**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 |
| **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:** |