

Philadelphia Infant Toddler Early Intervention

Children Transferring to and from Philadelphia Infant Toddler Early Intervention

Policy:

Philadelphia County Infant Toddler Early Intervention will facilitate the transition of children active in Early Intervention services that move to and from Philadelphia County with the goal of minimizing any interruption in Early Intervention services.

Procedures:

Transfers within Pennsylvania

Transfers to Philadelphia County:

1. When we are notified thru PELICAN and correspondence from the sending County, EI Intake unit will process the referral as an initial intake to Early Intervention
2. For Waiver Eligible Children, EI Intake Coordinator will request from the sending County copies of the Waiver forms (457, 457A, 123, 123A) needed to document and maintain Waiver eligibility in Philadelphia County.
3. Within one working day of notification, the child will be assigned in PELICAN to a Philadelphia Service Coordination Entity.
4. The SC will arrange an initial meeting with the family to document any additional concerns, support needs or medical information about the child and family.
5. The services on the current IFSP will be implemented until a new [annual] IFSP is developed or a [annual] MDE is administered

Transfers from Philadelphia:

1. When notified by Philadelphia Service Coordination Entity and/or "Receiving County", Transfers from Philadelphia will be handled by the County Infant Toddler Early Intervention Supervisor or Manager.
2. Every effort will be made to complete the transfer process in PELICAN within 5 working days of notification.
3. County staff will work with service coordination to insure that the ER is finalized, IFSP services are end dated, and all Plans are updated and finalized.
4. County staff will ensure that service coordination completes all other necessary steps before closing record in EIP.
5. The required Waiver documentation (457, 457A, 123, 123A) will be gathered by the intake staff and mailed to the contact person for the receiving County in order to maintain the child and family's Waiver eligibility.

Transfers outside Pennsylvania

Transfers to Philadelphia from another State

1. When we are notified of a referral to Philadelphia County EI of a child receiving Early Intervention services in another state, the EI Intake unit will process the referral as an initial intake to Early Intervention.
2. Within one working day of notification, the child will be assigned in PELICAN to a Philadelphia Service Coordination Entity.
3. The SC will arrange an initial meeting with the family at their address in Philadelphia to document any additional concerns, support needs or medical information about the child and family.
4. The service coordinator will not conduct a screening but will arrange for a MDE to be administered to ensure that the child is eligible using Pennsylvania eligibility criteria.
5. If the child is eligible for EI services in Pennsylvania, the services on the previous IFSP will be considered by the team as the Philadelphia IFSP is being developed.

Transfers from Philadelphia to another State

1. When the Philadelphia Service Coordinator is notified that a family is moving to another state, the SC will contact the EI coordinator of that State to gather information about receiving EI in that state for the family.
2. The Service coordinator will notify the Philadelphia EI Service providers and along with the family identify the last date of EI services in Philadelphia.
3. With permission from the family, the SC will share information with the receiving state that might help the family to transition to EI services in their new location.
4. The Philadelphia SC will make sure that the family has copies of the child's most recent IFSP and ER so that they can share this information with the receiving state once they relocate.
5. After the family has relocated, the SC will close the case in PELICAN.