Technical Assistance Bulletin

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

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      WV Birth to Three

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ISSUE: Procedures for Use of Substitute Practitioners/Service Coordinators
       (Revision to TA Bulletin – Substitute Personnel Procedures dated 07/20/07)

WV Birth to Three confirmed practitioners or service coordinators may at times find it necessary to
have a substitute to provide an authorized IFSP service for one or more families. Within the
guidelines of this TA Bulletin, a practitioner or service coordinator may have a substitute provide
the authorized service for a period not to exceed six (6) weeks. The authorized practitioner or
service coordinator will be responsible for repayment when services are inappropriately assigned
to a substitute.

In situations where the practitioner will not be available for up to six (6) weeks and decides to use a
substitute, the practitioner must notify the families and service coordinator(s) of the dates of the
leave of absence and provide the name and contact information for the substitute practitioner for
each child. When a service coordinator needs a substitute, the service coordinator must notify the
families and respective RAU(s) of the dates of the leave of absence and provide the name and
contact information for the substitute service coordinator.

The professional selected as a substitute must be from the same discipline and enrolled in the WV
Birth to Three System. The substitute practitioner/service coordinator is to implement the
strategies and activities as identified in the child/family’s IFSP. A new Practitioner Confirmation
form to remove the previous practitioner/service coordinator and add the new practitioner/service
coordinator for the selected period of time will be necessary to assure reimbursement to the
selected practitioner/service coordinator. At the end of the leave of absence, the family has the
option to choose to stay with the substitute practitioner/service coordinator or to request the
original practitioner/service coordinator begin providing services once again. A new Practitioner
Confirmation form would then be generated.

If the practitioner/service coordinator will be absent for more than six (6) weeks, it is not considered
to be a substitution. In this situation, the practitioner/service coordinator is responsible for informing
the family prior to the start of the leave in order to give sufficient time for the family to select a
replacement to provide the services as per the IFSP. A new Practitioner Confirmation form would
then be generated. Service coordination is a required service under IDEA. A family cannot deny
service coordination services.

Please Note: Practitioners who take medical leave for any period of time are still responsible for
completing their annual enrollment credential requirements within the original timeframe.