Transition Method

* Receive client file
* Get out transition form
* Go through file and find all relevant files, make copies if you need to. I copy one side of the two medical forms so they can be sent in the same fax. I also fax the originals of the IFSP because we keep the originals in the file.
* Original protocols or assessments need to be sent in the mail because we send them the originals and there is a lot of paper involved.
* Fill out the transition form with what forms you are sending. Highlight instruction to receiving end (in upper right hand corner) on how to return the transition form to you.
* Fill out FAX form to designated EI location. Include transition form and all paperwork. Send fax.
* Prepare a large envelope with Up to 3 label. Include transition form and assessments and mail.
* Return original IFSP papers to the child’s file.
* Include transition form and fax receipt in folder. Also write on blue disposal form any other information needed. The disposal will also contain info about which EI to send the info to.
* Write on yellow contact form your name, date, and other info needed.
* Give folder back to Ryan again.
* When the receiving EI location receives all paperwork, they will send the signed transition form back. Miriam will give it to you and you can put it in the file.