



PRIMARY COACH ACTUAL START DATE GUIDANCE FOR WISCONSIN'S BIRTH TO 3 PROGRAM

Birth to 3 Programs are required to provide services to families as outlined on the [F-00989P Individualized Family Service Plan \(IFSP\)](#). The Wisconsin Department of Health Services (DHS) defines timely as “within thirty days of the IFSP meeting.” This guidance is in regard to all services provided by the primary coach when the Evidence-Based Practice of Primary Coach Approach to Teaming in Natural Environments (PCATT) is implemented.

All children in the Birth to 3 Program have services offered based upon the IFSP outcomes. When implementing the PCATT, a county Birth to 3 Program offers services, which include the full team, to all families. Each service is provided in an individualized manner. All services offered are provided via a team meeting.

Provision of Birth to 3 Program services is expected within thirty days of the IFSP via the method(s) listed on the [F-00989L IFSP Summary of Services](#) form. The reasonable interpretation is that the service(s) would be provided through the primary method listed on the IFSP within the 30-day timeline. The primary service method for the primary coach is typically a home visit. With the importance of the primary coach's connection to the family, the home visit is expected to occur within 30 days of the IFSP and is, therefore, the actual start date of service. The actual start date must be documented in the file.

The team meeting, in which a team member representing a service on the child's IFSP attends, may be used as the actual start date of a service for team members **other than** the primary coach. Documentation of the actual start date of all services must be present in each child's file.