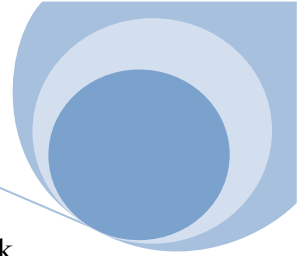


Use of the Database Transfer Portal



The transfer portal is to be used when:

- A child experiences a planned move from one tiny-k program to another tiny-k program within the state of Kansas
- A child and family moves from one tiny-k program to another without notification
- Programs merge and records need to be transferred from one program to another.

When a child and family experience a move from one tiny-k program to another, the program should follow the Kansas Infant-Toddler Services Procedure Manual, Section XIV Transitions, III. Transitions of a Child Between Local tiny-k Programs, page XIV-9.

This guidance document specifies the steps completed in the database, and aligns with other steps or activities programs may engage in to ensure successful transitions. The key to all transitions is collaboration between the family and the programs involved. If a transfer is planned, there is time for the program currently servicing the child to contact the program the family is to move to and coordinate activities. If the move is not planned with the tiny-k program, the database transfer portal can still be used to transfer electronic records and eliminate the need to manually re-enter the child's information.

The **Child Look-up Screen** alerts database users to any **Notifications** concerning children entered in the database and will be used to notify tiny-k programs involved in a transfer. Notifications are located at the bottom of the screen, in red and designated by the alert icon. Data managers (or the designee) should be checking the database at least weekly to ensure prompt attention to any notifications found.

Kansas Department of Health and Environment **Infant/Toddler System** **tiny-k** Early Intervention Services (KSXX) | Logout

Reports Messages File Maintenance Mark Data Ready CBER Training Contact Your Extra Selections

Add Delete Edit View Exit Selected Child Records: 1 Selected Child: testtwo testtwo

Select Screen to View/Edit: Child & Family Information

Search Criteria

Case No: [] KSITS ID: []
Child Last Name: testtwo First Name: []
Parent Last Name: [] Birth Date: []
 Include Inactive
[Search] [Clear Criteria]

Automatic Searches: []

[Initial Evals] [Add! Evals] [Pending Dates]

Selected Child Forms: Evaluation Reminder [View / Print]
Consent Forms: Consent for Screening [View / Print]

You have 219 notifications. Click to view.

Case No	Last Name	First Name	Birth Date
12356	testtwo	testtwo	03/14/2010

*Select case then right click to view Quick Info

Use of the Database Transfer Portal

The notification page will list all types of notifications on the left side of the screen which will include all notifications about transfers. This page will be used to manage transfers that have been sent or received. A child transfer involves the transfer of an entire file, including all the information in the database and the IFSP. An IFSP transfer involves the transfer of the most recent, completed IFSP document only.

The screenshot shows the Kansas Infant/Toddler System interface. At the top, there are logos for the Kansas Department of Health and Environment and tiny-k Early Intervention Services. The main navigation bar includes Reports, Messages, File Maintenance, Mark Data Ready, CBER, Training, and Contact. Below this, there are buttons for Add, Delete, Edit, View, and Exit Selected Child. The interface displays 14 records, with the selected child being 'dustin elly'. On the left, there are five blue buttons representing pending transfer notifications: (4) Kids Over 3 Not Exited, (1) Pending Child Transfers Sent, (1) Pending Child Transfers Received, (1) Pending IFSP Transfers Sent, and (1) Pending IFSP Transfers Received. A 'Return to Lookup' button is also present. On the right, a table lists cases with columns for Case No, Last Name, First Name, and Birth Date. The first row is highlighted in yellow.

Case No	Last Name	First Name	Birth Date
tes10	dustin	elly	06/25/2015
tes11	testelevan	testelevan	06/15/2015
tes12	testtw	testtw	01/01/2015
test3	crow	trinity	07/20/2013
test4	peralta	ruben	09/28/2014
test5	martin	mitchell	08/16/2014
test6	huff	wyatt	12/24/2014
test7	ward	jace	03/26/2013
test8	testeight	testeight	06/30/2015
test9	Davis	Liam	06/04/2014
testd	Davis	Liam	06/04/2014
twelve	twelve	twelve	01/01/2015
tx101	Smith	Susie	09/01/2012
xxabc	Smith	Bobby	09/11/2012

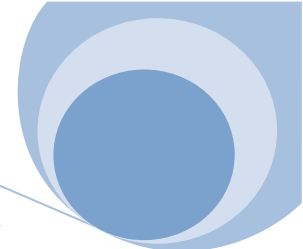
Clicking on any of the **pending transfer buttons** will result in a listing of all children for that category. To view a specific child's transfer, select the child and then click on the **View** button. View includes the program it was sent to/received from, the date, and any notes that have been entered. The sending program has the option to cancel a request, for example in cases where the family doesn't move. The receiving program has the ability to **Approve** or **Deny** the transfer and indicate the reason for denial in the notes. The other program involved in the transfer would receive a notice in the denied transfers and can read the note.

