



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: November 1, 2012

ISSUE: **WV Birth to Three Training and Technical Assistance System –
Updates on New Efforts to Better Meet the Professional Development Needs of the
Field**

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 face-to-face training, and a variety of E-Learning opportunities. Additionally, WV Birth to Three employs four regional Technical Assistance Specialists who are available to provide direct technical assistance to practitioners.

WV Birth to Three recognizes the need for diverse professional development opportunities within the system from supporting newly enrolling professionals, informing the field of policy and procedures, increasing the knowledge of practitioners in evidence-based practices, and supporting the needs of specific disciplines to be able to network to share information and expertise. WV Birth to Three also recognizes the increasing cost to the field to take time away from providing services to children and families to travel to obtain training.

WV Birth to Three is expanding the use of technology to ensure that every practitioner, no matter if they are new to the system or needing to further their skills, have access to quality training and technical assistance in a timely and efficient manner.

REGIONAL TRAINING OPPORTUNITIES

Topical Training

WV Birth to Three will continue to offer a variety of face-to-face topical trainings across the geographic areas of the State. These trainings will be focused mostly on evidence-based practices and may require participation in a learning Community of Practice to assist participants in the implementation of the evidence-based practice. Participants who arrive 30 minutes or more late for the training/meeting will be allowed to attend but will not be eligible for a certificate of attendance.

Regional Birth to Three Meetings

WV Birth to Three will begin hosting a series of Regional Birth to Three Meetings focusing on implementation of the new Federal requirements under Part C of IDEA, WV Birth to Three policy and procedure and to support implementation of evidence-based practices. These meetings are also an opportunity to bring community partners together to share information and to problem solve how best to work together in addressing the needs of children and families within the region. Participants who arrive 30 minutes or more late for the training/meeting will be allowed to attend but will not be eligible for a certificate of attendance.

Registration

Participants will register for topical training/meetings through the WV Birth to Three website at www.wvdhhr.org/birth23. When indicated, required materials for topical training sessions are to be downloaded and reviewed prior to the training. Participants who have registered for a regional face-to-face session/meeting 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.

Inclement Weather Policy

In the case of inclement weather, it is the policy of WV Birth to Three to cancel any scheduled face-to-face training/meeting. A WV Birth to Three scheduled training/meeting 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/meeting. 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.

E-LEARNING OPPORTUNITIES

Web-Based Training

WV Birth to Three will begin to offer topical self-paced web-based training. Each course will have a facilitator/coach who will assist participants with technology issues, content questions, links to additional resources, and moderation of the discussion board. If available, individuals who would like additional support in implementation of evidence-based practices discussed within the web-based training may join the corresponding Community of Practice. As web-based training becomes available, courses will be posted on the WV Birth to Three website.

Topical Webinar/Conference Calls

WV Birth to Three will continue to offer topical webinar/conference calls of interest to direct service practitioners and service coordinators. These webinar/conference calls not only provide the participants with information but are highly interactive and engaging. WV Birth to Three topical webinars/conference calls are announced on the WV Birth to Three website at least two weeks in advance of scheduled webinars. Participants must register and download training materials in advance of the webinar/conference call. There may be times when participants are asked to review materials or complete activities in advance to prepare for the webinar/conference call. Participants who arrive more than 15 minutes late for the webinar/conference call will be able to listen in on the call but will not be awarded a training certificate.

Professional Networking Sessions

WV Birth to Three will begin hosting, on a quarterly basis, discipline specific professional networking sessions via webinar. Each session will be conducted by a professional from the respective discipline who has agreed to share and lead a guided discussion on the chosen topic for that quarter. Sessions may focus on new assessment tools, report writing, IFSP outcomes, evidence-based practices, specific disabilities etc. WV Birth to Three contact hours will be available for attendance. As networking sessions become available, they will be posted on the WV Birth to Three website.

WV Birth to Three Contact Hours

Certificates of attendance, documenting the number of contact hours received, will be issued at the conclusion of each training/meeting and webinar. It is the responsibility of each participant who attends the above professional development opportunities 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 his/her own personal files as verification of attendance.

TECHNICAL ASSISTANCE

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.

Tip of the Week

WV Birth to Three provides a Tip of the Week link with helpful suggestions for meeting your obligations in providing quality early intervention services. Tips will cover a variety of topics such as: organization skills, new resources, or evidence-based practices. Visit <http://www.wvdhhr.org/birth23/tipoftheweek.asp> to access the Tip of the Week.

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 ensure access to timely information. For questions regarding the content of an email, please contact your Regional TA 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 dhhrwvbtinfo@wv.gov.

WV Birth to Three State Staff

WV Birth to Three State staff is 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 TA Specialists, each of whom focuses on supporting the enrolled practitioners and Regional Administrative Units (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 under contract by Covansys, Inc. The toll free telephone number is 1-800-866-639-2916 ext. 1 for billing questions and extension 2 for enrollment questions.

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 including state and regional training and web-based training opportunities.