

From: DHHR WV BTT Information <dhhrrwvbtinfo@wv.gov>
Sent: Tuesday, March 31, 2020 4:44 PM
Subject: Clarification Around Obtaining Parent/Legal Guardian Signature
Importance: High

Dear WV Birth to Three Service Coordinators,

We hope this email finds you and your families safe and well. We know it has been quite an adjustment moving to virtual Service Coordination. Know that we appreciate the additional time you are taking to feel comfortable with the technology and the supports you are providing to families.

We want to clarify some things around getting a family's consent. We have received information that some Service Coordinators are waiting to receive signed consent from the family before submitting paperwork to generate authorizations for service. **This email is to clarify that a family may give verbal consent to start evaluation/assessment or to start IFSP services while the system is waiting for the family's informed written consent.** This would include consents received on the following: Notice/Consent for WV Birth to Three to Provide Virtual Services, Notice/Consent for Multi-disciplinary Evaluation/Assessment and pages 3, 10, 11 and 13 of the IFSP and the Six Month Review signature page.

To obtain the parent or legal guardian's signature, you would document on the original form for which permission is being requested, that the family has provided verbal consent. Send that original form to the RAU with documentation that the family has provided verbal consent for the services to begin. Send a copy of the form, or designated pages above, to the family for their signature. Please include a self-addressed/stamped envelope for the family to return their signed form/s to you.

In situations when you are having difficulty obtaining the parent's signature, the original form that you sent to the RAU with documentation of the parent/legal guardians' verbal approval will meet our standard for informed consent during the COVID-19 outbreak.

As a reminder: the RAU cannot release anything from the child's record without an original signed consent from the parent or legal guardian.

The WV Birth to Three State Office