior to the third birthday when the transfer occurs, and Program A has already made a referral to the LEA of the family's residence as of the time of the referral:
   i. Assuming the family wants to continue with the transition process at the new location and with the new LEA of residence, Program B is encouraged to make a second local referral to the appropriate school district, and enter the referral into the ITS database. As long as the child is noted by Program B as a transfer child, ITS staff will check to insure a compliant referral was made at some point. If that referral is found, all parties to the transfer are in compliance.
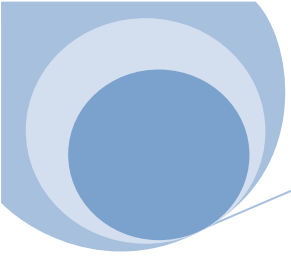
> ii. If the transition conference is late due to the transfer and notification to the new LEA of residence, a late reason related to the transfer should be entered into the ITS database.

n) If the child is in the 90-day transition period prior to the third birthday and the family does not want to transition to the new LEA of residence:
  i. Program B should enter a loss of contact exit reason or the declined services reason into the referral record on the ITS database created using information imported from Program A.
  ii. If Program A received a determination of Part B eligibility for the child, either before or after the move, Program A should use that determination as the exit reason (e.g., Part B eligible or Part B not eligible) <u>even if the child will not be attending school in that district.</u> Part B will need to account for the move in that case.

3. **Child transfers between programs due to foster home placement, transfer from one foster location to a new foster home, or removal from foster care.**
The scenarios remain the same as above, with the exception of signature requirements and exit reason. "Foster care moved" should be the exit reason used. Records can also be shared with the foster care agency in accordance with the Uninterrupted Scholars Act in such cases.

4. *Re-referral.* The re-referral process as it currently exists should be followed when the case was closed and no services from any other tiny-k program were received. **If a child returns to Program A from Program B at any age, the process for transfers should be followed, following the steps outlined above.**

  a) If there has been a gap in services of more than 6 months, a new <u>initial</u> IFSP should be developed with the parents' consent.

5. **Out of State Transfer: These transfers will be treated as a new referral, as it is new to Part C in Kansas.**

  a) Eligibility may be presumed, however, new assessment information should be gathered (remember to get consent to evaluate/assess) and outcomes and the IFSP should reflect the new environment and situation. As stated in the Procedure Manual, review the IFSP from the previous State as an IFSP Review and migrate the pertinent information to the Kansas IFSP form. Restated: An IFSP should be written according to Kansas guidelines, using the Kansas IFSP form. Please read the Transition Section of the Procedure Manual for further clarification.

  b) Dates used, will reflect the initial eligibility and IFSP in Kansas.
    i. Referral date: Date initially referred to Kansas
    ii. Eligibility date: Date IFSP is reviewed, accepted, re-written etc… in Kansas.
    iii. IFSP date: Same as Eligibility date and would be the initial IFSP as well.
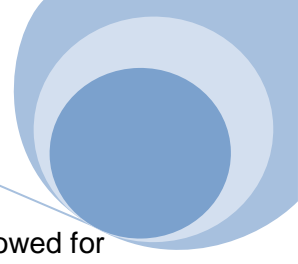
6. Paper IFSPs

The above steps and processes of communication between programs should be followed for all transfers. Steps that involve the transfer of data will be followed using mailed or faxed paper rather the transfer of the electronic record as follows:

a) If Program A uses a paper IFSP, they would send a paper copy of the latest IFSP to Program B. Program B may choose to transition information to an electronic IFSP format at the review with the family, and depending on timing, may conduct an annual IFSP rather than a review IFSP.

b) If Program A uses electronic IFSPs, they may transfer the electronic data following steps above. Program B will accept the transfer and print out a paper copy of the IFSP for their use.