

From: <dhhrwvbttinfo@wv.gov>

Date: Wed, Jul 20, 2022 at 4:45 PM

Subject: Important Updates to the WVBTT Website- Standard Documentation and Resources

To:

Hello everyone!

We hope that things are going well and that you are finding success with using the new forms! Overall, the response has been positive and that is wonderful news! Here are the latest updates to posted information on the BTT website.

Everyone should be using the new Standard Documents that have been revised to work specifically with BTT Online. Previous documentation information will be permanently removed from the website/server by the end of the week. Only the standard forms that have been updated/converted will remain.

Here are the recent updates to The Standard Documents Page which now includes information that relates to WVBTT Online.

1.Links from the previous WVBTT Going Green have been moved so that information pertaining to the revised WVBTT Online information is now found along with the forms.

To visit the Standard Documentation page, please copy and paste this URL into your internet browser:

http://www.wvdhhr.org/birth23/sdforms_june12022.asp.

2.An updated WVBTT Online FAQ has been added to address issues with uploading files to WVBTT Online.

To have direct access the FAQ, please copy and paste this URL into your internet browser:

WVBTT_Online_FAQ.PDF ([wvdhhr.org](http://www.wvdhhr.org))

3.Updates have been made to the WVBTT Evaluation/Assessment Template – MS Word - A header has been added to the template that will fill in on each page.

Please copy and paste this link into your internet browser to have direct access the Word version of the WVBTT Evaluation/Assessment template.

WVBTT Evaluation/Assessment Template - MS Word

4. Update on the use of the PDF version of the WVBTT Evaluation/Assessment template.

If you have had issues/concerns using the .pdf format, please begin using the Word document. Complete the template in Word, then convert to a .pdf BEFORE you SIGN it. Sign your saved .pdf on the signature line. Then manually upload your digitally/electronically signed .pdf copy to WVBTT Online using the correct naming protocol.

WVBTT will be losing access to the software that was/has been used to design the dynamic .pdf version of the Evaluation/Assessment template. We are looking into other options that may be available. For now, please use the WORD template for your evaluations/assessments.

5. Full and Annotated Guidance has been added to the Evaluation/Assessment page.

Please copy and paste these links to access the guidance documents:

http://www.wvdhhr.org/birth23/sdforms_eval_assess_draft_april1.asp

Evaluation Assessment Report Guidance

Evaluation Assessment Report Guidance Annotated

WVBTT Team Assessment Signature Page Annotated

6. The evaluation/assessment report sample for speech and language therapists has been updated to a digital signature in the MS Word format.

Please copy and paste this URL into your internet browser to view the sample report:

WVBTT_Evaluation_Assessment_Template_Sample_DS_Report_25months.pdf
([wvdhhr.org](http://www.wvdhhr.org))

7. The Change of Information/RAU Transfer form has been updated to include the email address change for the family.

Please copy and paste this link into your internet browser to have direct access the Change of Information/RAU Transfer Form:

http://www.wvdhhr.org/birth23/sd_operational_62022/admin/sdform_op_Change_Information_RAU_Transfer.pdf

Service Coordinators/RAU - There are still some minor fixes for DocuSign form uploads that need to take place and we are working with Gainwell Technologies to address them.

For assistance with WVBTT Online for issues not addressed in the FAQ - please direct your questions to Stephanie O'dell at stephanie.n.odell@wv.gov

For assistance with WVBTT Standard Documents - please direct your questions to Susan Rispress at susan.k.rispress@wv.gov.

The WV Birth to Three State Staff