



**POLICIES AND PROCEDURES  
NEW JERSEY EARLY INTERVENTION SYSTEM**

No: <b>NJEIS-04</b>	Subject: <b>In-State Transfers: Family Cross County Move</b>
Effective Date: <b>May 1, 2013</b>	Responsible Party: <b>Part C Coordinator</b>

**I. Purpose**

To ensure children and their families have a smooth transition with minimal or no disruption in NJEIS services when the family moves from one county to another within the state.

**II. Policy**

- A. Upon notice of the impending move and receipt of necessary information, timely continuation of Individualized Family Service Plan (IFSP) services with minimal or no disruption expected.
- B. Communication, sufficient to facilitate smooth transition and continuity of services, is the responsibility of both the sending and receiving Service Coordination Units (SCUs) and practitioner(s) serving the child and family.
- C. Documentation of communication, activities and strategies related to a transfer of a child/family from one county to another must be included in the child's early intervention record.
- D. The active IFSP remains in place when the family moves to a new county within the state.
- E. This policy and procedure does not apply to children in foster placement. Transitions within state for these children are covered under a separate NJEIS policy and procedure.
- F. A child's SPOE record must be closed in one county before being opened in another county.
- G. A child's early intervention record can be sent from the sending SCU to the receiving SCU without parental consent.
- H. Once the family's new address is confirmed, a new SPOE ID number can be assigned.
- I. To maintain continuity for the child, the same practitioner(s) can continue to provide services to the child unless the practitioner(s) is not able to provide services in the new county.
- J. If a change in practitioner(s) is necessary to provide IFSP services in the new county, this assignment is made using NJEIS-09, "Early Intervention Provider Assignment."

### III. Procedures

- A. The sending service coordinator or practitioner informs other IFSP team members in writing when they first become aware that the family is planning to move to another county within New Jersey.
- B. The sending service coordinator contacts the parent(s) to:
  - 1. Ask for available details of the impending move;
  - 2. Inform the parent the SCU will contact the receiving SCU and provide them with NJEIS child and family information when the new county is known; and
  - 3. Discuss implications of the move on continued provision of IFSP services, (i.e., changes in service coordinator, possible changes in settings of services or daily routines, and the possible need to change practitioners.)
- C. When the location and anticipated date of the move are determined, the sending SCU notifies the receiving SCU of the move and begins to plan for the transition of the services from one county to another.
- D. The sending SCU provides the receiving SCU, at a minimum, a copy of the most recent IFSP and all other pertinent documents that would assist the receiving SC to participate in an IFSP review meeting to discuss transition to the new county.
- E. The sending SCU documents the date copies of IFSP materials are sent and the receiving SCU documents the date records are received.
- F. A determination is made as to whether the current practitioner(s) will continue to provide services in the new county. If a change in practitioner(s) is necessary, this assignment is made using NJEIS-09 "Early Intervention Provider Assignment."
- G. The sending SCU arranges for and conducts a conference call or meeting to discuss the transfer of NJEIS services to the new county.
- H. Participants in the conference call or meeting may include the family, the sending SC, current practitioners, as needed new practitioners and the receiving SC.
- I. The sending SCU documents the anticipated last date of services in the current county and the anticipated date of service initiation in the new county.
- J. Once the moving date is known, the sending SCU transmits the complete original record to the receiving SCU and documents transmission of the record. The sending SCU may retain a copy of the record.
- K. The receiving SCU documents receipt of the child record.
- L. The receiving SCU reviews the transferred record and contacts the family to confirm date of move, the practitioner(s) who will be providing services and the date services will begin.
- M. The receiving SCU contacts the sending SCU to confirm the date the child moved and closure date in previous county. The SPOE record in sending county must be closed at least one day before a new SPOE record can be opened in the receiving county.

- N. The receiving county opens a new SPOE child record, re-enters existing data in the new record and links the child record. This is a transfer and not a new referral. Information from the following is entered into the new record:
1. Initial referral date to NJEIS & Reason for Referral
  2. Child and family demographic data and contact information
  3. School District
  4. Service Coordinator
  5. Eligibility Information
  6. Diagnosis
  7. Family Cost Participation Data
  8. IFSP periods and authorizations
- O. The receiving county documents initiation of service(s) in the new county.

#### **IV. Related Policies and Procedures**

NJEIS-09, Early Intervention Provider Assignment