**Out-of-State Transfer Resource**

**Questions to Ask a Family Moving Out of State:**

* What state are you moving to?
* What will your new address be (obtain the full address, including zip code and county)
* When will the move occur?
* Have you notified the other team members yet?
* When is the last day that you anticipate receiving EI services and supports in Illinois?
* Will your number change? If so, what is the best number to reach you in the new state?
* When would be a good time for us to schedule an exit IFSP meeting?

**Other Questions:**

**Out-of-State Transfer Activities**

* Identify the new EI system for family at <http://ectacenter.org/contact/ptccoord.asp>
* Gain consent to release their information to the new EI System
* Share contact information with the family for the new EI System
* Make copies of the child/family records (including case notes which need to be printed out)
* Provide a copy of the child/family’s record to them and/or with consent send it on to the new EI System
* Connect with the family to confirm the date they officially moved out of state before closing the record
* With permission connect with the new EI System to answer any questions and confirm the materials were received before closing the record
* Once the family has moved out of state close the record and notify the providers of their modified authorization end dates (if applicable)

**Other activities my CFC office expects for an in-state state transfer**