

ICAOS Transfer Tip Sheet Template

Note: Use this tip sheet template to improve your state's verification processes. As transfers possess unique elements, this tip sheet is not exhaustive of all processes or procedures required for every transfer request. States should utilize this tip sheet while also integrating state specific processes as outlined in your state's ICOTS policies and procedures.

Outgoing Cases (use the information below to prepare for cases transferring to other states):

1. VERIFY the Plan of Supervision
 - a. Call host/sponsor
 - i. Verify what kind of support are they willing to provide and expectations
 - ii. Ensure they understand what support means (emotionally, financially)
 - iii. What is their relationship and role in the plan of supervision?
 - b. Confirm plan does not violate any conditions of supervision (SO, firearms, etc.)
 - c. Verify address- use Driver's license, ID, mail
 - i. Is address correct and valid?
 - ii. Is address compliant with conditions of supervision?
 - d. As needed/applicable, verify with employer
2. PREPARE Individual and Host/Sponsor for Investigation Process
 - a. Explain the expectation to cooperate during the investigation
 - b. Host should be responsive to calls/inquiries from receiving state
 - i. Verify contact information, phone and best time to contact.
 - c. Inform host/sponsor to be prepared for a home visit.
 - d. Confirm there are no violations of conditions (SO, firearms, etc.).
 - i. Do they have any weapons or hunting equipment in the home? If yes, can they be secured?
 - ii. If yes, are they willing to remove weapons from home?
 - e. If they live with others, ensure this does not violate any conditions (do they have criminal record?)
3. JUSTIFY the plan
 - a. Explain how is this plan in the best interest of the individual, victim, public safety, etc.
 - b. Why is this the BEST plan for this individual?
 - c. Does there need to be any supporting documentation? (acceptance letters, etc.)
 - d. Explain what support the individual has in the receiving state; as needed include if the individual lacks support in your sending state
 - e. Explain how the plan was verified.

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Incoming Cases (use the information below to investigate cases transferring to your state):

1. Verify case as you would your own in-state cases
 - a. Would you allow an individual under your supervision to live in a similar situation?
2. If the host/sponsor is non-family, evaluate the relationship and the length of association
3. Assess if individual can reside in the proposed address
 - a. Are there residency restrictions?
 - b. Follow your state's policy for landlord contact
4. Remember that you are investigating the plan, not the individual's behavior
 - a. Recognize that the sending state determines whether the individual is in substantial compliance.
 - b. Individual's behavior should be addressed through progress reports or violation reports if it rises to the level of revocation.
5. Consider alternative methods for accepting a case when there are correctable errors or technical discrepancies that can be addressed by editing the profile.
 - a. Consider that documentation may differ in different states
 - b. Ask clarifying questions as needed
6. If the plan is valid, the transfer should be approved.
7. If the plan is not valid, you must document reasons for denial
 - a. As applicable, document why this plan is not in the best interest of the individual transferring, victim, community, etc.