

State of Connecticut
Department Of Developmental Services

Procedure No.: I.C.4.PR.001

**Subject: Voluntary Services Program Transfer
from DCF to DDS**

Section: Service Delivery, Children's Services

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Effective Date: Upon Release

Revised: June 1, 2011

Approved: /s/ Terrence W. Macy/KdP

A. Purpose

The purpose of this procedure is to establish a consistent process when individuals are being transferred from the Department of Children and Families (DCF) Voluntary Services Program (VSP) to the Department of Developmental Services (DDS) Voluntary Services Program.

B. Applicability

This procedure shall apply to all individuals who are eligible for DDS supports and services and accepted into the DDS Voluntary Services Program who currently receive services and supports from DCF through their Voluntary Services Program.

This procedure shall apply to case managers, case management supervisors, Eligibility Unit staff and other DDS staff responsible for Voluntary Services.

C. Definitions

Child Protective Services (CPS) – Services provided by DCF that provide protection to children and their families reported to be abused and/or neglected.

Voluntary Services Program (VSP) - supports and services available to families of children who demonstrate that an emotional, behavioral or mental health issue results in the functional impairment of the child and substantially interferes with or limits the child's functioning in the family or community activities.

D. Implementation

1. Eligibility

- a. DDS Staff verifies that the individual identified by DCF is a consumer of DDS. If the person is not yet a consumer s/he will be referred to the DDS Eligibility Unit for eligibility to be determined. The DDS staff and DCF Central Office (CO) liaison will develop a time frame in which the cases will be transferred. Dates of transfers will be given to the DDS regional liaisons.
- b. When the regional liaison is informed that an individual is being transferred to DDS VSP, he/she will forward the information to the appropriate case manager and case management supervisor.

2. Transition

- a. The case manager assigned will make contact the family or guardian regarding the notification that a transfer of the case will be taking place.
- b. Steps to the transfer include:
 - i. The case manager shall contact the DCF social worker to verify they will be closing the case as of the date determined and verify that there are no outstanding child protective services issues.
 - ii. In collaboration with the DCF social worker, the case manager shall schedule a meeting with the family to discuss the transfer and current supports and services. This joint meeting of DCF, DDS and the family must occur for the transfer to continue.

- iii. The DDS case manager should obtain a release from the parent or guardian so that DDS may receive any clinical, educational or medical information, from DCF that is not already part of the file.
- iv. The DCF social worker will provide the DDS case manager a list of all providers providing support services currently in place along with hours per week, hourly rates and any other on going support funded by DCF (clothing allowance, recreation allowance, camp etc.).
- v. Along with the DCF social worker, the DDS case manager should identify if there are any outstanding Probate Court issues.
- vi. If the child is in an out of state residential placement and is under the age of 18 years, the DDS case manager should complete and submit an interstate compact form 100A.
- vii. The DCF social worker should provide a copy of the Transfer/Closing Summary to the DDS case manager. The case manager should update or complete the Level of Need Assessment and Individual Plan, and ensure an individual budget and/or Individual Support Agreement is complete, or add the name to a master contract, or complete a residential school agreement for individuals placed in residential treatment facilities.
- viii. Providers who were serving children through voluntary services from DCF, and will continue to provide those services, must be qualified providers and accept DDS rates.
- ix. The case manager should give budget information to the DDS regional liaison so that a DDS voluntary fiscal request can be submitted to the DDS Operations Unit to ensure there is an accurate accounting of resources.
- x. The DDS case manager will assist the family in applying for a Home and Community Based Services (HCBS) Waiver. Exceptions to the requirement to enroll in the waiver program may be considered on a case by case basis.

E. References

DDS Procedure I.A.PR.001 - Eligibility for DDS Services
DDS Procedure I.B.2.PR.001 - Application for New or Additional Services/Supports and Enrollment Procedures for the MR HCBS Waiver
DDS Policy I.C.1.PO.002 – Individual Planning

F. Attachments

Attachment A DDS Voluntary Services Program Fact Sheet
Attachment B DDS Voluntary Services Program Family Handbook
Attachment C DDS Programa De Servicios Voluntarios Manual De La Familia