

## RAU Data Entry Submission Information Service Coordinators

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RAU 1: US Postal Service, corrections by email by responding to the email sent to you.

RAU 2: [birthto3@thearcmov.org](mailto:birthto3@thearcmov.org)

RAU 3: [rau3data@rvcds.org](mailto:rau3data@rvcds.org)

RAU 4: [rau4data@rvcds.org](mailto:rau4data@rvcds.org)

RAU 5: [dataentryrau5@mhthwv.org](mailto:dataentryrau5@mhthwv.org)

RAU 6: [dataentryrau6@mhthwv.org](mailto:dataentryrau6@mhthwv.org)

RAU 7: [dataentryrau7@mhthwv.org](mailto:dataentryrau7@mhthwv.org)

RAU 8: [wvbttdata@groups.k12.wv.us](mailto:wvbttdata@groups.k12.wv.us)

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- Any paperwork dated through May 31 that you have not sent to the RAU should be mailed or dropped off by June 30. This is paperwork that the RAU will still need to file.
- The only paperwork the RAU will receive, dated June 1 and after, will be a copy data entry paperwork submitted by the SC's according to submission information above.
- Beginning June 1, you will be responsible for uploading **ALL** documents to the child library.

## Data Entry Forms & Folder placement:

The folder names are in orange and in white are the names of the forms that will be found in each of those folders

<b>Folders</b>
<b>Administrative</b>
Practitioner Confirmation Form
RAU Summary of 45 Day Timeline Delay
Change of Information/Transfer RAU
<b>IFSP</b>
Authorization for Team Units and Documentation of Transition Conference Form
IFSP Review
Individualized Family Service Plan
Teaming Activity Note
<b>Record Requests</b>
Other requests to release records
Service Coordinator Request to Release Child Record
<b>Referral/Intake</b>
Family Assessment
Initial Child Record Form
Closure Summary
<b>Transition</b>
EXIT- Child Outcome Summary Form (COSF)
Transition/Exit Form
Transition Plan
Child Notification Form - RAU Only