



CHANGE OF INFORMATION/RAU TRANSFER FORM **Instructions/Guidance**

Purpose: WV Birth to Three creates and maintains an early intervention record for every child found eligible for early intervention services. The Interim and/or Ongoing Service Coordinator is responsible for ensuring that the information in each child's early intervention record is up to date and accurate. The Change of Information/RAU Transfer Form is used to update child and/or family demographic information, child custody, change or addition of a physician or a new diagnosis of an established condition.

Legal Basis: WV Birth to Three State Policy

Submission of this Form: *Change of Information/RAU Transfer Form*

Until the Child's IFSP is established, the Interim Service Coordinator (ISC) is responsible for assuring each child's early intervention record is correct and up to date. When the ISC is notified of changes, the ISC is required to complete this form, upload it to BTT Online, and submit a copy to the RAU for data entry.

After the IFSP is established, the Ongoing Service Coordinator (OSC) is responsible for assuring each child's early intervention record is correct and up to date. When the OSC is notified of changes, the OSC is required to complete this form, upload it to the BTT Online, and submit a copy to the RAU for data entry.

Filling in the Blanks:

Header

Child Last Name: Enter child's legal last name.

Child First Name: Enter child's legal first name.

MI: Enter child's middle initial. If child does not have a middle initial leave blank.

Date of Birth (DOB): Select the date from the calendar drop down or enter child's date of birth using month/day/year -MM/DD/YYYY or MM-DD-YYYY.

ID #: Enter the child's ID number from BTT Online.

Date: Select the date from the calendar drop down or enter the date using month/day/year - MM/DD/YYYY or MM-DD-YYYY.

Form - Document only the information that has changed:

Change to Child/Primary Contact Information:

- **Is this an RAU Transfer? Yes/No**
 - Answer Yes if the child's new county of residence is in a different RAU
 - Answer No if the child's RAU is not changing
- **Date of Move**
 - If the child is moving to a new RAU, enter the date the child moved



- **New RAU**
 - Enter the new RAU the child will be moving to
- **Child's Current Status**
 - If the child is moving to a new RAU, indicate the child's status they are moving in:
 - Referral Status – no intake has taken place yet
 - Intake status – no IFSP has been developed yet but team members have been assigned to this child. Evaluations may or may not have been completed yet
 - IFSP status – this child has an IFSP in place with team members and an OSC
 - Enter Current IFSP Start and End Date

RAU Transfers:

If the child is transferring to a new RAU in IFSP status and the current OSC is no longer planning to provide services to this family in the new RAU, the current OSC is responsible for helping the family find a new OSC in the new RAU. A Practitioner Confirmation Form (PCF) must be submitted with this Change of Information/RAU Transfer Form to indicate the change in OSC. Also document any other changes in team members resulting from the transfer. All changes in team members should take place before the child is transferred to the new RAU.

- **Is the child moving within 150 days before his/her third birthday?**
 - Answer yes if the child is within 150 days before their third birthday
 - If the answer is yes, and the child is in IFSP status, the RAU is required to notify the state office so a Notice of Transfer can be sent to the new county.
- **Date of Change**
 - Enter effective date when information changed
- Check the box(s) to indicate the reason(s) for the Change of Information:
 - **DOB**
 - Check this box if you need to correct the child's date of birth
 - Enter the child's correct DOB only if it needs to be corrected
 - **Family Moved**
 - Check this box if the reason for the change of information is because the family moved
 - **Change in Child Placement**
 - Check this box if the reason for the change of information is because the child is being placed in a different home
 - **Adoption Finalized**
 - Check this box if the reason for the change of information is because the child's adoption was finalized
- **Child's Name - Enter new or corrected information into the following fields:**
 - Last Name
 - First Name (no nicknames)
 - Middle Initial
 - County of Residence
- **Primary Contact - Enter new or corrected information into the following fields:**
 - Last Name
 - First Name
 - Relationship to Child (select relationship from drop down list)
 - Mailing Address (street, city/town, state, and zip code).
 - Home Phone Number



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- Cell Phone Number
- DOB (the primary contact's date of birth)
- Income (select family income from drop down list)
- Education (select primary contact's level of education from drop down list)
- Preferred method of contact (select the primary contact's preferred method of contact)

Other Family Member Who Has Legal Custody and/or Parental Rights

This section is intended for cases where: there may be joint custody and the child resides with two sets of parents/legal guardians; or the child lives with a biological parent and another caregiver, but also has another biological parent who has parental rights; or the child is in foster care, but the biological parent still has parental rights.

- **Family Member – Enter new or corrected information for the following family member**
 - Last Name, First Name
 - Relationship to the child (select relationship from drop down list)
 - Mailing Address (street, city/town, state, zip code)
 - Phone Number
 - Email address
 - DOB (the family member's date of birth)

Biological Parents Rights Terminated

If a parent's rights have been legally terminated and they are not entitled to receive educational information for their child, please complete this section. This will provide information to the RAU so the child's file will not be released to anyone whose parental rights have been terminated.

- This must be checked if the rights of a parent (or both parents) have been terminated.
- Enter the last name, first name and middle initial of the person whose parental rights were terminated.

(If possible, Service Coordinators should request and seek copies of the court order so a copy can be filed in the child's Early Intervention (EI) Record.)

New Established Condition Diagnosis by Physician:

- **Date of Change**
 - Enter the date of the diagnosis for the child's New Established Condition
- **Diagnosis**
 - Enter the child's new diagnosis as rendered by a licensed physician or psychologist. (The Service Coordinator should ensure they have received medical verification of the New Established Condition Diagnosis from the child's physician and a copy has been sent to the RAU to be filed in the child's Early Intervention record).

Addition of Physician Information:

This section is intended to capture if the child has started seeing a new pediatrician/physician or has started seeing a specialist. Enter the new physician's information in the following fields:

- Physician's Name
- Physician/Agency's Name
- Mailing Address (Street, City/Town, State, & Zip Code)
- Office Phone Number
- Fax Number
- Email Address