

Resource Coordination Coalition of Maryland Report and Recommendations on Transfer Process

Background:

People supported within the Developmental Disabilities Administration (DDA) service delivery system are authorized to receive services from providers who are licensed to serve in specified counties or regions within the State. A transfer process was established to support people that change from one resource coordination provider to another resource coordination provider.

Reasons for transfers include, but are not limited: (a) due to a change of residence where the person is moving from one region/county to another region/county, (b) person resides in a region not supported by the current resource coordination (RC) provider, and (c) choice of a new provider by the person

Position:

1. The transfer process between RC providers to be efficient and effective, and implemented in accordance with individual choice and person centered practices.
2. That the transfer include an option for a team process when applicable whereby the two RC providers work together with the person and others to develop and implement a transfer plan.
3. That the transfer date be based on a team process incorporating the person's preference, the quality capacity of the receiving provider, and the service units available.
4. Records and information transfer between the two RC providers integrate PCIS record and data functionality as appropriate and available.
5. That there be no service coverage gap for intra-regional and inter-regional transfers

Transfer Guidelines Input: Attached to this report is a working document consisting of sample language for review in revising the Quick Reference Guide: Transfer Between RC Providers.