

## **WV Birth to Three Communications to the Field**

### **Subject: Service Coordination Responsibilities**

**Released: April 2, 2008**

The purpose of this email is to clarify the roles and responsibilities of service coordinators in the WV Birth to Three System.

I'm sure as most of you understand, the WV Birth to Three service coordinator is responsible not only for coordinating the particular IFSP services that the child/family receive, but also for assuring that they are knowledgeable of, and able to link families to financial, community and other resources which the family may need.

It is not a BTT responsibility to provide these other services, but it is our responsibility, through the single service coordinator, to assure that families will get referred and linked to needed services.

In particular, it is important to assist families to get linked to possible financial resources to help them with coverage of health care costs for their child. This is something that we should address with families from their initial referral/entry into the BTT system.

Possible linkages include Children with Special Health Care Needs (CSCHN), SSI, CHIP, CDCSP, Title XIX Waiver, Family Support, etc.

It is the ISC and/or SCs role to know about the application process for these resources and to assist the family with understanding that process.

There is no reason, and it would not be appropriate, to bring a Social Worker onto a BTT team, just to help the family complete applications for these resources, because that is already a SC role.

In the case of application for SSI, SCs are critical to assist the family in completing releases to share the appropriate BTT records with the Social Security Administration - and for flagging those records with the 'Early Intervention Green Sheet' when they are sent to Social Security, so folks there will know the child is in BTT.

For CDCSP applications, the Bureau for Medical Services will provide application packages for either the nursing or MR/DD option under CDCSP. These packets can be completed by parents - service coordinators should be knowledgeable about the process and able to help families understand how to complete the forms. If there are questions, the Medicaid office (contact Pat Winston) will be happy to answer questions.

Applications for MR/DD - Title XIX Waiver have to be completed by a Waiver CM agency - this is not a BTT responsibility, and BTT does not pay for this. The BTT service coordinator

however needs to be knowledgeable of the process and refer the family to the correct information - including helping them know how to find a Waiver CM agency in their community. The BTT service coordinator will also be expected to assist by helping the family get consents that may be needed to share appropriate information with the Waiver CM agency (such as IFSP, assessments, etc).

These are just examples of how the BTT service coordinator carries out his/her responsibilities. There are many ways to get access to and learn about resources in the community, including visiting the DHHR home page, where there are links to many of these programs. State BTT Regional TA Specialists and the RAUs can also be of assistance in guiding service coordinators to needed resources. Other SCs can also be great resources.

We appreciate the very important role that SCs play in BTT – linking families to financial resources can relieve so much stress for the family - and as a by product, if the family gains a medical card through SSI or CDCSP - that helps with financing of the BTT service system too.

Thank you for your ongoing support.

Pam

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WV Birth to Three