



DIVISION OF DEVELOPMENTAL DISABILITIES  
Olympia, Washington

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TITLE: INTER-REGIONAL PLACEMENT PLANNING AND TRANSFER POLICY 3.02

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Authority: Chapter 275-26-075 WAC

**BACKGROUND**

All individuals who move from one region of the Division of Developmental Disabilities (DDD) to another region may expect a timely exchange of information affecting their service delivery.

**PURPOSE**

This policy provides guidelines for placement planning for clients moving between regions and for the transfer of DDD case records between regions.

**POLICY**

Field Services Offices and Residential Habilitation Centers (RHCs) shall ensure that designated steps are followed to allow the prompt transfer of client case records between regions. Client transfers will be coordinated to provide continuity of services and the prevention of discomfort to persons moving and their families. As early as possible communication with staff in the receiving region shall be established and, to the extent possible and when appropriate, resources should follow persons who are moving. In some cases, staff will remain involved to assist in cooperative efforts until persons who transfer become stable in their new environment.

**PROCEDURES**

- A. When exploring a placement into another region, whether to a DDD or other DSHS placement resource, the case/resource manager will first contact the appropriate supervisor, outstation manager, or case/resource manager in the region of proposed placement to discuss the feasibility of placement. This should occur before any planning or discussion takes place with a prospective service provider in the other region.

- B. When a placement or move is independently initiated by the client or his/her representative, the case/resource manager will notify the new region as soon as the move comes to his/her attention.
- C. If a case/resource manager or supervisor becomes aware that a client has moved from another region, the case/resource manager or supervisor will immediately contact the previous case/resource manager or supervisor in the region that the client has moved from to request information and the case record.
- D. In making a placement into another region, the case/resource manager will handle all necessary paperwork; s/he may request assistance from the receiving region if necessary.
- E. As needed and to the greatest extent possible, the case/resource manager will arrange for the necessary resources to “follow” the person to the new placement. The case/resource manager will request assistance from other appropriate management staff when needed.
- F. The transferring case/resource manager will maintain service responsibility for the client for a minimum period of thirty (30) days unless otherwise negotiated with the receiving region. If the placement appears stable at the end of the thirty (30) days, the case/resource manager will transfer the case to the new region.
- G. When a placement into another region appears to be unstable, the following applies:
1. The case/resource manager may retain service responsibility for the client for as long as ninety (90) days;
  2. At the end of the ninety (90) days, staff of both regions will confer to determine when it is in the client’s best interests for transfer to occur; and
  3. Staff of both regions will work cooperatively to stabilize the placement or to arrange an alternative placement.
- H. When a person moves and the placement is known to be temporary (i.e., the person’s return to the original region is anticipated in a designated time frame), the case/resource manager will retain the case management responsibility; s/he may request assistance from the other region if necessary.
- I. Placements from other departmental or DDD facilities.
1. The region of the client’s origin will be responsible for placement planning for individuals moving from:
    - a. Department of Corrections facilities,

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- b. State psychiatric hospitals,
  - c. Facilities contracted by Division of Children and Family Services.
2. If an individual residing in a facility in la, b, or c is being referred to DDD for eligibility determination, the region where the facility is located will provide a courtesy eligibility determination. If the applicant is determined eligible, the records should be sent to the region of origin for case manager assignment.
- J. Whenever a resident is transferred from one RHC to another RHC, the master file of medical/habilitation records should be transferred with the resident.

**SUPERSESION**

None.

Approved:           /s/ Norm Davis            
Director, Division of Developmental Disabilities

Date:           2/17/94