



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: **December 15, 2008 (Revision December 5, 2022)**

ISSUE: **Elective Practitioner Disenrollment Process**

When a practitioner/service coordinator makes the decision to discontinue practicing in the WV Birth to Three System, to leave in good standing, there are transition activities that need to be taken to assure a smooth transition for children and families. If these transition activities are not completed prior to disenrollment, WV Birth to Three will not accept any future request for re-enrollment. *It is highly recommended that practitioners and service coordinators provide at least a 30-day notice of your disenrollment to Gainwell Technologies.*

- 1) If you are a direct service practitioner, contact the service coordinator for each child that you have current authorizations for. Notify the service coordinator that you will be leaving the system and request that the service coordinator assist the family in selecting your replacement. *A Practitioner Confirmation Form must be completed for each of the new practitioners.*
- 2) Service coordinators are required to assist families that you have current authorizations for with the selection of another service coordinator. If you are enrolled as an independent service coordinator and are unable to reach families, you will need to contact the RAU at least five calendar days before you exit the system so the RAU may follow-up with your families. If you are employed by a service coordination agency, the agency is responsible for assisting you in transferring your families to a new service coordinator. *A new Practitioner Confirmation Form must be completed for each new service coordinator.*
- 3) All practitioners/service coordinators must contact the Regional Administrative Unit(s) and the Regional Technical Assistance Specialist(s) for the regions where you provide services with the effective date of your disenrollment.
- 4) All practitioners/service coordinators must notify Gainwell Technologies, in writing, of their disenrollment date. You may notify Gainwell via email at: wvbtttenroll@gainwelltechnologies.com.
- 5) All documentation for services that have been provided to eligible children and families must be uploaded to the WVBTT Online child library before your effective disenrollment date.
- 6) Any assistive technology, which was purchased for loan to families, stored at your place of business must be returned to the WV Birth to Three State Office or the Regional Administrative Unit closest to you.

- 7) Billing for services must be completed prior to your disenrollment date. *Documentation of the service must be present in the child's early intervention record prior to billing or payback will be required.*
- 8) All clinical notes of services provided to eligible children and families in your possession must be stored in a confidential, locked location, and maintained for five years after the date of service, for reference in the event of a financial audit. At the end of five years, clinical documentation must be destroyed by shredding or burning.
- 9) Practitioners who leave the system in good standing will be required to attend “*Orientation to WV Birth to Three*” and complete all initial enrollment requirements to reenroll. There are no exceptions.

If you have any questions or need assistance in transitioning children on your caseload, please contact your Regional Technical Assistance Specialist or email: dhrwvbt@wv.gov.