

Developmental Disabilities Services

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Updated
Topic: Developmental Disabilities

County transfer procedures (updated Worker Guide, process map, and
Subject: transfer forms)

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input checked="" type="checkbox"/> Office of Developmental |
| <input type="checkbox"/> Self Sufficiency Programs | Disabilities Services(ODDS) |
| <input checked="" type="checkbox"/> County DD Program Managers | <input checked="" type="checkbox"/> ODDS Children's Intensive |
| <input type="checkbox"/> ODDS Children's | In Home Services |
| <input type="checkbox"/> Residential Services | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> Child Welfare Programs | <input checked="" type="checkbox"/> Other (<i>please specify</i>): Case managers |
| | and CDDP eligibility and enrollment staff |

Message:

An I/DD county transfer workgroup, which included services coordinators, personal agents, and eligibility specialists, revised the county transfer procedures, county transfer forms, and created a transfer process map.

Processing transfer requests is an essential case management activity; many individuals choose to move to a new county to experience a new community, live closer to family, or pursue employment goals. Use of the standardized procedures in this worker guide will minimize interruptions and expedite access to services.

The updated worker guide on county transfer procedures is posted on DHS Staff Tools website under the heading of [DD Case Management Tools](#). The transfer process map is on the last page of the worker guide. The associated forms are available on the DHS forms server and are available for immediate use:

1. IDD Transfer Form (SDS 0702)
2. Brokerage Customer Information Update (SDS 4111)

If you have any questions about this information, contact:

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