

Rehabilitation Services Policy Manual

SECTION
PART

Pre-Employment Transition Services (Pre-ETS)
Case Transfer Guidelines

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Part 7 Case Transfer Guidelines

Every effort should be made to maintain contact with a student in the event he or she relocates.

If a student relocates, the Pre-ETS Transition Specialist will inform his or her Pre-ETS Manager to facilitate the transfer of the case on Pre-ETS KMIS.

The current Pre-ETS Transition Specialist will update the student's address in Pre-ETS KMIS. The current Pre-ETS Transition Specialist will send an email or call the new Pre-ETS Transition Specialist regarding the services provided and the services the student still pending.

Then Pre-ETS Manager will finalize the transfer on KMIS.

It is essential that Pre-ETS staff keep students engaged to facilitate prompt transfer. It is best practice for the current Pre-ETS Transition Specialist to coordinate a conference call with the student and new Transition Specialist to facilitate introductions, explain the case status and encourage ongoing involvement. A specific date and time should be coordinated for the student and new Transition Specialist to meet.