

From: <[dhhrwvbtinfo@wv.gov](mailto:dhhrwvbtinfo@wv.gov)>  
Date: Tue, Aug 16, 2022 at 6:20 PM  
Subject: <b>Attention! Attention!</b>  
To:

Dear Interim and On-Going Service Coordinators,

**WVBTT is pleased to share that ISCs and SCs may begin to bulk upload their completed DocuSign documents to WVBTT Online effective 8-17-2022.**

**For this to work successfully, you will need to download all forms from the BTT website that are named here and have a posting date of 8-16-2022.**

There is a total of 21 forms. Please download the files from the website first before sending forms through DocuSign.

### CONSENTS AND NOTICES

Authorization to Obtain Medical Information  
Consent for Assessment Activities  
Consent for WVBTT to Release Information  
Consent to Obtain Information  
Notice/Consent for MDT Eval and Assessment  
Parental Consent for F-F Eval/Assess Service Delivery  
Parental Consent for IFSP F-F Service Delivery  
Spanish – Authorization to Obtain Medical Info  
Spanish – Consent for Assessment Activities  
Spanish – Consent for F-F Eval/Assess Service Delivery  
Spanish – Consent for IFSP F-F Service Delivery  
Spanish – Consent for WVBTT to Release Info  
Spanish - Consent to Obtain Information  
Spanish - Notice/Consent for MDT Eval and Assessment

### OPERATIONAL FORMS

AT Equipment Loan Agreement  
Assistive Technology Request Form  
Authorization for Teaming Units and Documentation  
EXIT – COSF  
IFSP  
IFSP Review  
Teaming Activity Note

**Updated templates in DocuSign will be available after 5pm on 8-16-2022.**

Once you have downloaded the forms from the website, you will be able to use the new forms with DocuSign. DocuSign templates with updates prior to August 11-12, 2022, will be removed and only the newly approved DocuSign templates will remain.

**A big thank you to Susan Rispress for all of the work that went into the revision of forms and DocuSign templates!!!**

As always reach out to your Regional TA Specialist or Susan Rispress if you are having difficulty or need assistance.

The WV Birth to Three State Office