



## Technical Assistance Bulletin

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

**FROM:** Mel Woodcock, CSPD and Policy Coordinator  
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.*