

WV Birth to Three Documentation Submission Chart (Revised 1/15/08)

Name of Form	Original to EI Record	Original to Intended Recipient	Copy to EI Record	Copy to EI Team Members	Copy to State Office	Copy to Family
CONSENTS AND NOTICES						
Authorization to Obtain Medical Information		X	X			
Consent for Assessment Activities	X					X
Consent for Collection of Electronic Data	X					
Consent to Obtain Information		X	X			
Consent for WV Birth to Three to Release Information	X					
Notice of Eligibility Determination/IFSP Meeting		X	X	X		
Notice of Face-to-Face Transition Planning Meeting		X	X	X		
Notice/Consent for Multi-Disciplinary Evaluation and Assessment	X					X
Notice of Individualized Family Service Plan (IFSP) Meeting		X	X	X		
Notice of Individualized Family Service Plan Review		X	X	X		
Procedural Safeguard Booklet		X				
Reciprocal Consent to Release and Share Information	X			X		
OPERATIONAL FORMS/DOCUMENTS						
Assistive Technology Request Form	X				X	
AT Equipment Loan Agreement	X					X
Change of Information/Update Form	X					
Closure Summary	X					
Confidentiality Assurance and Access Sheet	X					
Correspondence/Phone Contact Log	X					
Documentation Order Form					X	
Family Notification Letter		X	X			
Individualized Family Service Plan	X			X		X
Initial Information Gathering Form	X			X		X
Intervention Activity Note	X					X
Letter of Request for Part B Services		X	X			X
Missed Appointment Form		X	X			
Practitioner Confirmation Form	X			X		
Prior Written Notice		X	X			
Referral Feedback Form		X	X			
Referral for WV Birth to Three	X			X		
Service Authorization Request Form	X				X	
Service Coordination Activity Note	X					X
Teaming Activity Note	X			X		X
Transfer/Transition Summary	X					