



Technical Assistance Bulletin

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

FROM: WV Birth to Three

DATE: July 1, 2020

ISSUE: **Providing Families WV Birth to Three Service Options at Intake and Initial IFSP**
After July 1, 2020 - Steps for Safety During COVID-19 Outbreak

Effective July 1, 2020, WV Birth to Three is providing services by teleconference or face to face. This TA Bulletin outlines steps to be taken to ensure all families have been provided information and support in making the very difficult decision about how they choose to receive their services. These policies will be in effect until a later date identified by WVBTT. The following is guidance for the WV Birth to Three Family Assessment and Initial IFSP.

AFTER JUNE 30, 2020 YOU WILL DISCONTINUE THE USE OF THIS FORM:

- **Notice/Consent for WV Birth to Three to Provide Virtual Services during COVID-19**

Initial Contact with Family

Upon referral to WV Birth to Three, The Interim Service Coordinator (ISC) will contact the family by phone to provide the family with information on WV Birth to Three and discuss the different service and evaluation/assessment methods available during the COVID-19 Pandemic. Different service and evaluation/assessment methods available include face to face, teleconference, or a combination of both.

If the family desires to continue with the referral, the ISC will complete the following steps:

1. Confirm date and time that the Intake/Family Assessment will occur.
2. Discuss and confirm Intake/Family Assessment completion method: teleconference, by phone, or face to face.
3. Mail and document that a copy of the following has been sent to the Family: (1) Welcome Card (2) COVID-19 Parent Packet (Parent Letter, CDC- How to Protect Yourself and Others, and the WV Birth to Three Safety Protocol)
4. Allow enough time for the family to receive these materials prior to completing the Family Assessment/Intake.

Intake/Family Assessment

Steps to be completed by ISC during Intake/Family Assessment:

1. Complete the Family Assessment/Intake with the family.
2. Review the COVID-19 Parent Packet and discuss with the family how they would like their evaluation/assessment to occur. Delivery Method options:

If the family would like to proceed to evaluation/assessment:

1. Review the *Notice and Consent for Multi-disciplinary Evaluation/Assessment* form.
2. Document that verbal parental consent to proceed has been obtained by checking the Verbal Parent Consent box then date and sign your name.
3. Document that verbal parental consent was obtained on the Service Coordination Activity Note.
4. Assist the family to determine the multi-disciplinary team members based on the family's priorities, concerns, and service delivery method.

➤ **For families who select teleconference as a delivery method for evaluation/assessment:**

- ✓ Remind the family that the team members are responsible for assisting the family in successfully accessing the technology that will be used.

➤ **For families who select face to face as the delivery method for evaluation/assessment:**

- ✓ Remind the family ISC must receive the original, signed "*Parental Consent for Face to Face Assessment During COVID-19 Pandemic- July 1, 2020*" form before the evaluation/assessment process can happen. **If the ISC is completing the intake via face to face home visit, have the family sign the consent form at that meeting.**

- ✓ Provide the family secure options for how to sign and return the form to the ISC.

5. Make sure the family has been given or sent the Consent for the Collection of Electronic Data, Authorization to Obtain Medical Records and any other consents to obtain or release information that are pertinent to the evaluation/assessment process for parental signature.

If the family declines to proceed to evaluation/assessment

1. Ask the family if they would like to be re-contacted within 30 days.

➤ If the family would not like to be contacted in 30 days

- ✓ Follow the Closure of Referral Procedures.

Initial IFSP

Most initial IFSP meetings will be conducted by phone or teleconference since it may be difficult to socially distance yourselves within a home. The ISC is responsible for assuring the family and team members have the information needed to successfully access the technology selected for the meeting.

Steps to be completed during the Initial IFSP Meeting:

1. Once eligibility has been determined and IFSP outcomes and intervention strategies are recorded, the family will decide on a delivery method for each service.

For families that would like any of their services to be provided through teleconference:

2. Verbal consent may be provided to begin services.

For families that would like any of their services to be provided face to face:

3. Inform the family that the Ongoing Service Coordinator will send them the “Parental Consent for Face to Face IFSP Services During COVID-19 Pandemic- July 1, 2020” form.

✓ **Remind the family this form must be signed and returned to the Ongoing Service Coordinator before services can be provided.**

✓ The Ongoing Service Coordinator will upload the signed form to BTT Online

✓ The Ongoing Service Coordinator will inform the individuals who will be completing the IFSP services that they may proceed.

4. Once the IFSP meeting is completed, the ISC will send a copy of the completed IFSP, and a copy of the signature pages to the family for review and signature.
 - Inform the family that it is required to have the signature pages returned to the ISC to document the family’s decision and assure the accuracy of the child’s early intervention record.
5. The ISC will record the names of all participating IFSP team members on the IFSP signature page.

NOTE: The ISC, Ongoing Service Coordinator, and at least one evaluation/assessment team member are required to participate in the Eligibility/IFSP Team meeting.

6. Submit the *Teaming Activity* note and the *Authorization for Teaming Units and Documentation of Transition Conference* form to the RAU.

NOTE: For all team meetings during this time, the ISC should enter the location of participating individuals as “Home” for face to face participants or ‘Home-Virtual’ for individuals participating by telecommunications.

7. If the child is found not eligible, or the family chooses not to have any services, the ISC will follow steps to close the child’s record.

Transition Conferences

All children must have a Transition Conference at least 90 days prior to their third birthday. For children who’s initial IFSP date is 150 days or closer to their third birthday, the ISC is responsible for inviting appropriate parties to participate in this initial meeting/Transition Conference. The ISC will assure that the invited parties have the information needed to successfully access the technology selected for the meeting.

Reminders:

1. For families who are inviting Part B education personnel to their meetings, the ISC should try to contact the county school system to determine if they can participate in the Transition Conference.

2. The ISC will record the transition conference date and other transition conference information on the *Authorization for Teaming Units and Documentation of Transition Conference* form and submit to the RAU.