SRSNLC Annual Information Form 2025

Please complete and return this Annual Information Form once a year in **January** or if you have new information that SRSNLC needs in order to update its records for the safety of the participant. All pages of this form must be completed, signed and returned, before the participant will be allowed to attend any program.

Office Use Only: Original Location
Waukegan: _____
Zion: _____

Please give us valuable information to help provide the safest & best care possible!

Are you a **new** participant? Yes ____ No, Just updating information ____
If yes, how did you hear about SRSNLC? _____
Primary Language _____
For new participants: We'll contact you soon! Best time to call: 9:00am-12:00pm __ 12:00pm-3:00pm __ 3:00pm-6:00pm __

Participant's Information

Last Name _____ First Name _____
Address _____ City _____ Zip _____
Birthdate _____ Age _____ Gender _____
School _____ School District _____ Teacher _____
Employer/Service Provider _____ Caseworker _____
Phone _____

Contact Information (Family/Guardian/Group Home)

If the participant is an adult, does he or she have his or her own legal guardian status? Yes ☐ No ☐
If no, Guardian name _____

Primary Contact Information - person who should be contacted FIRST

Last Name _____ First Name _____ Relationship _____
Email Address (please print) _____ Language(s) Spoken: _____
Primary Phone _____ Participant Phone _____
Alternate Phone _____ Work Phone _____
***Primary phone # and email will be used to communicate program changes, automated messages, and for staff to have at the program**

Alternate Contact Information - (Fill out ONLY if it appropriate for this person to be contacted if the Primary Contact cannot be reached)

Last Name _____ First Name _____ Relationship _____
Email Address (please print) _____ Language(s) Spoken: _____
Primary Phone _____ Alternate Phone _____ Work Phone _____

Group Home Name _____ **Group Home Contact Name** _____
(Name and Relationship)
Phone _____ **Email Address** _____

Emergency Contact

Please give the name of a *relative or friend* who can respond in case of emergency when Primary Contact cannot be reached.

Last Name _____ First Name _____ Relationship _____
Primary Phone _____ Alternate Phone _____ Work Phone _____

Alternate Emergency Contact

Last Name _____ First Name _____ Relationship _____
Primary Phone _____ Alternate Phone _____ Work Phone _____

AUTHORIZATION AND CONSENT FOR EMERGENCY TREATMENT PERMISSION:

I acknowledge that SRSNLC does not carry medical insurance. My family's own health insurance must assume responsibility in the event of injury. I understand that every precaution is taken to protect the safety of every participant. I agree to emergency treatment by a physician or hospital in the event that I cannot be reached and understand that SRSNLC will call 9-1-1 in the event the situation to be life threatening. I hereby acknowledge that the above information is accurate and I understand that it is my responsibility to inform the SRSNLC staff of any changes in the above information.

Signature of Parent/Guardian: _____ **Date:** _____

Please continue to next page

SRSNLC Annual Information Update (con't)

Please complete and return this Annual Information Form once a year in **January** or if you have new information that SRSNLC needs in order to update its records for the safety of the participant. All pages of this form must be completed, signed and returned, before the participant will be allowed to attend any program.

Participant's Information

Primary Disability _____

Secondary Disability _____

Down Syndrome ☐ Yes ☐ No

If yes, has the participant been checked for Atlanto-Axial Subluxation Condition? ____ Date Condition Cleared? _____

Other Conditions

_____

☐ Eyeglasses ☐ Shunts ☐ Other (List) _____

Allergies

☐ None

☐ Food Allergies: Type & Details: _____

☐ Insect Bite Allergies: Type & Details: _____

☐ Medication Allergies: Type & Details: _____

☐ Other (List): Details: _____

Dietary Restrictions (Includes Diabetes, PKU) & Other Conditions

Restriction or Diagnosis: _____

Details: _____

Communication Needs

☐ Uses Hearing Aid(s) Which Ear? _____

☐ Speech Reads

☐ Uses Sign Language Details: _____

☐ Uses Communication System (Ex. PECs, picture schedules) Details: _____

☐ Needs Other Assistance Details: _____

☐ Non-Verbal Details: _____

☐ No Assistance Needed

Daily Living Skills

☐ Feeding Assistance Details: _____

☐ Toilet Assistance Details: _____

☐ Dressing Assistance Details: _____

☐ Assistance with Money Details: _____

☐ Independent in all Skills

Reading Skills: _____

Other: _____

Please continue to next page

SRSNLC Annual Information Update (con't)

Participant Name _____

Doctor Name _____ Phone Number _____

Medication

For emergencies *(in case SRSNLC would need to supply paramedics with the participant's current medications)*

Please list below

Medication Name	Dosage	Time	Purpose

If medication is to be dispensed by SRSNLC staff, please contact the SRSNLC Office to obtain a Medication Dispensing Waiver and additional information.

Mobility and Transportation

☐ Uses Wheelchair ☐ Transfers Independently

☐ Uses Amigo ☐ Transfers with Assistance, please contact SRSLNC staff to discuss

Wheelchair Type (power or manual): _____

Orthopedic Equipment (walker, braces, canes, AFOs): _____

Is bus aide requested? ☐ Yes ☐ No If yes, please explain why: _____

Is a wheelchair lift needed on the bus? ☐ Yes ☐ No, participant can walk up the stairs on the vehicle

☐ No Assistance Needed

History of Seizures

☐ Yes ☐ No If yes, please complete a **Seizure Questionnaire** on page 20 and return it to the SRSNLC Office.

Releases

☐ OK to remain independently after Program Details: _____

SRSNLC sometimes contacts schools/caseworkers/service providers for information to better serve the participant's needs. If you **DO NOT** wish to give permission, please initial here: _____

Sensory/Behavioral/Other

CHECK ALL THAT APPLY:

☐ Sensory processing difficulties? Details: _____

Describe any calming techniques used: _____

☐ Participant is capable of saying their name ☐ Participant has a history of leaving the group (wander or elopement)

☐ Participant can recognize danger?

☐ Easily distracted ☐ Self-injurious behavior ☐ History of physical aggression

☐ Needs active breaks for sedentary programs

List any other behaviors staff should be aware of: _____

_____

SRSNLC provides an approximate 1:4 staff to participant ratio. Please note if participant requests a closer ratio and why:

_____

T-shirt Size: **Youth:** ☐XS ☐S ☐M ☐L ☐XL **Adult:** ☐S ☐M ☐L ☐XL ☐2X ☐3X **Shoe Size:** _____

Person Completed Form: _____ **Phone Number** _____

Email: _____

Signature of Parent/Guardian: _____ **Date:** _____