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Subject: [External] Updated Procedures

Importance: High

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This is important information that we want you to read.

As we announced earlier, the WV Birth to Three State Office has coordinated with the eight Regional Administrative Units (RAUs) and we have now rolled out the new DocuSign forms to support the initial 45 days of the WV Birth to Three process. This is assisting WV Birth to Three to be in compliance with the federal regulations around Part C of IDEA.

When each child/family's initial IFSP meeting is complete, RAUs/ISCs will be sending families (and participating team members) those forms via DocuSign.

WV Birth to Three is now requiring written family signature on the IFSP and the Consent for F-F IFSP Services.

These signatures are required BEFORE any service can be provided.

The full IFSP form will be completed during the IFSP meeting, with the family so the family knows where they are to sign. The ISC is responsible for completing this document.

During the IFSP meeting, it will be explained to the family where they need to sign the IFSP. It will also be explained to all families that have chosen to receive any IFSP service in a F-F fashion, that WV Birth to Three must have an additional Consent form signed for that service. This form will be included in what is emailed to families after the IFSP meeting.

The Consent for F-F IFSP Services will be copied back to OSCs after the family signs the form. It will be the responsibility of the OSC to ask the family if the form is not returned - and the responsibility of the OSC to do any additional follow up. WV Birth to Three does appreciate that ISCs will be sending this form initially, which should reduce the time it will take to have the form returned.

In situations where the family never returns their forms after the initial IFSP meeting, the RAU/ISC will continue to follow the family until which time the ISC closes the case. If the ISC must close the case, you will then receive a teaming authorization for the initial IFSP.

Please also be sure that you sign the DocuSign paperwork as soon as it comes to you (after an initial IFSP meeting) - **this must be done immediately**. Each signee will receive a copy for their records - this is the only copy you will receive. The forms will not be finalized until EVERYONE has signed.

This is a new process, so if you have questions, please contact your regional TA Specialist, or email Pam Roush or Mel Woodcock with your questions.

Thank you!

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