

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

**Sent:** Thursday, June 17, 2021 2:44 PM

**Subject:** Wet and Digital Signatures and Other

**Importance:** High

Good afternoon everyone! We hope that you are having a wonderful day.

This time last year it was hard to enjoy the sun, family, and any other “normal” activities that we had become accustomed to. We are thankful every day for being able to move on and learn from the unexpected obstacles that we encountered along the way.

We learned a couple of valuable lessons over the past year as we continued our work with our BTT families. We needed to consider the use of digital signatures and the potential for virtual meetings.

Effective immediately, WVBTT is requiring that families sign documents (Intervention Activity Notes, Service Coordination Activity Notes and other documents appropriate to the activity) **with a wet signature when you are meeting face to face.**

WVBTT will continue to accept digital signatures on our documents from families, service coordinators and from practitioners when the service is provided virtually.

If the family does not have the technology needed to complete a digital signature, the practitioner may write in the parent signature line- “Completed with Parent”.

The infographic, "Acceptable Wet and Digital Signatures on WVBTT Documents", will provide information on what BTT will accept as a legal signature.

Much review has gone into this and the decision has been made to accept these two forms of signature for WVBTT documentation. Forms have been updated to support the use of a digital signature.

This information is in two locations on the WVBTT website. You will find it under TRAINING TIDBITS and the STANDARD DOCUMENTATION FORMS pages.

[https://www.wvdhhr.org/birth23/files/acceptable\\_signatures\\_btt\\_docs\\_682021.pdf](https://www.wvdhhr.org/birth23/files/acceptable_signatures_btt_docs_682021.pdf)

As many team meetings are still being completed virtually, we have also posted information on Virtual Team Meetings – When Teams Can’t Meet in Person and on the WV Birth to Three website under TRAINING TIDBITS. This tip sheet will give you guidance on how to have the best possible virtual meeting with your family and team.

[https://www.wvdhhr.org/birth23/files/virtual\\_team\\_mtgs\\_6112021.pdf](https://www.wvdhhr.org/birth23/files/virtual_team_mtgs_6112021.pdf)

As always, we appreciate the hard work and dedication that you all bring to your families and to WVBTT . Continue to check the WVBTT website often for updated forms, guidance and technical assistance support. If you have any questions or concerns with anything, contact your Technical Assistance Specialist!

YOU GUYS ROCK!!!

The WV BTT Team