The screenshot shows the detailed view of a pending transfer for case 'tes12'. The interface is similar to the previous screenshot, but the selected child is 'testtw testtw' and there is only 1 record. The table on the right shows the details for case 'tes12'. Below the table, there is a 'Note' section with the text 'Test Case Transfer Received'. At the bottom, there are 'Approve' and 'Deny' buttons.

Case No	Last Name	First Name	Birth Date
tes12	testtw	testtw	01/01/2015

From: KSXX- JNI Software, Inc.
Date: 10/10/2016

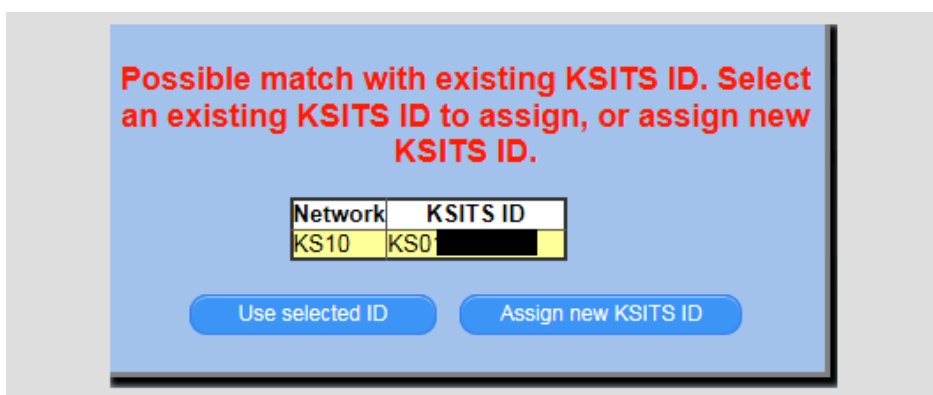
Note:
Test Case Transfer Received



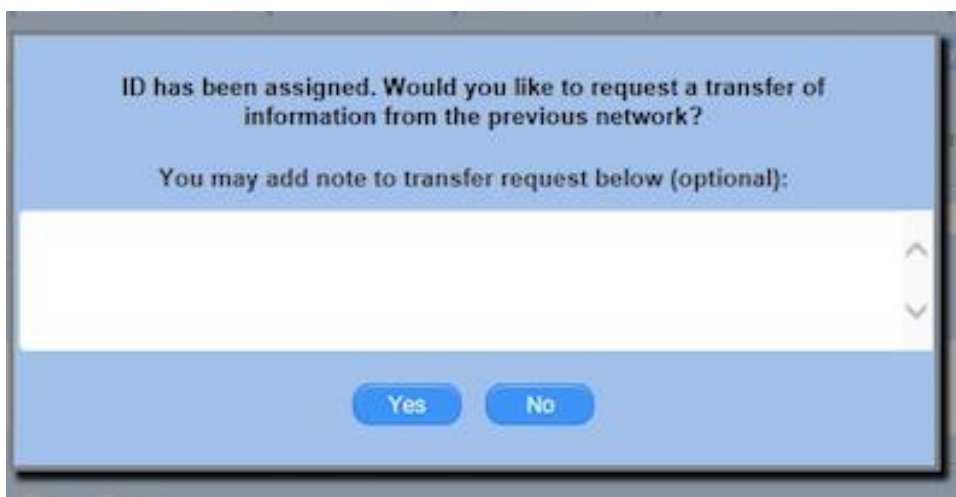
How to request a transfer from the program currently serving the child

In a planned transfer, the receiving agency needs to put a minimum amount of information into their database and then they can request a transfer from the agency currently serving the child. This should be done only after other transfer activities have been coordinated with the sending program. The sending program must ensure the child's information is complete and up-to-date because they will be locked out of editing the information after the transfer.

The **minimum information needed to add a child to your database** 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. After the above information has been entered, click save, and the computer checks for an existing child in the database and provides a pop-up with potential matches (could be more than one). Select one and assign the ID.



If **Use selected ID** is chosen, a pop-up will appear and enable the receiving agency to request a transfer from the program currently serving the family.



If **Yes** is selected, the program currently serving the child will receive a notification for a transfer.

If **No** is selected, the child's ID remains consistent but no information is transferred.

In an unplanned transfer or re-referral situation, when a child is entered into the database, after the user has clicked “Save”, a pop-up screen will appear if there is a match found at another program. If one (or more) matches are found, the user can select to assign one of the existing ID’s or assign a new ID. If they select an existing ID, the pop-up below is shown giving them the option to send a transfer request.

