



# State of Connecticut

# Department of Developmental Services

**DDS RESIDENTIAL TRANSFERS FACT SHEET**

1. **What is a Notice of Intent to Transfer?**

An individual who resides in a residential facility that is operated, licensed or funded by DDS may be transferred to another residence by the DDS Commissioner when it is in the individual’s best interest. At least 10 days prior to any proposed transfer, the department is required to provide written notification to the individual and his or her legal representative of the intent to transfer the individual.

1. **What is the purpose of the Notice of Intent to Transfer?**

The notification provides the individual and his or her legal representative an opportunity to be informed about the proposed residence, reasons the proposed transfer is in the individual’s best interests, and the opportunity to object to the transfer**.**

1. **Is a transfer notification required in cases when the individual is moving from one unit at the Southbury Training School (STS) to another, or from one unit at a DDS regional center to another?**

No. The notification is not required when transfers are made between residential units at either STS or a DDS regional center.

1. **Is a Notice of Intent to Transfer required for all moves between residential facilities that are operated, licensed or funded by DDS?**

No, this procedure does not apply to a transfer initiated by the individual’s planning and support team with the involvement and consent of the individual and the individual’s legal representative, if any; or a transfer initiated by the individual or the individual’s legal representative, if any, using portability; or the admission of an individual to a health care or other facility that is not operated, licensed or funded by DDS.

The procedure also does not apply to any individual placed or residing in a DDS residential setting that is considered transitional or time-limited.

1. **What will happen if I object to the transfer to another residence?**

If you object to the proposed transfer, the Commissioner, or the Commissioner’s designee shall conduct a hearing and the individual’s transfer shall be stayed pending the final outcome of the hearing. The department will schedule a date and time for the hearing which is convenient for you.

1. **Are there any exceptions to the transfer notification process?**

Yes. In cases when the transfer is an emergency, and necessary to avoid a serious or immediate threat to the physical or mental health of the individual or others residing in the residential facility, the emergency transfer may occur without prior notification. However, a Notice of Emergency Transfer shall be sent to the individual and his or her legal representative not later than 10 days after the emergency transfer and, if requested, a hearing shall be scheduled following the receipt by DDS of the objection to the emergency transfer. The individual who has been transferred on an emergency basis will continue to reside at the new residence pending the outcome of the hearing.

1. **Are there any resources for me to contact if I have more questions about my rights to a transfer hearing?**

Yes. The “Notice of Intent to Transfer” and the “Notice of Emergency Transfer” will include the address and telephone number of Disability Rights Connecticut.