



Technical Assistance Bulletin

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

FROM: Mel Woodcock, CSPD and Policy Specialist
WV Birth to Three

DATE: **January 15, 2007**

ISSUE: **Revisions of Procedures for Obtaining and Sharing Confidential Information**

Effective February 1, 2007, the "Reciprocal Consent for the WV Birth to Three Team to Release and Share Information" form will no longer be used to release and share information with individuals or agencies other than practitioners and service coordinators enrolled through WV Birth to Three. The form will be used to obtain the family's informed written consent for members of the WV Birth to Three team to share written and verbal correspondence in order to conduct activities necessary to determine the child's eligibility or to provide IFSP services.

The "Authorization to Obtain Medical Information", "Consent to Obtain Information" and/or the "Consent for WV Birth to Three to Release Information" forms will be used to obtain the family's informed, written permission to request or release written or verbal information as specified, from medical, educational, or social service providers and/or agencies. The forms must be specific about the information that is to be requested or released. It is not appropriate to request "all medical information", or to release "BTT records". Examples of specific items that families may give permission to obtain or release might include: a discharge summary from a hospital; developmental screening results; a WV Birth to Three physical therapy assessment report; and/or the WV Birth to Three Transition Summary Update form.

Minor revisions have been made to the forms for clarification purposes. The revised forms have a footer date of January 15, 2007, and may be found on the WV Birth to Three web site at www.wvdhhr.org/birth23 under Practitioner Information - Policies and Procedures - Standard Documentation. **Effective February 1, 2007, service coordinators are to use only the revised version of the following forms:**

Reciprocal Consent for the WV Birth to Three Team to Release and Share Information
Authorization to Obtain Medical Information
Consent to Obtain Information
Consent for WV Birth to Three to Release Information

For questions regarding form revisions or procedures, please contact the WV Birth to Three Technical Assistance Specialist for your region.