



Technical Assistance Bulletin

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

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DATE: **May 9, 2008**

EFFECTIVE DATE: **Immediate**

ISSUE: **Revision of Teaming Service Definition and Billing**

The purpose of this Technical Assistance Bulletin is to announce revisions to the definition, service parameters, and billing methodology for teaming activities as a reimbursable service within the WV Birth to Three System. The requirements of this TA Bulletin are effective immediately for any teaming service provided after May 9, 2008.

Definition:

The purpose of Teaming in WV Birth to Three is to provide a process for: a) members of the multi-disciplinary evaluation team to come together for the purpose of determining a child's eligibility; or b) for members of the child's early intervention team to assist the family in the design and evaluation of appropriate outcomes, strategies and services as needed to address their child's unique developmental delays.

Team members are responsible for assuring that all service decisions, including intensity and frequency, are based on peer-reviewed research; are designed to promote the child's development; utilize existing resources available to the family; are necessary to assist the child/family to make progress toward achieving identified outcomes, and are not duplicative in nature.

Service Parameter:

A WV Birth to Three Teaming service is reimbursable for each individual's participation in the initial, six-month, and annual service plan reviews, in order to complete development and required review and evaluation of the outcomes and strategies of the service plan and other requirements under Part C of IDEA. The Teaming service is also reimbursable when the team member participates in review of the service plan during the required face-to-face transition planning meeting, or to complete required child outcome measurements, or to participate in the child's IEP meeting, when invited, if that meeting occurs before the child's third birthday.

In addition to the required teaming processes under Part C of IDEA, WV Birth to Three will reimburse for up to 4 units of teaming service for a member of the child/family's evaluation/assessment or IFSP team per six month segment of the IFSP, for the purpose of jointly problem solving intervention strategies with another team member and the child's parent. There must be documentation in the child's record as to why the problem-solving meeting was needed to address a concern that cannot wait until the next scheduled plan review. No additional units of teaming will be reimbursed.

This problem-solving teaming service could count as a delivered service of the same service type that was called for the week the teaming was conducted. For example, if the child/family had an IFSP that called for a service (i.e. physical therapy) that was already scheduled for that week, and the physical therapist (PT) participated in a teaming session with another team member and the parent, that week, the IFSP commitment can be considered to have been met. As always, parents may choose to waive another scheduled visit when required teaming meetings are scheduled. Parents should be offered that

option. If the parents choose to have the required teaming take the place of an otherwise scheduled service, each practitioner or service coordinator whose service was waived, is responsible for clearly documenting such in the child's educational record.

Not Covered:

WV Birth to Three Teaming service is not reimbursable for the purpose of training another professional. WV Birth to Three is very committed to service delivery that promotes the empowerment of families and demonstrates coordination across disciplines. We recognize that learning to support the development of infants and toddlers and understanding how to share professional expertise with parents and other team members requires a commitment to ongoing professional growth on the part of enrolled practitioners and service coordinators. In addition to opportunities available through various professional organizations, the WV Birth to Three Regional Administrative Units (RAUs) are available to coordinate with practitioners in their regions in order to facilitate sharing of expertise among professionals. If you have questions about this, or would like to suggest and/or provide topical sharing opportunities, please contact your RAU or your regional State Technical Assistance Specialist.

Qualified Practitioner or Service Coordinator:

WV Birth to Three Teaming service must be provided by an appropriately-qualified practitioner or service coordinator, as enrolled through the WV Birth to Three Central Finance Office.

Service Reimbursement Methodology:

Reimbursement is based on a 15-minute unit, when service is provided directly to the child's parent, in conjunction with other members of the evaluation and/or early intervention team for the purposes of carrying out activities as defined in this TA Bulletin.

Reimbursement for time spent in required teaming meetings is limited as follows:

Initial Eligibility/IFSP Team Meeting:	Up to 6 units
Six-Month and Annual IFSP Meeting:	Up to 4 units each
Face-to-Face Transition Meeting	Up to 4 units
IEP Meeting, when invited by family:	Up to 4 units
Completion of Child Outcome measurement:	Up to 4 units
Additional Problem Solving Team Meeting:	Up to 4 units per each 6 month segment of the IFSP

Please Note: **The limits set in this policy are effective immediately.** Beginning June 1, 2008, the SPOE data system will be revised to accept separate authorizations for each teaming service, for each team member. When that change occurs, teaming will no longer auto-generate with other service codes. Further guidance will be provided prior to that date in regards to how the transition will be made to the new authorization process.

Payment will continue to be based upon service type and location, as identified in the WV Birth to Three Service Rates document (available on the Central Finance Office website).

Documentation:

The Teaming service is to be documented on the WV Birth to Three Teaming Activity Note, including the name and signature and the actual start and stop time for each participating practitioner and service coordinator. Each team member is responsible for assuring that the Teaming Activity Note accurately reflects the reason for the teaming event, discussions and decisions, and time spent. Documentation of the service activity must be submitted to the child's record at the RAU prior to billing for the service.