



Technical Assistance Bulletin

TO: WV Birth to Three Payees and Practitioners

FROM: Mel Woodcock, Policy Coordinator
WV Birth to Three

RE: Service Coordination Roles and Responsibilities

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The purpose of this technical assistance bulletin is to clarify the roles and responsibilities of the Interim and Ongoing Service Coordinators in the WV Birth to Three System.

Understanding the Different Roles of the Interim and Ongoing Service Coordinator in the WV Birth to Three System

Interim Service Coordinator

The Interim Service Coordinator is employed by the Regional Administrative Unit to assist referred children and their families through the initial multi-disciplinary evaluation and assessment process and the development of the initial IFSP. The Interim Service Coordinator is the primary initial contact for families and as such plays an important role in assuring that families are supported, beginning at referral, to be an active participant in the WV Birth to Three System.

Interim Service Coordination responsibilities include:

Welcoming the family into the WV Birth to Three system and providing information that the family needs to make informed decisions, including information about the eligibility criteria and process, the Individualized Family Service Plan process, and the role of service practitioners in the WV Birth to Three System;

Explaining to the family their procedural safeguards and rights under Part C of IDEA and FERPA;

Obtaining written consent for the evaluation and assessment process;

Assisting families in identifying available service practitioners for the evaluation and assessment team at the initial IFSP meeting;

Completing Practitioner Confirmation Forms for confirmed evaluation and assessment team members;

Providing written notice of all evaluation, assessment, eligibility and IFSP events;

Gathering available medical, health, and developmental information for the evaluation process;

Coordinating all necessary evaluations and assessments and ensuring the evaluation and assessment process is completed within 45 days;

Assisting the family in understanding the evaluation and assessment information;

Assisting the family in identifying their priorities and concerns for their child's development;

Assisting the family to select a person to act as their ongoing service coordinator in the event the child is found eligible for BTT;

Ensuring that those professionals involved with evaluations/assessments participate in the development of the initial IFSP;

Assisting the family in identifying the outcomes they would like to see for their child and family and preparing for the IFSP;

Assisting the family to identify primary care givers and other important people or agencies that the family is involved with, to participate in the IFSP process;

Facilitating the IFSP meeting; and

Assisting the family in meeting any immediate needs for services and supports;

With the family's permission, initiate a referral to the county school system for all children referred within 45 days of the child's third birthday.

Ongoing Service Coordinator

The Ongoing Service Coordinator is selected by the family at the Initial Information Gathering visit based on the family's identified priorities and concerns for their child and family. The Ongoing Service Coordinator participates in the initial IFSP planning meeting and from that point forward is responsible for the implementation of the IFSP and serves as the single point of contact for the family throughout the family's participation in the WV Birth to Three System. As the single point of contact, the Ongoing Service Coordinator maintains a close working relationship with the family and all members of the child and family's IFSP team, including WV Birth to Three professionals, health care practitioners, and others important to the child and family. It is important that Ongoing Service Coordinators are present for the Initial IFSP meeting in order to promote a smooth transition from Interim to Ongoing Service Coordination.

Ongoing Service Coordination responsibilities include:

Explaining to the family their procedural safeguards and rights under Part C of IDEA and FERPA;

Assisting families in identifying available service practitioners for the implementation of the IFSP;

Completing Practitioner Confirmation Forms for confirmed IFSP service practitioners beginning with the initial IFSP;

Facilitating and participating in the development, review, and evaluation of IFSPs, including the ongoing activity of assisting the family in identifying the outcomes they would like to see for their child and family and preparing for IFSP reviews;

Assuring an ongoing communication process with all members of a child/family's IFSP team, including community partners and other care givers that the family would like to be involved;

Coordinating and monitoring (helping the family to evaluate) the delivery of available services;

Coordinating with any other case managers, care managers or service coordinators that the family may have, in order to assure non-duplication of services;

Assisting the family in identifying needs for non Birth to Three services and supports such as financial, medical, social, health or safety, and determining appropriate linkages to assist the family in accessing needed supports (referrals for any medical evaluations/treatment should only be made in coordination with the child/family's primary care provider);

Obtaining written consent annually for the evaluation and assessment process;

Providing written notice of all evaluation, assessment, eligibility and IFSP events;

Coordinating the performance of evaluations and assessments to re-determine eligibility and plan for annual IFSP;

Assisting the family in identifying needs for financial, medical, social, health and safety services and supports;

Coordinating with medical and health practitioners;

Assisting the family in identifying any need for family-to-family support and linking them to such supports;

Linking families to services to meet identified child and family needs;

Linking families to family-to-family supports;

Linking families to leadership and educational opportunities;

Assisting the family in developing self-advocacy skills;

Informing families of advocacy services;

Facilitating timely transition activities and the development of a transition plan, for every child exiting the WV Birth to Three System, and at other times as appropriate; and

Submitting all appropriate documentation to the child/family educational record at the RAU.