

From: <WVBTTinfo@gainwelltechnologies.com>

Date: Fri, Feb 28, 2025 at 3:03 PM

Subject: UPLOADING PDF TO WVBTT ONLINE

To:

Dear Direct Service Providers and Service Coordinators:

This is an important reminder when uploading documents to WVBTT Online.

Databases seem to be able to store and maintain a magnitude of files and information. They make our lives easier when it comes to seeking and having ready access to various forms of data. While databases do hold expansive information, storing that information is not infinite! Eventually, we run out of space, and it will cause the once useful database to become useless

There is concern that WVBTT forms that are not being saved properly to a pdf **PRIOR to being uploaded to WVBTT Online**. This is important for all information that is being submitted to a child's file. Some documents are uploading too large and causing concern as they are taking up too much space in the system.

Here is how we can make those changes:

1. A WVBTT document completed with MS Word is to be saved and uploaded into WVBTT Online **via .pdf only**. This will prevent others from copying and/or using information from your documentation. No exceptions!
2. Fillable .pdf forms must be electronically signed and *saved after signature prior to being uploaded into WVBTT Online*. Fillable .pdf that has been completed but not saved prior to signature can be downloaded and easily edited or deleted by users who have access to that child's file. This includes the State office, the RAU, and team members who are working with the same child and family.
3. ***All WVBTT forms are required to be SAVED AFTER SIGNATURE to .pdf prior to being uploaded to WVBTT Online.***

Thank you!

West Virginia Birth to Three State Staff