



Technical Assistance Bulletin

TO: WV Birth to Three Interim Service Coordinators and WV Birth to Three Regional Administrative Units (RAUs)

FROM: WV Birth to Three

DATE: **October 1, 2018**

ISSUE: **Submission of Evaluation/Assessment Reports**

The purpose of this Technical Assistance Bulletin is to provide requirements for submission of Practitioner Evaluation/Assessment Reports. The following activities must be completed for Evaluation/Assessment reports authorized through WV Birth to Three:

- All reports must be typed, signed and submitted to the Regional Administrative Unit (RAU) prior to practitioner billing for the reports;
- All reports must be uploaded to the child's library in WVBTT Online at least two days prior to the scheduled eligibility/IFSP meeting; and
- All parents must receive a copy of the child's report at least two days prior to the scheduled eligibility/IFSP meeting.

Please note: If you are emailing a child's evaluation/assessment report, your email must be encrypted to protect the confidentiality of the child's information.