



WV BIRTH TO THREE  
 Office of Maternal, Child and Family Health  
 Bureau for Public Health  
 Department of Health and Human Resources

Child Last Name: \_\_\_\_\_  
 Child First Name: \_\_\_\_\_ MI: \_\_\_\_\_  
 DOB: \_\_\_\_\_  
 ID #: \_\_\_\_\_

Office Use: Date Sent: \_\_\_\_\_

### WV Birth to Three Service Coordinator Request to Release Child Records

This form is used by Service Coordinators to facilitate collaboration with other agencies, programs, health care providers who are **not** part of a child's WV Birth to Three evaluation/assessment or IFSP team. You must submit this form each time you are requesting the RAU to release any portion of a child's record. **A Consent to Release WV Birth to Three Information form, giving the parent's written permission to release information to the entity listed below, must be on file at the RAU prior to requesting release of the information.**

Date Sent to RAU: \_\_\_\_\_ Service Coordinator Name: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Please send the following child's records to the agency and individual named below (records will be sent within 10 working days). Records will not be sent if an individual's name is not listed.

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
 Agency/Individual Name: \_\_\_\_\_  
 Address (REQUIRED): \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_ FAX: \_\_\_\_\_  
 Extent of material to be released:

- Most *current* Individualized Family Service Plan
- Most *current* Assessment Reports from the following disciplines:
  - Audiology                       Developmental Specialist                       Psychology
  - Nursing                               Registered Dietician                       Orientation and Mobility
  - Vision                                   Occupational Therapy                       Physical Therapy
  - Speech Therapy
- Other (must be specific):

**NOTE:** *The RAU is not responsible for copying records for individual WV Birth to Three team members or their respective agencies. Interim Service Coordinators are responsible for providing all team members with a copy of the initial IFSP immediately following the meeting. Ongoing Service Coordinators are responsible for providing other team members with a copy of each annual IFSP and reviews immediately following the meetings. Each practitioner is responsible for providing the family and other team members with a copy of their completed assessment report prior to the team meeting.*

