Transition Conference Decline Signature
This document is an overview of the “Transition Conference Decline Signature” feature. There is now an option in BTOTS to sign the Transition Conference if it has been declined by a parent and/or guardian.

Transition Tab: Conference
The “Transition Conference Decline Signature” feature is located under the “Transition” tab and “Conference” sub-tab.
**Transition Conference Declined Button**
The “Transition Conference Declined” button is located under the “Transition Conference Status” and “Conference” date. Please note, that if a user clicks on the “Transition Conference Declined” button without a “Transition Conference Status” or “Conference Date,” a warning message will appear as seen in the screenshot below.

*Warning Pop-Up*

Please do not enter sensitive or medical information in the transition conference notes field as this information is shared with Part B.
Edit Transition Conference

In order to sign the declined transition conference, a status and declined date need to be entered. To do this, the user will click on “Edit Transition Conference” at the lower right of the screen. In the pop-up, the user will enter “Declined” under the “Transition Conference Status,” and the “Declined Date.” Then, the user will click “Save.”
Sign Transition Conference Declined

The parent/guardian, EI Service Provider, PIP Service Provider, and others can now sign the “Transition Conference Declined.”
**View Transition Conference Declined**

The user can now view the declined transition conference signature. (NOTE: The user may need to refresh the page in order to view or delete.)
Summary Tab Location

The “Transition Conference Declined Signature” can now also be located on the “Summary” tab for the child.