

POLICY	Section	Social Programs	7
	Program	Disability Support Program	
	Instruction	Transfer Service	15
Effective: October 1, 2001 Revised: July 21, 2006	Authorized by: Deputy Minister		Page 1 of 1

15.0 TRANSFER SERVICE

- 15.1 The goal is for the transfer of services between office to be seamless for the participant.
- 15.2 All files that are transferred must go through a Disability Support Supervisor.
- 15.3 The referring office Disability Support Supervisor is responsible for arranging a participant's transfer to another office.
- 15.4 The referring office Disability Support Supervisor must contact the receiving office to discuss the participant's move.
- 15.5 The Disability Support Worker is responsible compiling an overview of information, which must include:
- a) demographic information; and
 - b) a copy of all support plans and Individual Support Agreements for the participant.
- 15.6 Where possible, a case-conference should occur with all persons involved, including service providers, to facilitate the transition between the two programs/office.
- 15.7 Before the "transfer" the supports should be arranged in the new office.