



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

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ISSUE: WV Birth to Three Training and Technical Assistance System

Each state participating in Part C of the Individuals with Disabilities Education Act (IDEA) must establish and maintain a Comprehensive System of Personnel Development (CSPD). The WV Birth to Three Training and Technical Assistance System is a component of the CSPD that addresses the training and personnel development of individuals providing services to infants and toddlers with disabilities and their families in West Virginia. Ongoing training and technical assistance is provided through regional training opportunities, video conferencing, conference calls, list serves, Technical Assistance Bulletins, and email correspondence. Additionally, WV Birth to Three employs four regional Technical Assistance Specialists who are available to provide direct technical assistance to practitioners.

Regional Training Opportunities

WV Birth to Three offers a variety of topical trainings within the eight Regional Administrative Unit (RAU) geographic areas. Certificates of attendance, documenting the number of contact hours received, are issued at the conclusion of each training session. In order to receive a certificate of attendance, participants must: (1) attend the entire session (must arrive not more than 30 minutes after the start time and not leave the session early without obtaining prior approval from the trainer); (2) when indicated, bring the required materials to the training session. Required materials for topical training sessions are to be downloaded and reviewed prior to the training. It is the responsibility of each participant to submit the Documentation of Annual Professional Development Hours form as part of the initial or annual re-enrollment process, and to maintain copies of the certificates within your own personal files as verification of attendance. Participants will register for topical training sessions through the WV Birth to Three website at www.wvdhhr.org/birth23. Attendance is limited for most sessions. Participants who have registered for a session and then are unable to attend, are responsible for calling and/or emailing the state office immediately, since others may be on a wait list for the session. Individuals who repeatedly "NO-SHOW" for sessions may be prevented from registering for future training sessions.

In the case of inclement weather, it is the policy of WV Birth to Three to cancel any scheduled training. All WV Birth to Three scheduled training will be cancelled when the school system in the county in which the training is to be held is closed due to inclement weather. A two-hour delay will not delay or cancel scheduled training. For two-day trainings, the following policy applies: If WV Birth to Three must cancel the first day, the second day will also be cancelled. If the second day must be cancelled, participants will be notified of the next available training date and will be given first priority in registration. Participants will be notified by phone and email for all cancellations if possible.

Topical Conference Calls

WV Birth to Three offers topical conference calls of interest to direct service practitioners and service coordinators. WV Birth to Three topical conference calls are announced on the WV Birth to Three website at least two weeks in advance of scheduled calls. Typically there is no pre-registration for conference calls. Roll call will be taken at the beginning and end of the call in order to verify participation. Participants who call in after roll call has been taken will be able to listen in on the call but will not be awarded a training certificate. Participant materials will be available on the WV Birth to Three website prior to the first conference call on the topic.

Technical Assistance Bulletins

WV Birth to Three provides ongoing policy clarification and technical assistance to the field through the release of Technical Assistance Bulletins. Technical Assistance Bulletins can be found at www.wvdhhr.org/birth23/techasstbulletins.asp. Each practitioner in the WV Birth to Three System has a responsibility to visit the WV Birth to Three website frequently for updates. Questions may be directed to the regional Technical Assistance (TA) Specialist that serves your geographical area. For contact information for the TA Specialist for your region, please refer to http://www.wvdhhr.org/birth23/maps/TA_Map.pdf.

Email Correspondence

WV Birth to Three periodically issues email correspondence to the field from the State office on important issues, policy clarifications, and upcoming training opportunities. The statewide email system utilizes each practitioner and/or payee's current email address as listed with the WV Birth to Three Central Finance Office (CFO). It is preferred that individuals enrolled through larger Payee agencies, each have their unique email address in order to assure access to timely information. For questions regarding the content of an email, please contact your Regional Technical Assistance Specialist or the person identified in the email. Do not reply directly to the email correspondence. Note: Many Spam and anti-virus software programs automatically consider emails with large recipient lists as junk mail. If your email address is current and you are still not receiving the email correspondence, please contact your Internet Service Provider who can assist you in resetting your account to accept all email correspondence from the WV Birth to Three email address which is wvbtinfo@wvdhhr.org.

WV Birth to Three State Staff

WV Birth to Three state staff are available to answer questions regarding practice, policy and procedure, or other concerns. The WV Birth to Three website provides a full listing of state staff and their respective areas of specialty, along with telephone and email contact information. Included in the state staff listing are four regional Technical Assistance Specialists, each of whom focuses on supporting the enrolled practitioners and RAUs in their designated regions.

Central Finance Office

Questions regarding enrollment or re-enrollment updates, service directory listings, email address listings, or billing/claims submission should be directed to the WV Birth to Three Central Finance Office, operated by Covansys, Inc. The toll free telephone number is 1-800-866-639-2916 ext. 1.

WV Birth to Three Website

In addition to information referenced above, the website provides links to local, state and national resources that are important to enrolled service practitioners and service coordinators.