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Date: Fri, Feb 21, 2025 at 12:33 PM

Subject: UPDATE TO WVBTT FORMS FEBRUARY 2025

To:

Dear Direct Service Providers and Service Coordinators:

2025 has come in “fast and furious” for the WVBTT State Office. We appreciate that you have been “hanging on” and keeping up with everything that has been happening over the past few weeks! You have provided us with insight into different areas and you have been patient with the many changes that have had to take place during this time. Change in the beginning can be very uncomfortable, but overtime it begins to make sense.

Thank you for your input and feedback during this time. It has been very helpful and will allow all of us to continue to work together to improve upon our processes and still meet the needs of our children and families efficiently.

With the many changes that have occurred, it has been necessary to update forms and information provided to the field since January 2025. We are providing you with an updated list of information and forms that has been revised or are new. They are now available on the WVBTT website.

Please, download the revised or new forms so that we are all on the same page. You will recognize a new form with the “NEW” symbol next to it.

The following forms have been updated on the WVBTT website. The most recent updates took place between 2-18-25 and 2-20-25.

- IFSP - newer version uploaded
- IFSP Additional page - child outcome
- IFSP Additional page – child care outcome
- Practitioner Confirmation Form Instructions
- Practitioner Confirmation Form
- Prior Approval for E-A Services Practitioner Confirmation Form - new
- WVBTT Child Care Observation Assessment – Eval/Assessment forms new now in .pdf format
- Physician Healthcare Summary Form - RAU forms only - new

Please download the updated files so that you have the most current files saved on your computer. To make certain that you have correct files available to you, see the attached information on how to "clear your browser or cache". These are simple steps that you can take to make certain that you have the most current information available to you.

Attached Documents

1. [HOW TO CLEAR YOUR BROWSER HISTORY.pdf](#)

If you have difficulty obtaining the documents, listed below are the document locations. <https://www.eikids.com/wv/matrix/Communications/Docs/HOW%20TO%20CLEAR%20YOUR%20BROWSER%20HISTORY.pdf>