



## CERTIFIED RESIDENTIAL OPPORTUNITIES INTERNAL MOVEMENT NOTIFICATION

**Definition:** An internal move is one that is a lateral move within the same residential level of care.

**Instructions:** As indicated in the Protocol for Certified Residential Opportunities (CRO), internal moves require notification to the Regional Office CRO Team via this form. If an internal move will change the location of a vacancy that was previously announced to the Regional Office, a new Vacancy Announcement is to be submitted to the CRO Team. If reporting a series of internal moves, this form is required for each individual who is moving. For all internal moves, the removal and enrollment of the individual from one certified residential site to another is processed via submission of the DDP1 and due process verification to the CRO Team. Please note: if there are any objections to these moves or series of moves, or due process verification has not been made, the DDP1 will not be processed by the Regional Office until the objections are resolved.

Name of Residential Provider: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Staff Person Completing Form: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### SECTION 1

Briefly describe the move, including identification of the residential sites: \_\_\_\_\_

Briefly describe the individuals who are involved in the residential exchange:

Individual Name: \_\_\_\_\_

TABS#: \_\_\_\_\_

Individual Name: \_\_\_\_\_

TABS#: \_\_\_\_\_

Proposed Move Date: \_\_\_\_\_

Program Code (Add):

Has MHLS been notified of the move:  Yes  No

Program Code (Remove):

Date of Notification to MHLS: \_\_\_\_\_

Are there objections from any party about this move:  Yes  No

If yes, please describe: \_\_\_\_\_

IS THIS AN INTERNAL MOVE AFFECTING A VACANCY? (Residential Exchange):  YES  NO

WILL A NEW VACANCY BE CREATED BY THE INTERNAL MOVE?:

Yes  No (if yes, please attach Vacancy Announcement form)

### SECTION 2

THIS IS AN INTERNAL MOVE AFFECTING A VACANCY (Residential Exchange):

Proposed Move Date: \_\_\_\_\_

Has MHLS been notified of the move:  Yes  No      Date of Notification to MHLS: \_\_\_\_\_

Are there objections from any party about this move:  Yes  No

If yes, please describe: \_\_\_\_\_

**Submit form to:**

DDRO Certified Residential Opportunities Team

**SECTION 3**

**----- THIS SECTION TO BE COMPLETED BY THE CRO TEAM -----**

Date form received: \_\_\_\_\_      Staff reviewing this form: \_\_\_\_\_

DDP1 submitted in Choices:  Yes  No

When applicable, Vacancy Announcement form attached to notification:  Yes  No

**MFP Qualifying Setting:** Is this a move into an MFP-Qualifying Setting?  Yes  No

**Indicate Setting:**       Own Apt/Home       IRA 4 or smaller       FC 4 or smaller       Home w/ Family