

From: DHHR WV BTT Information <dhhrrwvbtinfo@wv.gov>

Sent: Monday, March 8, 2021 10:57 AM

Subject: Communication When Using Occupational Therapy Assistants

Importance: High

Dear Occupational Therapists,

We hope this communication finds you well and enjoying the turn in the weather!

As you know, communication is very important to assure all team members are up to date on family concerns, child progress and team membership. If you are using Occupational Therapy Assistants, with the family's permission, to provide intervention – please let the other team members know the name and contact information for that Occupational Therapy Assistant.

There have been situations recently where the team was surprised to find out from a family that a Occupational Therapy Assistant was to serve the child not the selected Occupational Therapist. The conversation about the use of a COTA did not occur as part of the IFSP meeting as it should. A quick email, text or note in BTT Online would be greatly appreciated. We know you value your team members and would not intentionally place them in an awkward position.

Thanks for all you do for children, families and for supporting your team members as well!

The Birth to Three State Staff