Technical Assistance Bulletin

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

FROM: WV Birth to Three

DATE: August 5, 2022

ISSUE: **WV Birth to Three Electronic Child Record**

In collaboration with the WV Birth to Three (WVBTT) Central Finance Office, WVBTT has revised WVBTT Online, the electronic data base, to include the complete educational record for every child referred to WVBTT. An electronic child record is established upon every referral to WVBTT by the Regional Administrative Unit (RAU) and maintained through the RAU until the child's exit. Practitioners are provided access to a child's electronic record when they have been selected by the family and then authorized by WVBTT to provide services to the child. Once the practitioner is no longer authorized to provide services to the child, they will no longer have access to that child's electronic record. Practitioners are required to apply for access to WVBTT Online and must sign a confidentiality statement annually.

General Requirements

WVBTT has modified all standard documentation used in the provision of services to electronic fillable forms. Practitioners are required to use these electronic fillable forms and must sign and collect signatures electronically when required on these forms.

Each practitioner in the system must have an electronic device that is capable of reading and filling WVBTT's standard documentation. Your device must also have the capability to access WVBTT Online and allow uploading and downloading of files to and from the data system.

Each practitioner must have access to secure internet or WIFI at their office or home office.

Each practitioner must have secure electronic storage system.

Each practitioner must have the capability on their device to sign documents electronically when required on WVBTT standard documentation.

Requirements for Protecting the Confidentiality of Children & Families
In accordance with the requirements of Part C of the Individuals with Disabilities Education Improvement Act (IDEA), and the Family Educational Rights and Privacy Act (FERPA), WV Birth to Three is required to protect the confidentiality of each child's educational record.

Practitioners are required to securely send Personally Identifiable Information (PII) via any electronic communications.

Email encryption "disguises" the content of your email to protect sensitive information from being read by someone other than the receiver.

Encryption renders content of your emails unreadable as they travel through cyberspace from home to destination.

Requirements of the Regional Administrative Unit (RAU)

The RAU is required to establish the electronic child record upon receiving a referral for a child. This includes uploading all child records received from the time of the referral up until the child's first IFSP is established or the child's closure from the program.

The RAU is responsible for entering child and family data from WVBTT standard data entry forms into the WVBTT Online data system to maintain the accuracy of each child's electronic record and to support the authorization of services.

The RAU is responsible for requesting corrected documentation from Interim or Ongoing Service Coordinators when errors are found on WVBTT Standard Documentation.

When document corrections are made to data entry forms either by resubmission or data entry mark ups to the original, the RAU is responsible for uploading that corrected document to the child library. If uploading manually to the child library the RAU must follow the Manual WVBTT Online Document Upload and Naming Protocol and the Child Library Folder Organization Chart.

Requirements of the Interim and/or Ongoing Service Coordinators

Interim and Ongoing Service Coordinators are required to complete all required documentation on WV Birth to Three Standard Documentation. Documentation must be completed accurately and submitted within required timelines.

Interim and Ongoing Service Coordinators are required to have the capability to sign their documents electronically and collect team member signatures electronically when required on WVBTT standard documentation.

Interim and Ongoing Service Coordinators are responsible for uploading all completed WV Birth to Three Standard Documentation within required timelines for every child to the WVBTT Online data system.

Interim and Ongoing Service Coordinators are responsible for uploading records to WVBTT Online that are not WVBTT standard documentation but still a part of the child's educational record.

> Interim and Ongoing Service Coordinators are encouraged to use the bulk upload process as this assures the documents will be uploaded into the correct child record and folder within the child library.

> In situations when a document cannot be bulk uploaded, the Interim and Ongoing Service Coordinators are required to follow the Manual WVBTT Online Document Upload and Naming Protocol. The Child Library Folder Organization Chart is to be used to correctly place forms into the correct folder within the Child Library.

Interim and Ongoing Service Coordinators are required to complete data entry forms accurately and thoroughly. All data entry forms are required to be uploaded to WVBTT Online by the Interim or Ongoing Service Coordinator within required timelines.

Interim and Ongoing Service Coordinators are required to submit a copy of all data entry forms to the RAU for authorization of services and the accuracy of electronic child and family data within required timelines.

Interim and Ongoing Service Coordinators are required to submit corrections to data entry forms upon request from an RAU Data Entry Specialist.

Interim and Ongoing Service Coordinators are required to upload corrections to WVBTT Standard Documentation to WVBTT Online when errors are identified. Exceptions include corrected data entry forms – those will be uploaded by the RAU.

