

**CHANGE OF SERVICE COORDINATOR REQUEST
 HOME AND COMMUNITY BASED SERVICES MEDICAID WAIVER
 TRAUMATIC BRAIN INJURY (TBI)**

I, (Participant Name) _____ (CIN) _____ request to make the following change in Service Coordinator or Service Coordination agency currently providing this service to me.

I have been informed of my right to remain with this current Service Coordinator and/or Service Coordination agency or select a new Service Coordinator or Service Coordination agency from a list of all available waiver service providers for this service.

Current Service Coordinator Name and Telephone	Current Service Coordination Agency and Telephone	Requested Service Coordinator / Agency Name and Telephone

NOTE: THE REGIONAL RESOURCE DEVELOPMENT SPECIALIST (RRDS) MUST CONTACT CURRENT SERVICE COORDINATOR/AGENCY AND THE NEWLY REQUESTED SERVICE COORDINATOR/AGENCY.

Participant Signature _____ Date _____

Legal Guardian Signature (as applicable) _____ Date _____

Authorized Representative Signature (as applicable) _____ Date _____

Current Service Coordinator Signature _____ Date _____

Current SC Supervisor Signature _____ Date _____

Transition Meeting to be held on: _____ / _____ /20 at _____ am / pm

To be completed by the Requested Service Coordinator and/or Requested Service Coordination Agency:

_____ will provide service(s) to the above named participant
 Service Coordinator/Agency _____ will not provide service(s) to the above named participant
 Reason: _____

Service Coordinator Signature _____ Date _____

Service Coordination Supervisor Signature _____ Date _____

To be completed by the Regional Resource Development Specialist:

This request for change in Service Coordinator and/or Service Coordination Agency has been reviewed and:

approved Services to begin effective: _____ / _____ / 20

denied (explanation) _____

Regional Resource Development Specialist Signature _____ Date _____

- cc: Participant
 Guardian (if applicable)
 Authorized Representative (If applicable)
 Current Service Coordinator and/or Service Coordination Agency
 New Service Coordinator and/or Service Coordination Agency
 All current Provider Agencies