- **Note**, if you indicate no at this time, you will not be able to request a child’s full file at a later time. You will be able to request the most recent IFSP to be transferred.



The screenshot displays the 'Kansas Infant/Toddler System' (tiny-k) interface. The top navigation bar includes 'Close' and 'Edit' buttons, and tabs for 'Child & Family Information', 'Health Information', 'Eligibility & Transition', 'Services', and 'IFSP/ECO'. The main form area shows fields for 'Case No: tst13', 'Sex: Female', 'Birth Date: 04/19/2015', and 'Status: Active'. A pop-up dialog box is centered on the screen with the following text: 'ID has been assigned. Would you like to request a transfer of information from the previous network? You may add note to transfer request below (optional):'. Below the text is a text input area and two buttons labeled 'Yes' and 'No'.

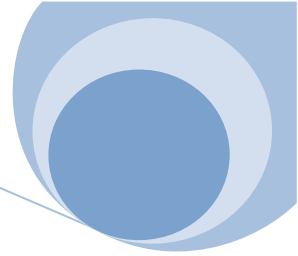
How to initiate a transfer as the program currently serving the child to the program receiving the child.

In planning a transfer, the sending program should collaborate with the receiving program prior to initiating any activity in the database. This may be done by phone, mail, or email. The sending program ensures that the child’s information is up-to-date and complete. The sending program also needs to ensure that the receiving program has entered the minimum relevant information to receive the child’s electronic file.

For a full file transfer:

The receiving agency must have the minimum information in their database to receive the full file as noted above.

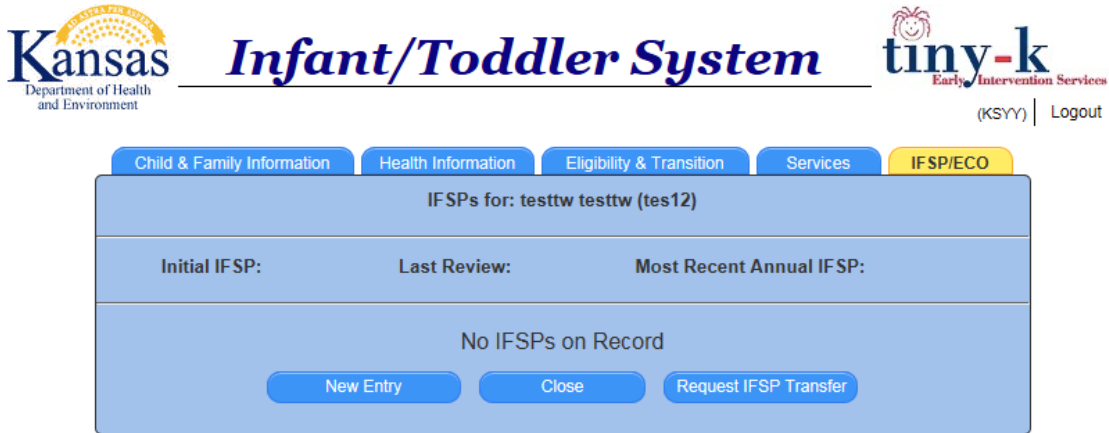
The agency currently serving the child will get a notification and see the child in the list for pending transfers. They approve the request and the information is instantly transferred to the new agency.



To request an IFSP

As noted previously, when a new child is entered into the database, the database automatically checks to see if the child already exists in another program and offers the program the option of requesting the full file. If they did not request a full file, the program may request the most recent, completed IFSP from a prior program.

Open the IFSP/ECO tab and select **Request IFSP Transfer**



A new pop-up will appear. Select the program that you are requesting an IFSP from and click the **Submit request** button. If the child was in the other program at any time, a request for transfer will be sent to their notification page. If the child was not in that program, no request will be sent and you will see a notice saying it cannot be sent.



For all transfers

- Once a program has received a notice for full file or IFSP transfer, they should make every effort to accept the transfer of electronic information within 5-7 calendar days.
- If a transfer is not accepted by the receiving program within 10 days, a notification will be sent to KDHE.
- The only reason to not accept a transfer is that the family did not complete the move to the intended new program, this information must be shared in the transfer notes.
- A child's electronic record must be shared with the requesting program. ITS confidentiality and permission to share information forms include ITS as a statewide program, not as individual local programs. The sending program should ensure they have one of these forms in the child's file prior to sending the information to the receiving program.

The database is live and any new information replaces old information so the transfer of data must be carefully planned. The portal is a mechanism for notifying and accepting electronic data into your program's database. The program sending data should ensure that all information is accurate and ready to send prior to sending a notification to the receiving program. Once the sending program has sent the information, they will not be able to edit or make changes to that child's file in their own database. The child's information is transferred to the new program and can only be edited by the new program.