Requirements of the Direct Service Practitioners:

Direct Service Practitioners are required to complete all required documentation on WV Birth to Three Standard Documentation Fillable Forms. Documentation must be completed accurately and submitted within required timelines.

Direct Service Practitioners are responsible for uploading all completed WV Birth to Three Standard Documentation within required timelines to WVBTT Online within required timelines.

> Direct Service Practitioners are encouraged to use the bulk upload process as this assures the documents will be uploaded into the correct child record and folder within the child library.

> In situations when a document cannot be bulk uploaded, Direct Service Practitioners are required to follow the Manual WVBTT Online Document Upload and Naming Protocol. The Child Library Folder Organization Chart is to be used to correctly place forms into the correct folder within the Child Library.

Please note the WV Birth to Three Assessment Report template has a word document version to allow for additional space for documenting assessment results and observations. This must be saved as a pdf when the assessment report is complete. The final saved pdf version should be uploaded to WVBTT Online. For help on saving your document as a *.pdf please visit the additional resources below.

Definitions

Electronic Signatures are any signatures collected on an electronic device. WVBTT accepts both *digital signatures* and *electronic signatures*. A *digital signature* is an electronic fingerprint which encrypts and identifies the individual who is using this format. For example, Adobe provides an encrypted, certificate based digital ID which represents a high-level of security for parties involved. When you use this type of signature, items are secure and cannot be altered later unless by the author. A *digital signature* is legal and binding on documents. An *electronic signature* is an image of your signature added to a document using a stylus or signature capture application.

Personal Identifiable Information (PII) as defined by FERPA regulations at 34 CFR 99.3 includes information that can be used to distinguish or trace an individual's identity either directly or indirectly through linkages with other information.

> *What IS PII*: Child or family names, addresses, birth dates, social security numbers, Child initials in combination with other identifiable information.

> *What is NOT PII*: Initials with no other identifying information, Child ID number

Electronic Communication methods include any communication through an electronic device: texting, email, messaging, video chat or sharing of videos, Facebook, Instagram, Twitter and any other applications facilitating communication on a device.

Record as defined by FERPA regulations at 34 CFR 99.3 is, "any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

Education Record means the type of records covered under the definition of "education records" in 34 CFR part 99 (the regulations implementing the Family Educational Rights and Privacy Act of 1974). FERPA defines the term education records to mean those records that are (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution.

Data Entry Forms refers to WVBTT Standard Documentation that includes data that is required to be entered into the state data base, WVBTT Online. Data Entry forms are indicated as such on the top of the form, listed in the RAU Data Entry Form list in the resources below, and indicated to be submitted to the RAU on the documentation submission chart.

Required Timelines are timelines set by the state office for which WVBTT standard documentation should be submitted to the RAU for data entry and uploaded into a child's electronic educational record established in WVBTT online.

Secure Wi-Fi network or internet connection refers to the use of passwords and secure encryption methods to send wireless data between a mobile device and the internet connection point or connection that is encrypted by one or more security protocols to ensure the security of data flowing between two or more nodes.

WVBTT Standard Documentation refers to the forms approved by the WV Birth to Three state office for use by practitioners/service coordinators in the provision of Part C early intervention services. WVBTT standard documentation meets the requirements under IDEA and FERPA for the evaluation/assessment process, the design of the IFSP, implementation of services and the protection of the family's procedural safeguards. All practitioners/service coordinators are required to use the WVBTT standard documentation.

Additional Resources

[WVBTT is Going Green](#)! - WV Birth to Three has created this link on the WVBTT website with additional resources to assist you. Please visit this link to find helpful infographics, videos, and training materials.

[Manual WVBTT Online Document Upload and Naming Protocol](#) – Use this document for guidelines, tips, & naming protocol for manually uploading documents through the child library.

[Child Library Folder Organization Chart](#) – Use this resource to find out which folder your document belongs before uploading

[Updated WVBTT Standard Documentation June 2022](#) – Find all updated WVBTT Standard Documentation

[RAU Data Entry Forms](#) – A list of all WVBTT data entry forms

[RAU Data Entry Submission Information for Service Coordinators](#)

[Microsoft Support](#) – Visit this Microsoft support page for help on saving your word document as a pdf

[Documentation Submission Chart](#)

Questions may be directed to your Regional Technical Assistance Specialist or any of the WV Birth to Three state staff.