

**Division of Mental Retardation and  
Developmental  
Disabilities**

Division Directive Number  
5.010

Effective Date: October 1, 2001  
Revised October 1, 2004

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Title: Administrative Transfer Policy

Application: Applies to Regional Centers

*Purpose: To prescribe procedures to be followed when individuals are transferred from one regional center to another to receive services.*

**A. GENERAL TRANSFER PROCEDURES**

1. The regional center director may designate a position, in conjunction with regional center director (such as mental health manager or assistant director), to coordinate transfers.
2. The Regional Center shall establish a process to assure that when a transfer is made, the necessary information is transferred in a timely fashion. The Regional Centers may agree on appropriate timelines with some transfers completing in 5 to 10 days, while others may take 30 to 90 days, depending on the circumstances.
3. Administrative transfers may be initiated by the individual or guardian, by the service coordinator, or by either the sending or receiving regional center.
4. Any person requesting transfer as an active client must be assumed to be eligible by the receiving Regional Center.
5. Immediately upon learning that an individual will be relocating to another region, the sending service coordinator shall ensure that the individual plan and all related paperwork are current, and shall prepare a transfer summary for the center director/designee. The information shall include:
  - Name
  - Address
  - Phone Number
  - Guardian Status
  - Diagnosis and/or basis of eligibility
  - Type of services authorized and/or projected
  - The dollars and source of funding
  - Other pertinent information that would be helpful to receiving regional center in providing continuity of services.
6. The designee will review and forward information to the receiving regional center by e-mail or fax as soon as possible after receiving the request, but no more than three (3) working days.

7. As a general rule, the request for transfer must be accepted; however, if the receiving Regional Center believes the transfer should not take place, they must get approval from the appropriate Deputy Director, who will review the situation with other appropriate staff at the Division level.
8. Services will commence immediately upon transfer approval by the receiving regional center director or designee, or at a time agreed upon by the individual or guardian and regional center.
9. The regional center director or designee will forward amounts to be transferred to the chief financial officer. A "Transfer of Allocation Information Sheet" shall be completed by the chief financial officer of the receiving regional center, forwarded to receiving and sending directors for signature. This document authorizes funds transfer which should be completed within thirty (30) days of the transfer request. Actual transfer of funds will be the responsibility of the chief financial officer.

## **B. TRANSFERS INVOLVING CHILDREN'S DIVISION**

1. Because of the involvement of another division, the regional center may not always have control over transfers involving the Children's Division. In some situations, a Regional Center will learn that a child is in their area only after the child has been moved there by the Children's Division. This may or may not be in the child's home region.
2. If the child is still living in his home region or region of origin, then intake, eligibility and enrollment will be handled as usual.
3. If the child has been moved away from his home location, the region where the child is living will become the point of entry. That region will provide intake, eligibility and enrollment. The Regional Center should determine through Children's Division where the child is from. The Regional Center should make contact with the home Regional Center to advise them of the situation. The home regional center will be noted in the record.
4. If the Children's Division is requesting an interdivisional waiver slot, the Regional Center where the child will live must process and approve the interdivisional waiver slot request. If Children's Division works with the Regional Center on selection of the home, this should not be a problem. If the Children's Division made the decision where the child will live on their own, then the Division of MRDD has the right to decide if that placement should be enrolled in the waiver. If this placement decision is not a place we can work with in the waiver, the interdivisional slot may be denied.
5. In some instances the child will already be eligible and enrolled in the home region and the child is moved to another region. If an interdivisional waiver slot is used, the region receiving the child must approve the provider for the waiver slot. After the move, the home regional center may request transfer to the region where the child resides. That transfer must be accepted. If the receiving region believes the transfer should not take place, they must get approval from the appropriate Deputy Director who will review the situation with other appropriate staff at the Division level.
6. At any time prior to transfer taking place, the home Regional Center may ask for the receiving Regional Center to provide courtesy case management. The receiving Regional Center must provide courtesy case management. Courtesy case management must be provided to meet waiver standards even if the placement location is not enrolled in the waiver.

7. If the child transfers to the receiving Regional Center and then ages out of the Children's Division custody, then the Children's Division, the child, and his family or guardian will decide where that child will live in the future, i.e., move back to his home region or remain in his placement region, or move to another location. In either case, the home Regional Center must again become involved and accept responsibility. The Division policy is that the original home Regional Center accepts financial responsibility. If the child remains in the placement region, the placement region will continue to provide case management; however, the original Regional Center will transfer funds as in other transfers.
8. This policy also applies to children who are currently in the Children's Division custody, but who may be returned to parental custody as a result of recent legislation. The Regional Center located where the child is currently living will attend any Family Support Team meeting convened with the Children's Division, and will assist in the development of the support plan identifying the child's continuing mental health needs and services. If an administrative transfer is requested as a result of a change in custody and subsequent change in location of support services, then the guidelines stated in the Administrative Transfer Policy will apply.

### **C. GUIDELINES FOR TRANSFER OF FUNDS**

1. Funds transferred to the receiving regional center will be the DMH cost identified in the personal plan and budget, adjusted based on current need and rate of utilization. Current fiscal year and cost to continue funds will be transferred.
2. Amounts for one-time expenditures already provided will not be included in the transfer amount.
3. Regional Centers cannot be responsible for transferring funds provided through community support efforts.
4. Amounts for home modifications will not be transferred.
5. Shared Unit Agreements – regional center directors will recover funding from agency or put up the funds necessary to continue services.
6. If services are provided by SB40 match dollars, the sending regional center is only obligated to forward the amount of DMH funds it has spent on the individual's budget.
7. Funds from SB40 counties cannot be transferred. Instead a fund pool will be created in Central Office to cover the services provided by SB 40. The pool will be created with \$3,000 from each center and will be monitored by Central Office staff. This funding pool will be created with earnings from TCM which are above the state projection. Funds will be added to the pool as needed from positive balances in the TCM earnings. At the end of the FY, unspent funds shall be returned to the Regional Center in equal shares for end of the year purposes.
8. Disagreements about funds transferred that cannot be resolved by the sending and receiving regional center directors will go to the Deputy or Deputies for each region for resolution.
9. Waiting lists are considered to be not funded.
10. Lopez slots will be transferred.
11. Every effort should be made for DFS funding to be transferred to the appropriate county office. Inter-agency slots are transferred. When the person ages out of the DFS slot, the slot reverts to the sending Regional Center.