

From: <[dhhrrwvbtinfo@wv.gov](mailto:dhhrrwvbtinfo@wv.gov)>  
Date: Thu, Jun 9, 2022 at 3:33 PM  
Subject: <b>Important WVBTT Going Green Updates</b>  
To:

Good afternoon, everyone!

We hope that things are going well with our "going green." Thank you for sharing your questions, concerns, and even tips that you have used with the changes in the documentation and processes.

We would like to take time to welcome some of our OSCs to our WVBTT DocuSign Account! We believe that you will see the benefits in using DocuSign over time.

Susan and Stephanie with the assistance of other BTT State Staff have been very busy finalizing forms, updating processes, training, and assisting everyone with questions as we continue to move forward.

Important changes that have taken place on the website:

**Revised forms:**

All forms have been unlocked for ease of use especially for our MAC and IPAD users. The forms will lock after signature unless they are forms that require a supervisor signature. If you are having trouble with accessing a form, please visit the website to download the latest version of the form.

**Note:** *ONLY the author of a signed form can clear their own signature if there is need to make a correction/update to a document.*

We have updated the method of contribution to match on the Exit COSF, IFSP and IFSP Review.

Please copy and paste this URL into your internet browser to access the revised forms:

[http://www.wvdhhr.org/birth23/sdforms\\_operational\\_draft\\_april1.asp](http://www.wvdhhr.org/birth23/sdforms_operational_draft_april1.asp)

**Evaluation/Assessment Template**

A revised PDF is now available by copying and pasting this URL into your internet browser:

[http://www.wvdhhr.org/birth23/sdforms\\_eval\\_assess\\_draft\\_april1.asp](http://www.wvdhhr.org/birth23/sdforms_eval_assess_draft_april1.asp)

### **Instructions for Forms**

Document Instructions are available for the IFSP, Intervention, Service Coordination, Interim Service Coordination Activity Notes, Authorization for Teaming Units and Documentation of Transition Conference, Exit COSF, Change of Information/RAU Transfer form and Transition Exit Form.

Please copy and paste this URL into your internet browser to access the revised instructions:

[http://www.wvdhhr.org/birth23/sdforms\\_operational\\_draft\\_april1.asp](http://www.wvdhhr.org/birth23/sdforms_operational_draft_april1.asp)

### **Resources**

WV Birth to Three has created a variety of resources to assist you as you move to Going Green. Please visit the website to review all the resources including these new resources:

DocuSign Download videos

Supervisor Signing Protocol Infographic

RAU Data Entry Form Listing

RAU Data Submission Form Submission Information

Please copy and paste this URL into your internet browser to access these resources:

[http://www.wvdhhr.org/birth23/sdforms\\_june12022.asp](http://www.wvdhhr.org/birth23/sdforms_june12022.asp)

### **Additional Resources**

Information is now available to assist with Manual and Bulk upload errors and new resources on Electronic Signature and Encryption.

Please copy and paste this URL into your internet browser to access these resources:

[http://www.wvdhhr.org/birth23/going\\_green\\_wvbtt.asp](http://www.wvdhhr.org/birth23/going_green_wvbtt.asp)

Susan Rispress will be taking medical leave beginning June 13 through July 8,

2022. Stephanie O'Dell will assist with taking questions re: DocuSign. Her email is Stephanie.N.O'[Dell@wv.gov](mailto:Stephanie.N.O'Dell@wv.gov).

Any ideas or requested changes in the forms will need to be put on hold until everyone is on board, and we can see that we are beginning to run more smoothly. Through all of this, we appreciate your time, your patience, and continued support as this undertaking has been exciting but a little overwhelming for everyone.

Please contact your Regional Technical Assistance Specialist for assistance if you are still having difficulties with uploading BTT Online.

The WV Birth to Three State Office