



CHANGE OF INFORMATION/UPDATE FORM

WV Birth to Three Service Coordinators (SC) are responsible for ensuring that the information in each child's early intervention record is up to date and accurate. During each home visit, the Service Coordinator is responsible for asking the parent if there have been any changes in contact or other identifying information since you last met.

Child's Identifying Information:

First Name (Not Nickname): _____ Middle Initial: _____ Last Name: _____
Mailing Address: _____
Zip code: _____ County: _____
Phone Number: (Home) _____ (Work) _____ (Cell) _____
Parent's Name: (First) _____ (Last) _____
Effective Date of Change(s): _____

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

Social Security Number: Interim Service Coordinators (ISC) ask the parent's permission to collect this information during intake/initial IFSP. If unable to gather the SSN by the initial IFSP, the Ongoing Service Coordinator should follow up during the next home visit. Make sure the social security number is for the child, not the mother.

Child's Social Security Number: _____

- Unavailable at the time of intake/initial IFSP
Parent declined to provide social security number
Change in social security number due to adoption Effective Date of Change: _____

This section must be completed by the Interim Service Coordinator.

Health Coverage: WV Birth to Three is committed to assisting uninsured families in accessing health insurance coverage for their child. Ask the family if they have health insurance coverage for their child, and check the appropriate box(es) below. If the family does not have health insurance coverage for their child, ask if the family would like to be linked to resources for possible insurance coverage. If the family has more than one type of coverage for this child, check all that apply.

- PEIA Private Insurance (Other than PEIA) (List company _____)
Medicaid CHIP
None In process of applying for _____

Ethnicity and Race: The U.S. Office of Special Education requires WV Birth to Three to report data annually on the numbers of children we serve by race and ethnicity. Ask the parent for their assistance in identifying the race and ethnicity for their child. Parents can choose more than one racial category. If the parent chooses not to answer, or is unwilling to answer, inform the parent that WV Birth to Three is required to complete the race and ethnicity for them. The ISC will then check one or more category that appears most appropriate.

- 1. Is your child Hispanic/Latino? Yes _____ No _____
2. In which of these racial category(ies) do you identify your child?
American Indian or Alaskan Native
Asian
Black/African American
Native Hawaiian or Other Pacific Islander
White

Completed by: _____ Date: _____