



PROCEDURES FOR HEALTHY START CASE TRANSFER TO ANOTHER HEALTHY START COALITION IN FLORIDA

For seamless continuation of services, the Healthy Start Provider may transfer a case to another Healthy Start Coalition outside Miami-Dade County. The following is an example of when a case can be transferred: The participant has moved out of Miami-Dade County and would like to continue services with Healthy Start in the new county of residence. In the event that the Healthy Start Provider deems it necessary to transfer a case to another Healthy Start Coalition in Florida, the procedures below are to be followed.

If the Initial Contact and/or Initial Assessment are completed, the Healthy Start Provider will:

- Get the participant's permission/consent to have the file transferred. Participant consent (written or oral) to share information with another Healthy Start Coalition should be documented in the participant's record in the Department's Health Management System (HMS).
- Document case closure, the reason for the transfer, and the name of the Healthy Start Coalition who will receive the case.
- Code on the Encounter Form 3113, 3213, or 3313 "Receiving or Will Receive Care Coordination from Another Provider not CMS/EIP".
- It is the Healthy Start Provider's responsibility to copy the participant's record and complete a DOH Referral Form (DH 5065) (**Exhibit K2**) for submittal to the receiving Healthy Start Coalition.
- It is the Healthy Start Provider's responsibility to contact the receiving Healthy Start Coalition in the area the participant resides to inform them of the case transfer and follow up to confirm receipt.

In the event that the participant does not reside in Miami-Dade County at the time the Screen/Referral is received by the Healthy Start Provider, the Healthy Start Provider must return the Screen/Referral to the Florida Department of Health in Miami-Dade County, Healthy Start Data Management Office for case transfer within 3 business days of receipt.

Note: For submittal of participant's record via mail: Send Federal Express, UPS, US Mail, etc., overnight mail with signature of receipt. Sign your name over the seal of the envelope to ensure confidentiality.