**In-State Transfer Resource**

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| When a family **LEAVES** your CFC catchment area but is moving within Illinois, complete the following activities: | When you **RECEIVE** a transferred record for a family moving to your CFC catchment area, complete the following activities: |
| *Please note that exit data is not required for this type of transfer.** Obtain the family’s new address
* Identify the new CFC office the family is transferring to via Child Find or <http://go.illinois.edu/CFCListing>
* Share contact information for new CFC office with family
* Update family’s primary & secondary address in Vstone
* Alert service providers of transfer
* Request summary reports from providers, if necessary
* Notify the new CFC office of the transfer via courtesy call
* Write a letter to send with the file to the receiving CFC that includes the following:
	+ Child’s name
	+ Family contact information
	+ Vstone participant ID number
	+ EI number
	+ IFSP dates
	+ Next Review Due
	+ Services on the IFSP
	+ Providers continuing with family
* Print case notes, IFSP report, participant enrollment report for permanent record
* Review record with CFC manager
* Copy and forward permanent record along with your letter to new CFC (originals remain with your CFC)
* If applicable, discontinue service authorizations and notify providers in writing of the discontinued auth
* Verify that record has been received by the other CFC office and remove the family’s information assigned to you
* **NEVER** close the record in Vstone
 | * Perform Vstone In-State Transfer activities outlined on **flow sheet EI4 and EI4A** *(these activities may be completed by a designated person in your CFC)*
* Review record to make sure you received all components of the record.
	+ Referral and intake history in
	+ Consent forms
	+ Printed case notes report
	+ Evaluations/Assessments
	+ IFSP
	+ Insurance and Family Participation Fee information
	+ Other info as needed
* Familiarize yourself with the IFSP, services identified on the IFSP and upcoming activities (i.e. IFSP review, transition, etc.)
* Contact the family within 2 days of receiving the record
* Learn about the family’s priorities, needs and discuss strategies that will minimize disruption of EI services
* Verify income and insurance information as this may have changed if the move was a result of a job change
* If needed, schedule a meeting with the family and new IFSP team members once identified
* Update the CM10 screen which is the IFSP cover page to reflect updated information
* Obtain consent to release records to new service providers and physician (if applicable) and distribute IFSP and reports accordingly
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| **Other activities my CFC office expects for an in-state state transfer to another CFC include:** | **Other activities my CFC office expects when I am assigned a family from another CFC include:** |