



INSTRUCTIONS: CHANGE OF INFORMATION/UPDATE FORM

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 On-Going Service Coordinator is responsible for insuring that the information in each child's early intervention record is up to date and accurate.

Legal Basis: WV Birth to Three State Policy

Completing the Form: Change of Information form

The Interim Service Coordinator is responsible for gathering information from the family to complete the Social Security, Health Coverage and Ethnicity and Race sections of the Change of Information form at the Initial Information Gathering/Intake visit.

During each home visit, the Ongoing Service Coordinator is responsible for discussing with the family and completing the Change of Information form if the child has obtained a Social Security Number that was not available previously or there have been any changes in contact information, and/or a new diagnosis of an established condition.

Filling in the blanks: The original Change of Information form must be forwarded to the Regional Administrative Unit within five days of completion for filing in the early intervention record.

Child's Identifying Information:

- Enter child's name - first (not nickname), middle, and last name
- Enter mailing address, zip code and county
- Enter home, work (if applicable) and cell phone numbers (if applicable)
- Enter parent's name – first (not nickname), middle and last name
- Enter effective date of change if information is different than current early intervention record information.

New Established Condition Diagnosis by Physician: (This section is only completed for all newly diagnosed established conditions rendered after initial eligibility has been determined.)

- Enter the child's new established condition diagnosis as rendered by a licensed physician or psychologist.

Social Security Number:

- Enter the child's social security number. If the SSN is not available to the Service Coordinator, check the box in front of the appropriate reason the SSN was not entered.
- Enter effective date of change if information is different than current early intervention record information.



Health Coverage: (This section is only completed at the Initial Information Gathering/Intake visit.)

- Check the box in front of the type of health care coverage the family has. If the family does not have coverage, check “None”. If the family is in the process of applying for health coverage, check the “In process of applying for” box and list the type of coverage.

Ethnicity and Race:

- Please be sure to ask **both** Question 1: Is your child Hispanic/Latino? and Question 2: In which of these racial category(ies) do you identify your child?
- If a family answers “Yes” to Question 1, indicating Hispanic/Latino **ethnicity**, it is still important to ask Question 2 so that we will also be able to identify the child’s **race**. **It is very important that we have an answer for both questions if at all possible.**
- If a family answers “No” to Question 1, indicating that their child is not of Hispanic/Latino **ethnicity**, please proceed with Question 2 so that we will be able to identify the child’s **race**. (Note: We do not need to know the child’s **ethnicity** if it is **not** Hispanic/Latino.)
- When helping the family answer Question 2 regarding their child’s **racial** category(ies) **always acknowledge that the family may choose more than one race** if they wish to do so.
- If a family picks more than one racial category to identify their child, simply check the boxes next to the racial categories they choose. It is ok to check more than one box.
- If a family refuses to identify a racial category for the child then the service coordinator is to select one or more racial categories to identify the child based on the service coordinator’s observation of the child. This should be explained to the family before the service coordinator proceeds to select the racial category(ies).

Definitions:

Hispanic/Latino: This means a person of Cuban, Mexican, Puerto Rican, South or Central America, or other Spanish culture or origin, regardless of race.

American Indian or Alaskan Native: This means a person having origins in any of the original peoples of North or South America (including Central America), and who maintains a tribal affiliation or community attachment.

Asian: This means a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American: This means a person having origins in any of the Black racial groups of Africa.

Native Hawaiian or other Pacific Islander: This means a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White: This means a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.