



## Technical Assistance Bulletin

**TO:** WV Birth to Three Practitioners and Service Coordinators  
WV Birth to Three Regional Administrative Units

**FROM:** Mel Woodcock, Policy Coordinator  
WV Birth to Three

**DATE:** **April 12, 2005**

**ISSUE:** **Clarification of Requirements for Submission of Documentation for the Early Intervention Record**

The purpose of this Technical Assistance Bulletin is to provide additional clarification regarding the submission of required documentation under the WV Birth to Three System.

Each child's early intervention record, maintained at the Regional Administrative Unit (RAU), must include documentation specific to the services and supports provided on behalf of the child and/or family in accordance with WV Birth to Three Service Definitions and procedures. In most cases the early intervention record should include the original documents generated in the performance of early intervention services and supports. The attached WV Birth to Three Documentation Submission Chart clarifies submission requirements for all forms/documents

Questions may be directed to your WV Birth to Three Regional Technical Assistance Specialist or to Mel Woodcock at [melwoodcock@wvdhhr.org](mailto:melwoodcock@wvdhhr.org).

Attachment: WV Birth to Three Documentation Submission Chart