

**From:** Roush, Pam S <Pam.S.Roush@wv.gov>

**Sent:** Friday, June 5, 2020 2:55 PM

**To:** Woodcock, Regina K <Regina.K.Woodcock@wv.gov>; Judy, Debra A <Debra.A.Judy@wv.gov>; Rispress, Susan K <Susan.K.Rispress@wv.gov>; Beard, Stephanie N <Stephanie.N.Beard@wv.gov>; Neal, Jo A <Jo.A.Neal@wv.gov>

**Subject:** FW: [External] Parent Consent forms

**Importance:** High

FYI – based on some feedback we are getting.

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

**Sent:** Friday, June 5, 2020 2:49 PM

**Subject:** [External] Parent Consent forms

**Importance:** High

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Hello Service Coordinators!

Just a couple of reminders as you are working with families to understand all the information related to their consent for services after July 1, 2020.

First, we want to remind you that you do not need to contact practitioners at this time - not before you talk to families. You need to talk to families first, help them review all the material they received including the CDC document on How to Protect Yourself and Others, and the WVBTT Safety Protocol for Professionals. Those documents help a family understand how services will be provided.

Then, after the family makes their decision about receiving their services and they return the signed consent form to you - you will post the consent form to the child's library page on WVBTT Online.

Then, you can contact the professionals. We are just now doing webinars with the professionals and they need time to think about what they want to do also.

You do not need to contact them prior to talking with families.

Thank you so much and please let us know if any questions come up. We have had some packets returned to us - addresses were incorrect - so please identify those families and make sure you submit a Change of Information form with the correct address to the RAU.

Thank you!

Pam