

Transfer Directive Questions

1. Can there be two EOCs open at the same time or do we need to wait until the sending EOC is closed?

A: Yes, there can be two EOCs open at the same time.

2. How long can both EOCs be open during the transfer for logging purposes?

A: The sending RO EOC will be closed once the transfer is finalized unless it requested for it to remain open longer.

3. Does the Community Living Form need to be completed for all moves?

A: It needs to be completed for all residential moves, although some questions may not be applicable.

4. Can the transfer be accepted any day of the month or does it have to be on the 1st day of the month?

A: The transfer may be effective any day of the month.

5. Which RO is responsible for entering the Authorization in CIMOR?

A: The sending RO should enter authorizations in CIMOR to reflect services through the day before the effective date of transfer. The receiving RO should authorize services to begin on the acceptance date.

6. Do you transfer an individual who has moved out of the area for school but will return in the summer?

A. If a child goes to a residential school and does not actually move or change his or her residence, then you would not need to transfer. Some individual situations may need to be worked out on a case by case basis.

7. What if a consumer moves without notifying the sending SC and moves prior to setting up services in their new region?

A: A planning meeting needs to be held as soon as possible after this has been discovered.

8. Who keeps the consumer database up-to-date if the RO doesn't have a CLC?

A. The RO will assign someone to fill the CLC role and assist with referrals and transitions while the position is vacant.

9. If the individual has already chosen a provider, does the consumer referral profile still need to be submitted?

A. Yes. The consumer referral profile needs to be entered into the referral database for anyone seeking a new residential provider.

10. Is there a way to pull a report to show which consumers have used the \$3000 transition funds?

A. Your RO will be able to check to see if an individual has used the Community Transition Service.

11. Are the \$3000 transition funds available once/year or once in a lifetime?

A. If an individual has used the Community Transition service once and did not use the total \$3000, the individual may be authorized for that service if they transition again to a less restrictive environment. See the Community Transition Service tip sheet [on this page for more information.](#)

12. Is it the sending or receiving SCs responsibility to complete the transfer checklist?

A. This is the responsibility of the sending SC.

13. What happens if you find out the ISP is not current?

A. If an individual moves and does not have a current ISP, the ISP will be updated by the sending SC if the transfer has not occurred yet.

14. Will there be a statewide audit of Administrative Transfers?

A. TCM TAC review process will include a review of compliance with the transfer process.

15. What if your agency does not have electronic files?

A. The agency will send the hard file.

16. Does the budget authorization have to be completed by the receiving SC due to differences in budget forms in different ROs?

A. The statewide authorization system is projected to be up and running in November 2015. Until this system is implemented, the receiving SC does need to complete a budget authorization.

17. In our region, the RO says that other RO's cannot authorize services in our area due to CIMOR and budget summary formatting. The CLC is usually assigned the first 30 days and we are invited for transition and post review meeting. Neither the CLC nor the sending SC completes a new budget to get authorizations in CIMOR for the individual. This is not being done until we do it after the post-review. We complete a new budget and submit after the post-review meeting which could be 30 days after move date. Therefore, the individual is here over a month without authorizations.

A: If the person needs services immediately in the new location, then the sending RO has to enter the authorization for the provider to bill. Then when the 30 day transfer timeframe occurs, the sending RO has to end the episode of care and the receiving RO has to open an episode of care and re enter the authorization so that they will now be billed.

The role of the Community Living Coordinator is not to provide the TCM for the first 30 days after the move. That is the role of the receiving SC.

18. In some situations the team meets for the post-review meeting and finds that they still have a lot to do in order to stabilize the situation. For example the individual might need additional services authorized, may need to have adaptive equipment authorized, etc. Typically a transfer has not been completed until all new services have been authorized and the individual is considered stable. How are these situations handled under the new directive?

A. All transfers are to be completed within 30 days. If issues arise during the first 30 days that require additional service requests to be completed, the transfer still occurs and the new SC will complete the requests for new services through UR.

19. Can the request for transfer be sent only to the receiving TCM agency without going through the Regional Offices?

A. The request for transfer and confirmation that a transfer has been accepted must be sent to the receiving/sending TCM agency and the receiving/sending Regional Office transfer designees. All agencies involved must be kept informed so each can follow up with steps necessary to complete the transfer such as opening an episode of care and sending records.