

WVBTT DOCUMENTATION SUBMISSION TIMELINES

8-4-2022

Name of Form	BTT ONLINE	RAU DATA ENTRY	Family	Original to Intended Recipient	EI Team Members	Original to State Office
CONSENTS						
Authorization to Obtain Medical Information (ENG/SP)	5 Days	5 Days	5 Days			
Consent for Assessment Activities (ENG/SP)	5 Days		5 Days			
Consent to Obtain Information (ENG/SP)	5 Days	5 Days	5 Days			
Consent for WV Birth to Three to Release Information (ENG/SP)	5 Days		5 Days			
Notice/Consent for Multi-Disciplinary Evaluation and Assessment (ENG/SP)	5 Days		5 Days			
Parental Consent for Face-toFace IFSP Service (ENG/SP)	5 Days		5 Days			
Parental Consent for Face-toFace Evaluation/Assessment (ENG/SP)	5 Days		5 Days			
NOTICES						
Family Notification Letter	5 Days		5 Days			
Notice for the Collection of Electronic Data (ENG/SP)	5 Days		5 Days			
Notice of Eligibility Determination/IFSP Meeting (ENG/SP)	5 Days		5 Days		5 Days	
Notice of Individualized Family Service Plan Review	5 Days		5 Days		5 Days	
Notice of Transition Conference/IFSP Review	5 Days		5 Days		5 Days	
Notice to CPS of Child Status	5 Days			5 Days		
Prior Written Notice (ENG/SP)	2 Days		2 Days			
OPERATIONAL FORMS						
ADMINISTRATIVE						
Change of Information/RAU Transfer Form	2 Days	2 Days				
Practitioner Confirmation Form	2 Days	2 Days				
RAU Summary of 45-Day Timeline Delay	2 Days	2 Days				
AT/AUDIOLOGICAL						
AT Equipment Loan Agreement	5 Days		5 Days			5 Days
Assistive Technology, Audiological Services and Interpreter Service Authorization Request Form	5 Days					5 Days
Assistive Technology Request Form	5 Days					5 Days
COMMUNICATION LOGS						
Correspondence/Phone Contact Log	Monthly					
Missed Appointment Documentation	5 Days					
WVBTT Prescreen for COVID-19	Monthly					
IFSP						
Auth for Team Units and Documentation of Transition Conference Form	2 Days	2 Days			2 Days	
IFSP - Individualized Family Service Plan	2 Days	2 Days	2 Days		2 Days	
IFSP Review	2 Days	2 Days	2 Days		2 Days	
Teaming Activity Note	2 Days	2 Days	2 Days		2 Days	

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INTERVENTION ACTIVITY NOTES						
Intervention Activity Note	5 Days		5 Days			
RECORD REQUESTS						
WVBTT Service Coordinator Request to Release Child Records	5 Days	5 Days				
SERVICE COORDINATION ACTIVITY NOTE						
Service Coordination Activity Note	5 Days		5 Days			
TRANSITION						
EXIT - Child Outcome Summary Form (COSF)	2 Days	2 Days				
Transition Checklist	5 Days					
Transition Exit Form	5 Days	5 Days				
Transition Plan	2 Days	2 Days	2 Days			
Transition Summary Update	5 Days		5 Days			
EVALUATION/ASSESSMENT - 2-days prior to INITIAL OR ANNUAL IFSP MEETING						
WVBTT Evaluation Assessment Report (PDF/WORD)	2 Days		2 Days			
WVBTT Nursing Assessment	2 Days		2 Days			
WVBTT Nutrition Assessment	2 Days		2 Days			
WVBTT Team Assessment SIGNATURE Page	2 Days		2 Days			