



GUIDELINES FOR TRANSFERS FROM ONE HFNY PROGRAM TO ANOTHER HFNY PROGRAM

When there is a transfer of a case from one HFNY Program (original program) to another HFNY Program (new program) the original program will close out the case as normal making sure that all service referrals needing follow-up have outcomes. They will communicate with the new program and let them know about the case to be transferred, via the Site-to-Site Transfer Control Form, including a release signed by the Participant authorizing the transfer. When the case has been officially transferred, at a minimum, copies of the following paperwork should be sent to the new program:

- Screen and Kempe Assessment Forms
- ID and Contact Information Form and the Informed Consent
- Intake Form
- Target Child ID and Target Child Medical Information Forms
- All Follow up Forms, ASQ's & PSI's

Once the new program has made contact with the case, which means they have made the first Home Visit and the participant has agreed to remain in Home Visiting with the new program, the new program will contact the Center for Human Services Research (John, Jeff or Dorothy) and let them know about the transfer case.

The Center will then electronically transfer all of the records from the original program's MIS system to the new program's MIS system. Once this has been completed, the following paperwork will be completed by the new program:

- A Change form will be completed for the case and entered assigning the case to a new worker with a Change Date of when the first Home Visit is completed
- The worker will find out who the Medical Provider is for the PC1 and the TC and fill out the appropriate Change Forms
- Applicable address and phone changes
- Applicable Contact Person Changes