**Section 503.130 Assignment and Program Transfers**

a) A request or recommendation for transfer may be submitted by a Department employee or the committed person to the Clinical Services Supervisor or, in the Community Services Division, to the Chief Administrative Officer. In the Juvenile Division, a youth's parent or guardian may submit a request for a transfer to the Chief Administrative Officer of the facility.

1) Requests for initial or continued placement in protective custody or requests for transfers from protective custody shall be processed in accordance with the protective custody rule (20 Ill. Adm. Code 501: Subpart D).

2) All other requests for transfer shall be processed in accordance with this Part.

b) A member of the Clinical Services staff shall interview the committed person and, if the committed person is eligible for the requested transfer, shall transmit to the Assignment Officer, or at Menard Psychiatric Center to the psychiatrist, a record of the interview, all available information regarding the proposed transfer, a summary of the individual's adjustment and program involvement and any other relevant information.

c) The Assignment Officer or psychiatrist may afford the committed person the opportunity to meet with the Officer or psychiatrist to discuss the transfer, and shall consult with the Health Care Administrator to determine whether any necessary medical treatment has been scheduled. Scheduled medical treatments shall generally be completed prior to transfer. Exceptions must be approved by the Agency Medical Director prior to the transfer.

d) The Assignment Officer or psychiatrist shall make a recommendation to the Chief Administrative Officer who shall approve or disapprove the recommendation. The committed person shall be informed of the decision in writing.

e) If the recommendation is for the committed person to continue in a program at a mental health center or unit, the individual may request a review of that decision by the Placement Review Board (20 Ill. Adm. Code 415.60).

f) If the Chief Administrative Officer approves a request or recommendation for transfer, the recommendation and a record regarding the proposed transfer shall be submitted to the Director for approval or disapproval. The committed person shall be informed of the decision in writing.

(Source: Amended at 11 Ill. Reg. 11502, effective July 1, 1987)