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

Date: Mon, Apr 12, 2021 at 1:49 PM

Subject: <b>Revisions to the Transition/Exit Form and Instructions</b>

To:

Hello,

WV Birth to Three has posted an updated Transition/Exit Form along with updated Transition/Exit Form Instructions to the WV Birth to Three website on April 6th, 2021. Below you will find an overview the changes that are within the newly revised Transition/Exit Form as well as links to the new form and Instructions.

1. Clarification on when to complete the Transition/Exit Form was added to the top of the form as well as embedded into the instructions. **The form must be complete on the day the child exits and submitted to the RAU within five days.**

**Note: Please DO NOT complete this form in advance.**

2. A reminder was added to the Transition/Exit Form to please review the Transition/Exit Instructions if there are questions about how to complete any part of this form.

3. The Child SPOE ID boxes were removed from the Transition/Exit Form as they are no longer needed, and **providers should be using the ID # space in the header to record the Child's BTT Online State ID#.**

4. Under Other Transitions → Withdrawal from program by parent or guardian → Parent declined further IFSP services: **this choice now is inclusive of parents who decline to continue at an annual IFSP meeting where a child was found eligible.**

5. The Transition Conference Question: Previously asked "Did the family decline to have a transition conference?" now states **"Was there a Transition Conference?". You now have the choices to indicate "Yes", "No", or "Family Declined".**

To find the updated Transition/Exit form, copy and paste this URL into your internet browser:

[http://www.wvdhhr.org/birth23/sdform/sdforms\\_Transition\\_Exit\\_Form.pdf](http://www.wvdhhr.org/birth23/sdform/sdforms_Transition_Exit_Form.pdf)

To find the updated Transition/Exit form instructions, copy and pasted this URL into your internet browser:

[http://www.wvdhhr.org/birth23/sdform/sdforms\\_Transition\\_Exit\\_Form\\_Inst.pdf](http://www.wvdhhr.org/birth23/sdform/sdforms_Transition_Exit_Form_Inst.pdf)

The WV Birth to Three State Office