



Technical Assistance Bulletin

TO: WV Birth to Three Payees, Practitioners, and Service Coordinators
WV Birth to Three Regional Administrative Units

FROM: Mel Woodcock, CSPD Coordinator
WV Birth to Three

DATE: **December 15, 2008**

ISSUE: **Elective Practitioner Disenrollment Process**

When a Practitioner/Service Coordinator makes the decision to discontinue practicing in the WV Birth to Three System, there are certain things that you need to do in order to assure a smooth transition for children and families and to leave the system in good standing. If these transition activities are not completed, WV Birth to Three will not accept any future request for re-enrollment.

- 1) If you are a direct service practitioner, you must contact the service coordinator for each child that you have current authorizations to notify them that you will be leaving the system and to request that the service coordinator assist the family in selecting your replacement. *A Practitioner Confirmation Form and reciprocal release must be completed for each of the new practitioners.*
- 2) Service coordinators, are required to assist families for which you have current authorizations in selecting another service coordinator. If you are unable to reach the families, you will need to contact the RAU at least five calendar days before you exit the system so the RAU may follow up with the families. *A new Practitioner Confirmation Form and reciprocal release must be completed for each new service coordinator.*
- 3) All practitioners/service coordinators must contact the Regional Administrative Unit(s) and the Regional Technical Assistance Specialist(s) for the areas where you provide services with the effective date of your disenrollment.
- 4) All practitioners/service coordinators must contact the WV Birth to Three Enrollment Unit at Covansys (1-866-639-2916, ext 2) with the effective date of your disenrollment.
- 5) All documentation for services that have been provided to eligible children and families must be forwarded to each child's respective RAU within five calendar days of disenrollment. *Payment cannot be made for a service unless documentation of the service has been received at the RAU.*
- 6) Any assistive technology, which was purchased for loan to families, stored at your place of business must be returned to the WV Birth to Three State Office or the Regional Administrative Unit closest to you.
- 7) Billing for services rendered prior to the termination date must be submitted within 60 days of date of service, or such claims will not be processed. *Documentation of the service*

must be present in the child's early intervention record prior to billing or payback will be required.

- 8) All clinical notes of services provided to eligible children and families in your possession must be stored in a confidential, locked location, and maintained for five years after the date of service, for reference in the event of a financial audit. At the end of five years, clinical documentation must be destroyed by shredding or burning.
- 9) Practitioners who leave the system in good standing will be required to attend Orientation and other required core training and to complete all initial enrollment requirements to reenroll. There are no exceptions.

If you have any questions or need assistance in transitioning children on your caseload, please contact your Regional Technical Assistance Specialist or email: dhhrwvbt@wv.gov.