NYEIS Transfers and Transitions Information and Frequently Asked Questions

Background Information:
- In NYEIS, it is possible to close a child's IFSP, which will close the associated service authorizations, and effectively close the child's 'case', without closing the NYEIS Integrated Case.
- It is recommend, for eligible children, that if a family is non-responsive or refuses services, that municipalities allow the Integrated Case to remain open for approximately three months from the MDE, or, if services have started, from the last date of service provision in the event that these families re-establish contact with the municipality.
- If contact is not re-established during the approximate three month period, the municipality can then close the Integrated Case with a closure date that is back-dated to the date of IFSP/Service Authorization (SA) closure.
- If contact is successfully re-established with the family, a 'new' IFSP can be created by the municipality within the child's integrated case in NYEIS. Please Note: The closed IFSP should not be cloned; a 'new' IFSP **must** be created.
- Please remember, when closing a family's 'case' due to refusal or lack of contact, the municipality must have a procedure for closure which includes documented outreach to the family and the provision of written notice to the family of due process rights and procedures 10 days prior to the 'case' closing. This written notice should be provided prior to closing the child's IFSP and related service authorizations.

It is suggested that when a family has been unresponsive or refuses services:
- For eligible children with NO IFSP, municipalities should check the MDE for the date the child was determined eligible and may utilize the calendaring function in NYEIS to set a task for themselves after approximately 3 months from the child's eligible date, to send the appropriate notices and close the child's integrated case if the family has not re-established contact.
- For eligible children with an IFSP, municipalities should contact all service providers and request information on the last service delivery date as well as inform providers of the effective date of closure of the IFSP and SAs. In addition, it is suggested that counties encourage providers to submit all claims for services rendered as soon as possible but not later than within 3 months of the last service date. Counties may then utilize the calendaring function in NYEIS to set a task for themselves after approximately 3 months from the last date of service delivery to send the appropriate notices and close the child's integrated case if the family has not re-established contact.

Transfer Frequently Asked Questions

Question:
When initiating a transfer and the parent has agreed to the notification of transfer and has consented to the transfer of records, should the Integrated Case be closed prior to completing the transfer?

Response:
No. When initiating a transfer where the parent **HAS** agreed to the notification of transfer and **HAS** consented to the transfer of records the Integrated Case **should not be closed prior to completing the transfer**. In addition, the transferring county should not close the IFSP prior to the transfer because NYEIS will automatically close it when the receiving municipality accepts the transfer. If the transferring county closes the IFSP, and the receiving municipality rejects the transfer, the original county will have a closed IFSP that will require a data change request to re-open. If the county transfers an active IFSP and the receiving county rejects the transfer, the IFSP will remain active in the original county.

Question:
If the parent has not agreed to the notification of transfer and has not consented to the transfer of records, should the Integrated Case be closed?

Response:
Yes. When the parent **HAS NOT** agreed to the notification of transfer and **HAS NOT** consented to the transfer of records the Integrated Case **should be closed** and may not be transferred. In addition, NYEIS automatically initiates workflow for the municipality to close the Integrated Case when a user creates a transfer record and indicates that the parent has not consented to the transfer of records.

Question:
When accepting a referral for a child who is found to be already in NYEIS but closed in another municipality, can the previous municipality still transfer the child's Integrated Case?

Response:
Yes. If parental agreement is obtained to notify the receiving county of the transfer **and** consent is provided for the transfer of records, the previous municipality is able to transfer the closed Integrated Case. Once the transfer is accepted in the receiving municipality the child's Integrated Case is again in draft status with the most recent referral date populated from the accepted transfer date. If parental agreement **IS NOT** obtained to notify the receiving county of the transfer and consent **IS NOT** obtained to transfer the record then the transferring county **MAY NOT** transfer the closed Integrated Case and the receiving county should process the referral as a new referral.

Important Information:
- Prior to closing an Integrated Case or an IFSP, the municipality should contact all providers and inform them of the effective date of the Integrated Case, or IFSP closure. Services cannot be delivered after this date. However, services delivered prior to this date will continue to be able to be invoiced for even after the IFSP closure date. **PLEASE NOTE:** it is especially important to address all supplemental evaluation SAs and ensure the data for the supplemental evaluation has been entered into NYEIS and that the supplemental has been submitted by the evaluator and accepted by the EIO/D prior to closing the Integrated Case and/or the IFSP.
- Any open tasks will prohibit the successful closure of the Integrated Case. The municipality should be certain to check the "tasks" link from the child's Integrated Case Homepage for a summary of any open tasks that will need to be actioned prior to being able to successfully close the integrated case. Once all of these tasks are actioned, a successful Integrated Case closure will automatically close the active IFSP and all associated SAs.

