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From: <WVBTTinfo@gainwelltechnologies.com>
Date: Fri, Jan 24, 2025 at 10:52 AM
Subject: TA Bulletin on Evaluation/Assessment Procedures for Service Authorization Limits
To:

Dear Practitioners,

As referenced in the TA Bulletin, 12/16/2024 (Revised 1-21-2025) Evaluation/Assessment Procedures for Service Authorization Limits, please see the new WV Birth to Three Child Care Observation/Assessment Summary template attached to this email for your use.

This template is to be used when completing an assessment in a childcare setting (childcare, Early Head Start and/or private preschool) when a parent and the childcare staff report the child is experiencing difficulties with successful participation in the classroom. The information gathered can be used as a supplement for determining eligibility and/or planning for the Individualized Family Service Plan (IFSP).

Summary of template:

1. Complete all demographic information including the specific name of the childcare setting, childcare staff that were involved in the assessment and if an assessment tool was used such as a Functional Behavior Assessment, rating scale, observation tool, etc.

2. Document the family and childcare staff's priorities and concerns about the child's development and participation in the setting.

3. Document which daily activities and routines were observed.

4. Document your assessment of the child's developmental strengths and needs across all five areas as the child participated in the routines observed.

5. Provide recommendations for the development of the IFSP.

6. A copy of this assessment must be given to the parents and childcare staff.

The new template is attached to this statewide email and will be posted today on the WV Birth to Three website under Professionals- Standard Documentation - Assessment.

In the future, when monitoring services in childcare, WV Birth to Three will be reviewing the child record to determine if the WV Birth to Three Child Care Observation/Assessment Summary has been uploaded to support the need for services in childcare, Early Head Start or private preschool settings.

The WV Birth to Three State Staff

Attached Documents

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1. WVBTT_Child_Care_Observation_Assessment_WORD - 1-24-25 - FINAL.docx

If you have difficulty obtaining the documents, listed below are the document locations. https://www.eikids.com/wv/matrix/Communications/Docs/WVBTT_Child_Care_Observation_Assessment_WORD%20-%201-24-25%20-%20FINAL.docx