



**POLICIES AND PROCEDURES
NEW JERSEY EARLY INTERVENTION SYSTEM**

No: NJEIS-23	Subject: In-State Transfers: Child Placement Changes
Effective Date: June 10, 2014	Responsible Party: Part C Coordinator

I. Purpose

To ensure children receiving early intervention services have a smooth transition with minimal or no disruption to their NJEIS services when a child is:

- A. Moved into or out of a foster/resource care or other caregiver arrangement.
- B. Moved from one foster/resource placement to another foster/resource placement within the same county; or
- C. Moved from a foster/resource placement in one county to another foster/resource placement in a different county in New Jersey.

II. Policy

- A. Upon notice of the impending change, early intervention services under the Individualized Family Service Plan (IFSP) are expected to continue with minimum or no disruption.
- B. Communication, sufficient to facilitate smooth transition and continuity of NJEIS services, is the responsibility of both the sending and receiving Service Coordination Units (SCUs) and practitioner(s) serving the child and family.
- C. Documentation of communication, activities and strategies related to a change in placement for the child must be included in the child's early intervention record.
- D. Whenever the whereabouts of a child who has been referred or is currently receiving services under an IFSP and who has been relocated to a foster/resource placement, NJEIS is responsible for contacting the Division of Child Protection and Permanency (DCP&P) case manager, supervisor or Local Office Education Liaison to request information on the whereabouts of the child.
- E. If a child, already receiving services in NJEIS or has been referred to NJEIS, is placed in a foster/resource home or moved to a new foster/resource home, the NJEIS service coordinator is responsible for contacting DCP&P to determine if the biological or adoptive parent's rights have been retained.

- F. A surrogate parent must be appointed if no parent can be identified, the parent cannot be located, or the child is a ward of the state of New Jersey.
- G. Only the individual(s) determined to be the “parent” in accordance with Part C of the IDEA is permitted to provide written parental consent.
- H. Whenever a child is moving to an initial or a new foster/resource placement, a new Family Directed Assessment (FDA) must be completed and the current IFSP must be reviewed and revised, as necessary, to reflect changes in the child’s placement, caregivers and routines. This is necessary even if the child is moving within a county.
- I. To maintain continuity for the child, the same practitioner(s) continues to provide services to the child unless the practitioner(s) is not able to continue.
- J. If a change in practitioner(s) is necessary to provide IFSP services, this assignment is made using NJEIS–09, “Early Intervention Provider Assignment.”
- K. The child’s early intervention record can be sent from the sending SCU to a receiving SCU without parental consent.
- L. Access to the early intervention record of the child in foster/resource placement is made consistent with the requirements in IDEA, FERPA and those governing DCP&P.

III. Procedures

- A. The service coordinator or practitioner informs other IFSP team members in writing when they first become aware that a child will be or has been moved from their biological/adoptive parent’s home to foster/resource care or from one foster/resource care placement to another within New Jersey.
- B. The service coordinator contacts DCP&P to:
 - 1. Ask for the address and contact information of the new caregiver;
 - 2. Obtain written confirmation of whether the biological or adoptive parent’s rights have been retained.
 - 3. Inform DCP&P that the SCU will contact the receiving SCU and provide them with NJEIS child and family information (if the new placement is in a different county); and
 - 4. Discuss implications of the move on continued provision of IFSP services, (i.e., possible changes in SCU and service coordinator, possible changes in settings of services or daily routines, and the possible need to change practitioners.)
- C. When the child is moved without notice to NJEIS, the SCU is responsible for locating the child according to the following procedures:
 - 1. Contact the DCP&P case worker or supervisor, if unable to contact the case worker;
 - 2. Contact the DCP&P Education Liaison , if necessary at <http://nj.gov/def/families/educational/stability/Directory.pdf>;
 - 3. If the SCU is unable to determine where the child has been moved, contact the Procedural Safeguards Office for assistance.
- D. If there is documentation that parental rights have been terminated, the service coordinator is responsible for determining who can serve as the “parent” under Part C of IDEA and, if necessary, arranges for the appointment of a surrogate parent. Only the individual(s) determined to be the “parent” in accordance with Part C of the IDEA is permitted to provide written parental consent.

- E. If the child is moving to a placement within the same county:
1. The service coordinator arranges for and conducts a new Family Directed Assessment (FDA) with the caregivers in the new placement;
 2. The service coordinator arranges for and conducts an IFSP review to also include the new caregivers, the practitioners, and invited representatives from DCP&P.
 3. The IFSP review is completed and necessary changes are made to the IFSP. These changes including any related to outcomes, services, location of service delivery, and planned activities/communication with the caregivers in the new placement are put in place upon signature on the IFSP of whoever is serving as the “parent” in accordance with IDEA.
 4. The service coordinator ensures necessary changes are made to the child’s record in SPOE.
- F. If the child is moving from one county to another:
1. As soon as the location and anticipated date of the move are determined, the sending SCU notifies the receiving SCU of the move and arranges for transition planning;
 2. The sending SCU provides the receiving SCU, at a minimum, a copy of the most recent IFSP and all other pertinent documents that would assist the receiving SC to participate in an IFSP review meeting to discuss transition to the new county
 3. The sending SCU documents the date copies of IFSP materials are sent and the receiving SCU documents the date records are received;
 4. A determination is made as to whether the current practitioner(s) will continue to provide services in the new county. If a change in practitioner(s) is necessary, this assignment is made using NJEIS-09 “Early Intervention Provider Assignment.”
 5. The receiving SCU arranges for and conducts a new Family Directed Assessment (FDA) with the caregivers in the new placement;
 6. The receiving SCU arranges for and conducts an IFSP review to include the new caregivers, the new service coordinator, the practitioners, the sending service coordinator, current practitioners, as needed new practitioners and invited representatives from DCP&P.
 7. The IFSP review is completed and necessary changes are made to the IFSP. These changes including any related to outcomes, services, location of service delivery, practitioners, and planned activities/communication with the caregivers in the new placement are put in place upon signature on the IFSP of whoever is serving as the “parent” in accordance with IDEA.
 8. The sending SCU documents the anticipated last date of service(s) in the current county.
 9. The receiving SCU documents the anticipated date of service initiation in the new county.
 10. Once the moving date is known, the sending SCU transmits the complete original record to the receiving SCU and documents transmission of the record. The sending SCU may retain a copy of the record.
 11. The receiving SCU documents receipt of the child record.
 12. The receiving SCU reviews the transferred record and contacts the caregivers in the new placement to confirm date of move, the practitioner(s) who will be providing services and the date services will begin.
 13. The receiving SCU contacts the sending SCU to confirm the date the child moved and closure date in previous county. The SPOE record in sending county must be closed at least one day before a new SPOE record can be opened in the receiving county.

14. The receiving county opens a new SPOE child record, re-enters data in the new record and links the child record unless it is a Foster/Resource child in which case the records will not be linked. This is a transfer and not a new referral. Information from the following is entered into the new record:
 - a) Initial referral date to NJEIS & Reason for referral
 - b) Child and family demographic data and contact information
 - c) Initial Intake period
 - d) IFSP Periods (ALL)
 - e) School District
 - f) Service Coordinator
 - g) Eligibility Information
 - h) Diagnosis
 - i) Family Cost Participation Data
 - j) New authorizations with start date of services in new county
15. The receiving county documents initiation of service(s) in the new county.

Related Policies

NJEIS- Surrogate Parent