



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

DATE: **February 1, 2010**

ISSUE: **Revisions to the Recruitment and Enrollment Process to Meet Service Coordination Unmet Needs**

On June 1, 2008, WV Birth to Three opened enrollment for Ongoing Service Coordinators in targeted counties. WV Birth to Three wanted to ensure the availability of service coordination in the targeted counties, by coordinating enrollment through service coordination payee agencies, while piloting the new enrollment policies and procedures. After review of the pilot project, WV Birth to Three will continue to enroll Service Coordinators for targeted counties through approved service coordination payee agencies and will not be opening enrollment to independently-enrolled Service Coordinators.

Service Coordinators who enroll through service coordination payee agencies will continue to be required to complete the following prior to enrollment: 1) meet the entry-level personnel standard for Service Coordinator; 2) complete all required entry-level training; and, 3) successfully complete the WV Birth to Three competency test for Service Coordinators.

This TA Bulletin replaces the previous TA Bulletin dated June 1, 2008. For information on targeted counties and service coordination payee agencies, please contact the WV Birth to Three Technical Assistance Specialist for your region (see website for listing).