

ADMINISTRATIVE ISSUES

Case Transfers Between Regional Offices

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Policy

Case transfers between regional offices can be done by mutual agreement between Program Supervisors of the sending and receiving offices and in accordance with the following procedures.

Transfer Decisions

The decision to transfer a case to another office shall be based upon where the family currently resides and a determination that reassignment of Social Workers will not jeopardize the Department/client relationship and any progress being made in achieving established service plan objectives.

If the family case is closed, the child's case may be transferred to the regional office responsible for the area in which the child resides.

Probate Court Case

A Probate Court case will be handled by the Probate Court district where the petition is filed.

Transfer Procedures

The following procedures must be completed before a case can be transferred:

- Prepare a current case activity note case transfer summary in the electronic record. This summary shall include:
 - case history, including a current synopsis of the client's/family's motivation and progress in achieving established service objectives and activities;
 - any exceptional expense(s) currently agreed to; e.g., higher rates;
 - financial agreements with foster parents, or extra costs agreed to with private providers; and
 - any 427 or IV-E elements necessary to pass a Quality Assurance review.;
- Service plans must be current and not more than three (3) months old;
- All legal requirements, including court studies, must be completed and all relevant information recorded in the electronic record or the hard copy Uniform Case Record; and
- The Program Supervisor in the sending office must speak directly with the appropriate Program Supervisor in the receiving office prior to the electronic entry transferring the case and the Uniform Case Record.

The purposes of discussing the case prior to transfer is to:

- alert the Program Supervisor in the receiving office of any potential concerns,
 - negotiate any special considerations concerning the case, and
 - arrange for the transfer of the case in the computer system and the actual Uniform Case Record within five (5) working days.
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