Question:
When accepting a transferred child, can the previous closed IFSP be cloned?

Response:
No. Cloning any IFSP creates an IFSP of the next "type" (for example, if an IFSP is an "Initial" IFSP, cloning it will create an IFSP with a type of "First Review". A municipality accepting a transfer must use the "new" IFSP button to create a second IFSP of the same type in their municipality. This second IFSP of the same type will have a start date of the day after the meeting date entered and will automatically populate with an end date consistent with the original 6 month IFSP cycle. The receiving municipality may then proceed to create the IFSP with appropriate information and services. If appropriate, information from the previous IFSP may be copied and pasted into the new IFSP.

Important Information:

- In the event that the child's Integrated Case was closed prior to the transfer, and it is appropriate to use the child's existing MDE and eligibility determination to continue with EI services (see background information above), the new municipality must submit a data change request to "unexpire" the MDE in order to be able to create a "new" IFSP of the underline correct type.
- In the event that the "new" IFSP created in the receiving municipality will be one month or less in duration until an IFSP review is required, if agreed to by the parent and IFSP team, two IFSPs may be created at the IFSP meeting. One IFSP will be for the remaining short IFSP period and one IFSP will be for the next full 6 month IFSP period. The service coordinator, EIO/D and providers should be aware of the two IFSPs and associated SAs and make sure they bill under the proper Service Authorization number based on the time period of the service.

Transfer Scenarios

1. For an eligible child, when the integrated case is **open** and there has been **NO IFSP**. If the MDE documenting eligibility has been completed within approximately 3 months of the date of transfer, the transferring county should transfer the open IC (with parental consent) and the receiving county may use the completed MDE and proceed to the initial IFSP.

2. For an eligible child, when the integrated case is **closed** and there has been **NO IFSP**. If the MDE documenting eligibility has been completed within approximately 3 months of the transfer, the transferring county should transfer the closed integrated closed (with parental consent) and the receiving county may use the completed MDE and proceed to the initial IFSP. PLEASE NOTE: This scenario should only happen when the integrated case was accidentally closed prior to the allowable approximately 3 month timeframe to keep it open, or in the circumstance where the family did not initially consent to the transfer so the integrated case was closed. Additionally, the receiving county will need to submit a data change request to "unexpired" the MDE do to the integrated case being closed.

3. For an eligible child, when the integrated case is **open** and there was an IFSP. The receiving county must work with the transferring county to obtain information on the last date of service delivery. If the last date of service delivery was within approximately 3 months of the transfer of the case then the transferring county should transfer the open IC (with parental consent) and the receiving county may use the completed MDE and proceed with a new IFSP (the IFSP from the transferring county should not be cloned, a "new" IFSP **must** be created). If the last date of service delivery **IS NOT** within approximately 3 months of the transfer of the case then the transferring county must close the integrated case and transfer the closed integrated case (with parental consent) and the **receiving county must complete a new MDE to document eligibility.** Results from the previously completed MDE may be used to augment the new MDE, but an entire MDE with 2 qualified personnel assigned must be completed prior to proceeding to the initial IFSP.

4. For an eligible child, when the integrated case is **closed,** and there was an IFSP. The receiving county must check with the transferring county to obtain information on the last date of service delivery. If the last date of service delivery was within approximately 3 months of the transfer of the case then the transferring county should transfer the closed integrated case (with parental consent) and the receiving county may use the completed MDE and proceed to complete a new initial IFSP (the IFSP from the transferring county should not be cloned, a "new" IFSP **must** be created. **PLEASE NOTE:** This scenario should only happen when the integrated case was accidentally closed prior to the allowable approximately 3 month timeframe to keep it open or in the circumstance where the family did not initially agree to the transfer so the integrated case was closed. Additionally, the receiving county will need to submit a data change request to "unexpired" the MDE do to the integrated case being closed. If the last date of service delivery **IS NOT** within approximately 3 months of the transfer of the case then the transferring county should transfer the closed integrated case (with parental consent) and the **receiving county must complete a new MDE to**

document eligibility. Results from the previously completed MDE may be used to augment the new MDE, but an entire MDE with 2 qualified personnel assigned must be completed prior to proceeding to the initial IFSP.

