

ARKANSAS DEPARTMENT OF HUMAN SERVICES  
DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES  
DDS DIRECTOR'S OFFICE POLICY MANUAL

<u>Policy Type</u>	<u>Subject of Policy</u>	<u>Policy No.</u>
Administrative	HDC Transfers	1036

Procedural Guidelines for HDC Transfers. Individuals may transfer to another HDC subject to the following requirements and conditions.

A. Conditions for Transfer.

1. Referral is a recommendation of the individual's interdisciplinary team.
2. Parent/Guardian involvement in the transfer decision.
3. The individual, to the extent he/she is able, has been involved in the transfer decision.
4. Parent/Guardian transfer approval for individuals who have not reached the age of majority or adults who have been adjudicated incompetent.
5. The transfer benefits the individual, either by being provided services closer to parent/guardian/interested party or by having needs more appropriately met in alternate placement.
6. Local Education Agency participation in the transfer decision, if applicable.

B. Intra-Agency Transfers.

1. Requests.
  - a) Upon completion of the IDT process, the Superintendent/designee of the facility requesting a transfer must approve the request.
  - b) A transfer request (including current social, psychological, medical, and most recent IPP and IEP, if appropriate) signed by the Superintendent/designee is sent to the requested facility's Superintendent/designee.

Replacement Notation: This policy replaces DDS Policy #1036 dated January 8, 1987.

Effective Date: December 1, 1993

Sheet 1 of 4

References: DDS Board Policy #1003, Residential Placements/ Transfers and Discharges.

Administrative Rules & Regulations Sub Committee of the Arkansas Legislative Council: November 4, 1993.

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- c) Within ten (10) working days of receipt of the request, the Superintendent of the requested facility must respond to the request, stating whether or not the individual is appropriate for transfer, and if appropriate, a tentative date for transfer or placement on a waiting list if space is not immediately available. If placement is considered inappropriate, the reason(s) for refusal is stated in the response.

Procedural Guidelines for HDC Transfers.

- d) If the requested facility does not determine the individual is appropriate for that facility, the sending Superintendent has five (5) working days from receipt of such notice in which to provide additional information/support of the recommendation for transfer, to the Superintendent of the requested facility.
  - e) Within five (5) working days of receipt of additional information, the Superintendent of the requested facility must respond to the Superintendent of the sending facility, rendering a decision.
  - f) Within five (5) working days of receipt of a denial of the request, the Superintendent requesting transfer may appeal the decision to the DDS Director.
  - g) Within ten (10) working days of receipt of the transfer request packet, the DDS Director will render a written decision to both Superintendents.
2. Transfers.
- a) The sending Superintendent shall make arrangements for the actual transfer of the individual and master record, as well as personal belongings and all other items that would reasonably be expected to be moved. The sending Superintendent will make arrangements for the individual to be transported by an employee who is familiar with and able to provide personal information regarding the individual's needs and habits.
  - b) Upon agreement of a transfer, the staff of both facilities shall make mutually satisfactory arrangements with individual and parent/guardian to visit receiving facility.

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- c) On the day of the transfer, the sending facility shall adjust the appropriate information of residential status on the Data Base System.
- d) The transfer information will be entered on the next Vacancy Report after the date of the transfer.
- e) Unless emergency circumstances dictate, 30 days notice shall be given for transfers.

Procedural Guidelines for HDC Transfers.

3. Vacancy Report.

When a transfer request is sent, the individual's name will be placed on each respective facility's vacancy report in the appropriate place. Names will remain on the vacancy report until the individual is either transferred, denied and not appealed, or an appeal decision has been reached

C. Intra-Institutional Transfers (Living Unit to Living Unit)

- 1. Upon completion of the IDT process, the Superintendent/ designee must approve the transfer. If in attendance, parent/guardian may sign authorization at IDT meeting.
- 2. Within five (5) working days of Superintendent/designee approval, and if appropriate, request for parent/guardian approval shall be sent, allowing ten (10) working days for response from receipt of notification.
- 3. If the parent/guardian fails to respond to the notification within the stated time frame, transfer will occur and notice of transfer occurrence will be sent to the parent/guardian within three (3) days of the transfer, unless life/health/ safety dictate otherwise.
- 4. If the parent/guardian responds negatively to the transfer request, the Superintendent/designee shall inform parent/guardian of the Appeal Process.

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D. Appeal

Any time during the Intra-Agency and/or Intra-Institutional Transfer Process and prior to the transfer notice of the right to appeal the decision(s) as outlined in DDS Policy 1076 shall be provided to the parent/guardian/individual.

