



Moving Checklist for Military Families with D/HH children

Date complete	Task
	Prior to Assignment
	<p>Update EFMP profile. Best practice is to have this done a year out. If closer to your PCS, do it immediately. The earlier this is done, the more likely you will be assigned somewhere that will meet your needs. Do not wait for assignment or orders to do this.</p> <p>Use DD Form 2792 (medical form) and 2791-1 (Special Ed/Early Intervention form) to update.</p> <p>Use DD Form 3054 (Family Needs Assessment) to clarify your child's needs.</p> <p>Local EFMP contact:</p>
	<p>Enroll in ECHO, if you have not done so. https://www.tricare.mil/Plans/SpecialPrograms/ECHO</p>
	<p>If your child's IEP/IFSP is due near your PCS, consider doing it before you move.</p> <ul style="list-style-type: none"> - It's generally easier to get a strong IEP/IFSP that meets all your child's needs from a district you are leaving than one you are just moving to.
	When you get your assignment
	<p>Join the Hands & Voices Facebook group for your new state. The list of H&V Chapter contacts can be found here: http://www.handsandvoices.org/chapters/starts.htm</p>
	<p>Join Facebook groups related to your new assignment. This may include local installation/city/town groups, local family/special needs family/EFMP groups, etc.</p>

Date complete	Task	
	Ask members of these groups about local resources for D/HH children. <ul style="list-style-type: none"> - What providers are best at your new location for services your child needs? - What school districts offer the best services for children with similar needs to your child? - Other questions: 	
	Connect with individuals in the Hands & Voices: Military Family Support Facebook group that have been to or are currently at your next duty station. https://www.facebook.com/groups/HandsVoicesMilitarySupport/	
	Alert your current providers that you will be moving and ask them to begin to think about an Exit Summary. This Exit Summary will give your next provider a jump-start on knowing your child’s needs and strengths. It will also serve as support, if necessary, for IEPs at your new duty station.	
	Request ALL of your child’s medical and educational records (even if you think you already have copies of all of it). Be sure to request CDs for CT/MRI images and files for current Cochlear Implant mappings, if applicable.	
	Institutions to request records from:	Date request made:
	Pediatrician contact info:	
	Audiologist contact info:	
	ENT contact info:	
	Speech/AVT/TOD contact info:	
	Deaf Mentor info:	
	Guide-By-Your-Side info:	
	School info:	

Date complete	Task		
	Make final appointments with your child’s providers. These should fall in the last month before you move.		
	Ped:	Aud:	ENT:
When you have orders in hand:			
	<p>Two months before your scheduled arrival at your next duty station, call your new specialty clinics to make appointments.</p> <p>Following your last appointment with specialists (ENT, Audiologist, etc.) at your current duty station, ask your PCM to put in referrals for any specialties that your child will need to see immediately upon arrival. The referral should include your new zip code and wording that says “Patient needs to see this specialist immediately upon arrival at new duty station.” This referral will only get one visit with a new specialist, but will cut down on the time your child goes between providers. (For visits after the initial visit, you will need to make an appointment with your child’s new PCM for referrals.)</p>		
	Confirm receipt of medical records. Transport these yourself to your new duty station. Do NOT ship with household goods.		
	<p>Final appointments with providers.</p> <p>If your child has Cochlear Implants, ask Audiologist for a file with current device mappings.</p>		

Date complete	Task	
	Begin to gather all parts of your child's amplification, including batteries and chargers. Carry these with you for travel. Make sure that you store them where they will not be packed by movers.	
	Component:	Packed?
	As soon as you have an address:	
	Contact the local school district. Begin IFSP/IEP evaluation process. Provide Service Coordinator with copies of Exit Summaries, proof of diagnosis, current IEP/IFSP.	
	Go to New Patient Appointments with new providers. Make hard copies of your child's medical records and take each provider a set.	
	New provider appointments:	Appointment date/time
	Pediatrician contact:	
	Audiology contact:	
	ENT contact:	

Acronyms and Terms

AVT – Auditory Verbal Therapy – Type of therapy used to assist D/HH children in learning to listen.

CD – Compact Disc – Because of the volume of images from a CT/MRI, most providers will give you a CD instead of paper copies.

CT – Computed Tomography – Also known as a “CAT scan,” this is one form of diagnostic imaging.

D/HH – Deaf and/or Hard of Hearing

ECHO – Extended Care Health Option – Part of the Tricare system, ECHO provides financial assistance to beneficiaries with special needs for some services and supplies. ECHO is also able to help families transition care from specialists at one duty station to those at another with less disruption to services. In some circumstances, ECHO allows children to remain beneficiaries beyond normal age limits.

EFMP – Exceptional Family Member Program – Program designed to ensure that Army, Navy, Marine Corps and Air Force families are stationed where their children will have access to needed services.

ENT – “Ear, Nose and Throat” doctor – Also known as an otolaryngologist.

Exit Summary – This is a summary of your child’s diagnoses, care, goals, and any other information pertinent to continuing care in a particular specialty. Exit summaries are vital, in particular for therapies or services your child may have, (Speech Therapy, Physical Therapy, Occupational Therapy, Teacher of the Deaf, etc.) to help your new providers more quickly determine what your child needs to continue progressing, rather than having to repeat the entire diagnostic process.

IEP – Individualized Education Plan – Legally binding document that states what services a particular child, age 3-21 and receiving Special Education, is entitled to.

IFSP – Individualized Family Service Plan – Legally binding document that states what services a particular child, age birth-3 and having a developmental delay or being at risk for a developmental delay, is entitled to.

MRI – Magnetic Resonance Imaging – Another form of diagnostic imaging.

PCS – Permanent Change of Station – A permanent move.

TOD – Teacher of the Deaf – Special Education teacher trained specifically to help D/HH children. Sometimes also known as a D/HH teacher.