

Transferring an Incident between LHJs

When a LHJ receives a report for another CalREDIE jurisdiction, it is not required that the incident be entered in CalREDIE. Information may be faxed or sent manually if resources do not allow CalREDIE entry. If the incident is entered in CalREDIE, any accompanying information (original reports, lab reports, etc.) should be scanned and added to the Electronic Filing Cabinet (EFC).

This section describes the protocol for transferring incidents to another jurisdiction within CalREDIE. **In order to transfer an incident within CalREDIE, the jurisdiction that the incident is being transferred to must be a CalREDIE jurisdiction.** It is also necessary to contact the jurisdiction that the incident was transferred to and let them know of the transfer. A list of current CalREDIE jurisdictions and their contact information can be found on the [CalREDIE Help](#) website.

Steps to Transfer an Incident Within CalREDIE (Figure 7):

1. Verify that the jurisdiction the incident is being transferred to is a CalREDIE jurisdiction.
2. Navigate to the Case Investigation tab of the incident to be transferred.
3. Using the **Jurisdiction** dropdown, select the jurisdiction the incident is being transferred to.

Note: The primary jurisdiction has read/write access to the incident.

4. Notice that your jurisdiction automatically becomes the **Secondary Jurisdiction**.

Note: The secondary jurisdiction has read-only access to the incident.

5. Change the Process Status field to "Jurisdiction Transfer".
6. Click **Submit**. The incident is now transferred.
7. Contact the jurisdiction that the incident was transferred to via fax, phone or email. Use the Incident ID to reference the incident.

(Figure 7)

The screenshot shows the 'Disease Incident' form with the following details:

- Incident ID:** 257402
- Process Status:** Jurisdiction Transfer
- Resolution Status:** Suspect
- Case Information:**
 - Jurisdiction:** Sacramento (marked with a red box and number 3)
 - Secondary Jurisdiction:** Yolo (marked with a red box and number 4)
- Dates:**
 - Date of Onset:** 11/19/2012 (marked with a red box and number 5)
 - Lab Specimen Collection Date:** 11/19/2012
- Statuses:**
 - Process Status:** Jurisdiction Transfer (marked with a red box and number 5)