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From: <[dhhrrwbttinfo@wv.gov](mailto:dhhrrwbttinfo@wv.gov)>

Date: Thu, Nov 18, 2021 at 12:20 PM

Subject: <b>Important Revisions to the WVBTT Evaluation/Assessment Summary Report Template</b>

To:

Dear Practitioners and Service Coordinators,

WV Birth to Three is pleased to announce revisions to the **WV BTT Evaluation/Assessment Summary Report Template**. These revisions were designed based on feedback from the field to assist in the quality of assessment reporting. We greatly appreciate the Authentic Assessment Team and their guidance in accomplishing these edits.

Here is a summary of the revisions as an easy reference for you.

On page one:

In the **Parent Contact information** section, you now can enter an email address for one or both parents when an email address is available.

In the **assessment process section**, you will enter the full name of the assessment tool(s) you are utilizing to conduct the evaluation/assessment.

On page two:

In the **Summary of Developmental Domains Evaluated and Developmental Scores section**, you may use the abbreviation of the assessment tool(s) used as you have listed the full name of the tool on page one.

On page three:

In the **At-Risk section**, you will now enter the specific biological and or family at- risk factor from the Eligibility Policy.

Enter the specific medical condition for each medical risk factor selected as confirmed through review of medical records.

Based upon parent conversation, enter the specific family risk factors as they apply to the category as stated in the WV Birth to Three Eligibility Policy.

**Please note, circumstances that support family risk factors must be documented in the Family Information section of the assessment report template before that**

**factor can be sited as a risk.**

In the **Recommendations Section**, please note the language change, “The team will meet and review all information to make a final determination regarding eligibility. The following recommendations may be used for IFSP planning and development.”

Recommendations should be related to the specific family routine or activity that has been identified. Recommendations may be used for IFSP planning and development should the child be eligible. It is up to the discretion of the evaluator to decide which recommendations to share. Some recommendations will be easy for a family to interpret and incorporate into their daily routines while others will need the support of a professional to implement to assure the safety of the child, for example feeding interventions, positioning, positive behavior supports.

On page five:

In the **Signature section**, please follow these guidelines.

Signature: Add original handwritten signature OR digital signature prior to uploading to WVBTT Online.

NOTE: A handwritten signature should be made in blue ink. If you sign using a “wet signature”, you are required to sign PRIOR to uploading the report to WV BTT Online.

When a digital signature is added in the signature line, it will automatically lock the document down to prevent editing of the filled form. Make sure that content is carefully reviewed prior to signing electronically. If you don’t already have a digital signature, you can create one. Creating a digital signature will vary from computer, tablet, and phone. In Adobe Reader DC, when you click on “Signature”, you will be provided with steps to create one for your document.

Date: Add date assessment report was completed.

**After completing your report**, do the following:

- After signing your report, save the report in PDF. This assures your report cannot be edited by others and for ease of uploading to WVBTT Online.
- Within 5 days of completion of your evaluation/assessment, upload your signed report to WV BTT Online following required the required naming protocol (i.e., Title – 20200824 SI; Type – E/A Report).

**Essential Timelines:** To allow time for the IFSP team and family to prepare for the

eligibility meeting you must assure:

- At least 2 days prior to the IFSP meeting, upload you have uploaded your signed report to WVBTT Online.
- At least 2 days prior to the IFSP Meeting, you have provided a signed copy (hard copy or secure electronic means) of the report to the child's parents and are available to answer any questions.
- At least 2 days prior to the IFSP Meeting, you have provided the RAU in which the child lives a signed copy of the report.

To download a Word or PDF copy of the revised WV BTT Evaluation/Assessment Summary Report Template, to review full and/or annotated guidance and to explore well written assessment report samples, visit the Assessment link on the WV Birth to Three website by copying and pasting this URL into your internet browser:

WV BTT - Standard Documentation Forms - SD Forms ([wvdhhr.org](http://wvdhhr.org))

Any questions may be directed to Mel Woodcock at [Regina.K.Woodcock@wv.gov](mailto:Regina.K.Woodcock@wv.gov)

The Authentic Assessment Team