



**Interim Service Coordinator**

# WVBTT

## Service Coordination Roles and Responsibilities



**Ongoing Service Coordinator**

Is employed at the  
Regional Administrative Unit (RAU)



### DEFINITION

Has a dedicated role  
on a family's team

Helps a family to navigate the  
system from referral to the  
initial IFSP



### ROLE

Assists the family with  
the initial IFSP and  
implementation of the IFSP

Welcomes a family into the  
WV Birth to Three System



### FAMILY

Identifies and resolves  
any conflicts for the family

Provides notices  
and obtains consents



### INTER DEPENDENCY

Notifies, consents, facilitates  
monitoring, and review and  
modification of IFSP

Facilitates  
evaluation/assessments  
for eligibility and initial IFSP  
development



### PARTNERSHIP

Facilitates annual eligibility,  
Coordinates with team and other  
community partners to  
implement family strategies

Transitions family to  
Ongoing Service Coordinator  
and other providers



### TEAM

Links family to  
community supports



### SUCCESS

Facilitates transition from  
WVBTT to Part B, Head Start or  
other programs.