

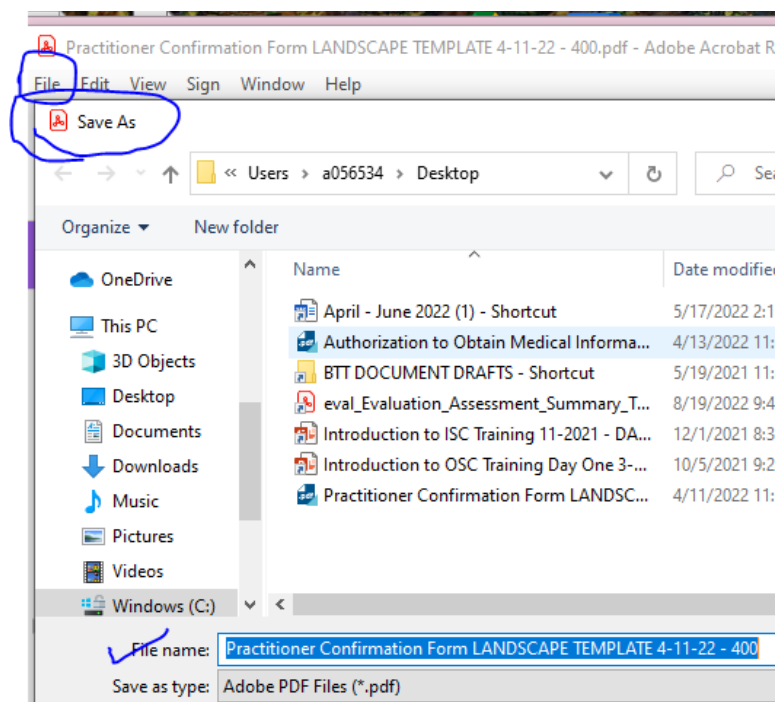


INSTRUCTIONS FOR COMPLETING BTT FORMS USING ADOBE

1. Go to GOOGLE CHROME (preferred when using WVBT website)
2. Go to the BTT website and select [STANDARD DOCUMENTATION FORMS - 2022](#)
3. Select the form category that you need i.e. *Consent & Notices, Operational Forms, RAU Forms, or Evaluation/Assessment Forms*
4. Click the download button in the upper-right-hand corner



5. Open the form in ADOBE ACROBAT
6. Go to File-> Click on SAVE AS-> Type in title of the document-> place in your designated BTT folder-> click SAVE. This document is now saved to your computer, iPad, or laptop.
This is your form template. You do not need wi-fi access when it is downloaded directly to your computer.



7. Complete information and then do a **SAVE AS** every time you create a new form for a child making certain to save the document with the proper child information.

NOTE: It is recommended that you save your document as a DRAFT prior to finalizing it with your signature. Doing so will allow you to do a final review. Then if you NEED to make a revision for any reason you can do so. EXAMPLE: IFSP – 201500000-DRAFT

8. When you are ready to sign your form and you have created a *DIGITAL SIGNATURE* or have used the “**Fill and Sign**” option to create an *IMAGE*, add to your document in the signature line and it will lock your information to prevent editing from someone else.
9. Your document should now be locked with your signature and ready to be uploaded to WV BTT Online.

NOTE: If you look at your locked, signed document and realize there is something that needs to be edited and you have saved a DRAFT document, delete the FINAL form, make your edits to the DRAFT, and follow steps 7 through 9 again. This time save your document as FINAL. EXAMPLE: IFSP – 201500000 - FINAL

10. Upload your document to BTT Online after you’ve COMPLETED it (if you have Wi-Fi) or at the end of your workday after completing face-face visits.

This same process can be used for your evaluations.

WEBSITE POSTED VIDEOS TO ASSIST WITH CREATING FOLDERS ON YOUR DEVICE.

[iPad – Creating Folders](#) - Video

[iPad – Making Templates](#) - Video

[Windows – Creating Folders](#) - Video

[Windows – Making Templates](#) - Video