New update on August 1, 2017

As of September 1, 2017, the Bureau of Transitional Planning (BTP) will no longer accept Chapter 688 paper referrals on behalf of students with disabilities. This includes submissions directly to human service agencies as well as to the BTP. All referrals should be submitted using the new T22/Chapter 688 referral application which is accessed through the EOHHS Virtual Gateway.

For all districts that are currently registered with the Virtual Gateway and have submitted Authorized User information for the T22/Chapter 688 application, individual users will receive an email containing their credentials for accessing the Virtual Gateway. (For users who already have a Virtual Gateway account, the email will provide information on the changes to the account.) In addition, individual users will receive an email invitation to access the **required training** on how to use the new application, which will be located in the Massachusetts Performance and Career Enhancement Learning Management System (PACE). Training will be available as of August 15, 2017.

If your district is not registered with the Virtual Gateway, information about becoming a Virtual Gateway User can be found at http://www.mass.gov/eohhs/gov/commissions-and-initiatives/vg/becoming-a-virtual-gateway-user.html.

As part of registering, districts are required to complete the Virtual Gateway Services Agreement and identify an Access Administrator. The VG Services Agreement can be found at http://www.mass.gov/eohhs/docs/vg/vg-services-agreement.pdf.

Information regarding the Access Administrator role and the designation form is located at http://www.mass.gov/eohhs/docs/vg/access-administrator-designation-form.pdf.

If your district is registered but you have not submitted Authorized User information, or would like to add or remove an Authorized User, please access the User Request Form at http://www.mass.gov/eohhs/provider/training-and-edu/vg/user-request-forms.html.

The Access Administrator will then sign and forward the completed form to VirtualGatewayHelpDeskFaxes@state.ma.us. **NOTE: Additions or deletions of Authorized Users may be submitted on or after September 1, 2017.**

For assistance with additional questions, please contact T22UserAssistance@state.ma.us.