



# DOCUMENTATION OF CHILD TRANSFER TO ANOTHER COUNTY

State Form 52000 (1-05) / BCD 0210



## SECTION 1: TO BE COMPLETED BY CURRENT SERVICE COORDINATOR

Name of child		Date of birth (month, day, year)
Child ID number from current SPOE (to be completed by originating SPOE)		
Name of parent		
County moving from	County moving to	
New address (number and street, city, state, ZIP code)		
New telephone number (      )		
Does the family need a new Service Coordinator? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Does the family need new service providers? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Please attach any documentation you would like to be sent to the new SPOE.		
Signature of current Service Coordinator		Date (month, day, year)

## SECTION 2: TO BE COMPLETED BY CURRENT SPOE

This child's record will be terminated on _____ by _____.	
Date (month, day, year)	Name
(New SPOE should enter record and authorizations on same day old SPOE terminates so there is no gap in services)	
Date file sent (month, day, year)	

## SECTION 3: TO BE COMPLETED BY NEW SPOE

Completed by (Name of SPOE staff)	Date (month, day, year)
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*SPOE should fax this form to all current service providers ASAP so that they will know to expect canceled authorizations from the old SPOE and new authorizations from the new SPOE. If services are changing, service providers should be informed of the termination date.*

#### INSTRUCTIONS

The existing Service Coordinator for the child/family who is moving must complete this form. The existing Service Coordinator must list the new address and telephone number of the family. It will be impossible for the SPOE in the next county to process this without basic demographic information. The existing Service Coordinator must also indicate whether the family will need new providers or if the existing providers will continue to work with the family.

The existing Service Coordinator will send this form to the County SPOE in which the child's file is held. This should be done within one (1) business day of being informed of the family's move.

The SPOE which houses the child's Early Intervention Record will list the date they will terminate the file in the SPOE database and the date they send the file. The SPOE will send the child's entire Early Intervention record to the county SPOE where the child is moving. No releases are needed from the family to complete this process.

When the SPOE in the county the family is moving to receive the file they will process it according to the information that was completed by the original Service Coordinator. If the family needs a new Service Coordinator and providers, the SPOE will contact the family and make arrangements to complete the change. The SPOE will then process the change pages and transfer as they would any case.

If the original Service Coordinator indicates that the new providers are not needed the SPOE will data enter the file according to the dates provided by the original SPOE. An Early Intervention record will then be created.