Transition Background Information:
All children that transition out of the EIP are required to have a transition plan in place. Please see the *Transition Tool Kit* for Service Coordinators, which can be found on the Department webpage at: http://www.health.ny.gov/community/infants_children/early_intervention/memoranda.htm and the *Required Transition Activities Targeted Resource – Revised,* which can be found on the Health Commerce System (HCS) in the NYEIS folder, for additional information on this topic.

Transition Frequently Asked Questions

Question:
Must the transition services cluster on the child's IFSP page in NYEIS be completed?

Response:
Yes, the "Transition Services" cluster on the child's IFSP page in NYEIS must be completed for all children at each IFSP meeting. The Transition Services cluster captures details regarding required transition steps and services for the child and family. Detail must be captured as a result of the IFSP meeting in which transition (either to CPSE or to other programs and services) is discussed with the family. When a new IFSP meeting is held, the date of the transition plan discussion should be entered into the fields of the IFSP in NYEIS. Each IFSP should reflect the date on which transition was discussed as a part of that IFSP meeting. The dates on previous IFSPs should not be changed or updated. The current date should be entered into the new IFSP for that child.

Enter information on any issues under "IFSP Comments" including all circumstances that explain reasons for delay in timely completion of any transition activity. Comments will not be taken into consideration during the calculation of the indicator but should be used for documentation purposes.
Transition should be discussed at all IFSP reviews/meetings and documented in the transition section of the IFSP in NYEIS. Additionally, all discussions regarding transition should also be documented in the service coordinator's log notes.

Question:
How is the child's transition plan information captured in NYEIS?

Response:
The child's transition plan information must be also captured using the transitions link on the child's integrated case homepage to indicate if the child will transition to CPSE or to other services.
To create Transition pages in NYEIS, navigate to the child's "integrated case". In the navigation bar, click "Transitions". It is the service coordinator's responsibility to document transition in NYEIS.

All transition pages in NYEIS must be completed as required. These pages should be continually updated with new information as needed. A 'paper' copy of the IFSP Transition Plan, and other information which may be helpful to the team, can be uploaded into NYEIS, as an addendum, as it may provide additional information to the team which may not be captured as part of the data in NYEIS. If the child has an IFSP, transition information should be entered in NYEIS, whether or not services have been provided.

Please review the *Required Transition Activities Targeted Resource – Revised April 2016*, for more information on how to enter Transition details in NYEIS, which can be found on the Health Commerce System (HCS) in the NYEIS Folder.

Question:
Will NYEIS allow an IFSP to be extended past the day before a child's third birthday without CPSE eligibility being documented?

Response:
No. When a child's third birthday falls within an IFSP period, NYEIS automatically populates the end date of the IFSP and all associated SAs as the day before the child's third birthday. NYEIS will not allow the IFSP/SAs to be extended beyond this date until the child's eligibility for CPSE has been documented on the transition page in NYEIS.

Question:
Once the child's eligibility for CPSE has been documented on the transition page in NYEIS, how is the IFSP extended?

Response:
Once the child's eligibility for CPSE has been documented in NYEIS, the IFSP may be extended by selecting the "extend" link in the manage cluster of the IFSP. NYEIS automatically extends the IFSP in 30 day increments. As the end of each 30 day extension nears, the IFSP may continue to be extended until what would have been at least the end of the original 6 month IFSP period. Since NYEIS extends only by 30 day increments, an extension may pass the end date of a six month IFSP period. In this instance the municipality may (with parental agreement) continue with the IFSP until the populated extension end date, or close the IFSP at the appropriate end date of the 6 month IFSP period and create a new IFSP to start the next IFSP type.

Question:
If a child's last EI eligible date is close to the original 6 month end date of an IFSP, can the IFSP continue to be extended to the child's last eligible date?

Response:
Yes. If the child's last EI eligible date is within 60 days of what would have been the original IFSP end date, the IFSP may be extended to the child's last eligible date. NYEIS will only allow an extension to the child's last eligible date.

Question:
If a child is not thought to be potentially eligible for CPSE how should this documented in NYEIS?

Response:
If a child is not thought to be potentially eligible for CPSE this should be documented on both the "Create CPSE Transition" page in the "is child potentially eligible for CPSE services?" field **AND** on the "Create Other Transition" page with the details of the transition plan.

Question:
If a child is thought to be potentially eligible for CPSE but is ultimately determined to be not eligible, how should this be documented in NYEIS?

Response:
If a child is thought to be potentially eligible for CPSE but is ultimately determined to be not eligible this should be documented on both the "Create CPSE Transition" page with all information on the CPSE transition steps completed **AND** on the "Create Other Transition" page with the details of the transition plan.