



DIVISION OF DEVELOPMENTAL DISABILITIES
Olympia, Washington

TITLE: INTER-REGIONAL PLACEMENT POLICY 3.02
PLANNING AND TRANSFER

Authority: Chapter 71A.12 RCW
Chapter 388-820 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 and case management responsibilities affecting their service delivery.

PURPOSE

This policy provides guidelines for placement planning for clients moving between regions and for the transfer of client information and case management between regions.

POLICY

Client transfers will be coordinated to provide continuity of services and minimal disruption to persons moving and their families. Additionally:

- 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.
- Communication with staff in the receiving region shall be established as early as possible.
- When possible and appropriate, resources should follow persons who are moving.
- Staff from the referring region will remain involved for a limited time to assist in cooperative transition efforts until persons who transfer become stable in their new environment.

- For children birth to three, the Family Resources Coordinator (FRC) shall be included in planning activities to assure the transfer of records and a referral to a new FRC.

PROCEDURES

- A. Each region shall have clear procedures for residential services planning. These procedures should designate specific staff/positions for coordination. For children birth to three, the Case/Resource Manager (CRM) shall inform the current FRC of any transfers.
- B. **When exploring a residential placement into another region**, whether to a DDD or other DSHS placement resource, the CRM will first contact the appropriate supervisor, outstation manager, or CRM in the region of proposed placement to discuss the feasibility. This should occur before any planning or discussion takes place with a prospective service provider in the receiving region.
- C. **When the client or his/her legal representative independently initiates a placement/move**, the CRM will notify the receiving region as soon as the move comes to his/her attention and transfer client information immediately. The DDD case file will be transferred to the receiving region within thirty (30) days of the client move or knowledge of such move.

For children birth to three, the current FRC shall:

1. Notify the CRM as appropriate of any move to another region; and
 2. Refer the family to the new FRC and transfer the Individualized Family Service Plan (IFSP), transition plan, and other records as appropriate.
- D. If a CRM or supervisor becomes aware that a client has moved from another region, the CRM or supervisor will immediately contact the previous CRM or supervisor to request information and the case record.

For children birth to three, the CRM shall inform the family of the availability of Family Resources Coordination and, as necessary, assist the family in accessing a Family Resources Coordinator.

- E. The current CRM will handle **a case manager-initiated placement into another region** after consultation with the receiving region. A placement packet will be sent to the receiving region and the referring region will complete placement paperwork.
- F. When possible, resources will “follow” the client to the new region. The referring CRM will request assistance from other appropriate management staff as needed.

The receiving region will assist the client/family with identifying and choosing a qualified provider.

- G. The referring region 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 CRM will transfer the case to the new region. If the transfer requires a longer transition period, both regions will negotiate a timetable for case transfer.
- H. When an inter-regional placement appears to be unstable after thirty (30) days, the following applies:
1. The referring CRM may be asked by the receiving region to retain service responsibility for the client for up to an additional sixty (60) 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.
- I. **Temporary use of another region's residential resource** may occur as follows:
1. "Temporary" is defined as a planned, short-term placement with a designated date for returning to one's original placement;
 2. Coordination will occur between regions before placement; and
 3. The receiving region will have essential client information available in case of an emergency.
- J. **Placement referral from other state agencies:**
1. If an individual living in a state-operated facility is referred to DDD for eligibility determination, the region where the facility is located will provide a courtesy eligibility determination; and
 2. The region of the client's origin will be responsible for placement planning for individuals moving from other settings, such as Department of Corrections facilities, state psychiatric hospitals, and facilities contracted by DSHS Children's Administration, unless the client is choosing to live in another county/region.

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- K. Whenever an RHC resident is transferred from one RHC to another RHC, the master file of medical/habilitation records will be transferred with the individual.

EXCEPTIONS

No exceptions to this policy may be granted without the prior written approval of the Division Director.

SUPERSESSON

DDD Policy 3.02
Issued April 13, 2000

DDD Policy 3.02
Issued March 4, 1998

DDD Policy 3.02
Issued February 17, 1994

Approved: /s/ Linda Rolfe
Director, Division of Developmental Disabilities

Date: 6/25/2004