# Provider News

Provider Connections
Part C – Early Intervention Credentialing and Enrollment
Funded by the Illinois Department of Human Services

## Provider Introduces Video Podcasts

Provider Connections has developed video podcasts related to the Early Intervention credentialing and enrollment process. These podcasts are intended to assist providers in completing the applications necessary to become either credentialed and/or enrolled to provide services in the Illinois Early Intervention System. Click the links that are provided on the Provider Connections web site, www.wiu.edu/provider connections.

- CBO Instructional Podcast
- EI Credential Podcast

These podcasts provide step-by-step instructions for completing application forms.

- Coming Soon! How to Become a Developmental Therapist

This podcast explains the requirements for Developmental Therapists.

Please complete the survey after viewing the podcasts so we can make improvements.

Questions?? Call Provider Connections at 800-701-0995. ◆

## Common Credentialing Issues

- All CBO enrollment applications must have original signatures.
- Always call after faxing information to us. Central Billing Office (CBO) documents cannot be faxed.
- Always download applications from our website to ensure you have the most current application.
- The Interpreter Search function on our web site can be used to identify if an Interpreter has an "active enrollment status" in the system. If you have taken the bilingual interpreter test(s) and attended the interpreter training but do not have an active enrollment status or have never enrolled in the system, it is still necessary that you complete an enrollment application.
- 240 hours of consultative experience equates to 6 weeks of full time work in the discipline for which you are/want to be EI credentialed with children birth to three with special needs and their families. ◆

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# Things to Know

## Livescan Fingerprint-Based Background Checks

- Use a Livescan vendor listed on the Provider Connections web site.
- Do NOT use a law enforcement agency—they are not equipped to handle the fee transaction.
- Check vendors' web sites for a location near you. Several vendors have mobile units/satellite offices throughout the state of Illinois.
- Take the Fingerprint-Based Background Check Authorization Form with you to the vendor. New applicants will receive the form from Provider Connections.
- Return the completed and signed Authorization Form to Provider Connections after being fingerprinted. ◆

# Credential Search

Provider Connections has a Credential Search feature on its website to allow providers to view information related to their credential. Searches by provider, county, Child and Family Connections office, and credentialed discipline have been available for some time. However, two new features have been added to this search:

1. Once you have searched for the provider(s), click the "Details" link next to each provider name and view specifics regarding their EI credential portfolio. The link, "Print Certificate," on this page, allows providers to print their EI Credential Certificate. This certificate is the same issued by Provider Connections when a provider is initially credentialed or renewing a credential. You must have Adobe Acrobat to print this document.

2. On the same "Details" page, click the link labeled "Central Billing Office Enrollment Data." This contains information regarding with whom the provider is actively enrolled to bill. Additionally, it lists payees that they have previously been enrolled to bill but no longer have active enrollment. ◆

# Interpreter Search

An Interpreter Search has been added to the Provider Connections web site. This search allows people to view a list of bilingual and sign language interpreters that are currently or have been previously enrolled in the EI Central Billing Office to bill. Information provided on each interpreter includes:

- language
- payee/organization and status (active/inactive)
- location and phone number
- completion of Interpreter Training (bilingual only)
- completion of Language Proficiency Examination written and/or oral (bilingual only) ◆

# INTERPRETER NEWS

Compliance with interpreter/translator enrollment has been extended from September 1, 2008 to January 1, 2009. For more information regarding this extension, refer to the memo posted on our web site under the "Important News" section.

If you are a new bilingual interpreter/translator, you must complete the following prior to applying:

- The Early Intervention Systems Training
- The Interpreter Training
- The oral and/or written proficiency exam

Once an individual has fulfilled the requirements listed above, an application can be downloaded from our web site and submitted to our office for processing. Applications can be found under the Enrollment tab of the Provider Connections web site. Make sure copies of all training requirements and exams are attached to the application. All testing and trainings are scheduled through the Illinois Early Intervention Training Program. Visit www.illinoiseitraining.org for more information.

If you are an interpreter/translator currently enrolled and providing services for Early Intervention, you must submit the following to our office by January 1, 2009:

- Certificate of completion from the Interpreter Training
- Certificate of competency in oral and/or written language for which you are enrolled, with testing completed no later than November 1, 2008

Currently enrolled interpreters/translators may fax certificates to our office at 309-298-3066. To see if Provider Connections has received copies of your certificates, refer to the "Interpreter Search" on the Provider Connections web site or contact Carrie Woodside at Provider Connections (800-701-0995). ◆

**Robert Derry**

**Provider Connections**

**Project Manager**

Robert Derry, M.S. Ed, NCC, became involved with the Illinois Early Intervention System in 1997 when the Illinois State Board of Education granted STARNET responsibilities for early intervention credentialing. Rob initially credentialed and enrolled all providers applying to provide services in the Illinois EI System. Rob became the project manager in 1999 when DHS became the lead agency. Rob has worked with children and families through the Illinois Department of Children and Family Services foster care system as well as with youth in mental health crisis centers. In his spare time, Rob enjoys golf and spending time with family. ◆

## Consultation Verification Explanation

Rule 500 states "In order to qualify for a full credential, an individual must complete and document consultation while providing 240 hours of direct services, for which they are being credentialed, to children ages birth to three with special needs and their families." The 240 hours of service must be delivered while being in consultation with a professional in the provider's discipline or Early Intervention service group who has experience working with children ages birth to three with special needs and their families. The 240 hours equates to 6 weeks of full time work with children birth to three and their families. Consultation should not be viewed as the type of supervision provided by a therapist for an assistant (i.e., PT for a PTA). The consultation experience is designed to be a mentoring process by which the consultant advises the provider in Early Intervention service delivery. Therefore, the consultant is not required to be onsite to observe the provider delivering services to infants, toddlers, and/or their families. The consultation should be done in compliance with the professional standards of the individual seeking the credential, as determined and documented by the consultant. Documentation of the 240 hours should be verifiable through the provider's case notes. The Consultation Verification Form found in the EI Credential Application must be used to document the completion of this requirement. ◆

## College Course and Workshop Approval

College courses that have at least one semester hour (15 contact hours) focused on infants and toddlers with special needs may be used to document the four core knowledge areas. In addition, a college course may be applied to the hours required for renewal if the course was taken after the provider's last credential was issued. If the course has been approved for EI hours, it will appear on the "Core Knowledge Course Search" on the Provider Connections web site (www.wiu.edu/providerconnections/training/search.php). If the course has not been previously approved by Provider Connections, the provider must provide official transcripts documenting completion of the course as well as a syllabus to verify the course content. A syllabus dated 2006 cannot be used to document the content of a course taken in 1997. **A syllabus is considered valid only if it is dated within two years of when the course was taken**. All requests for course approval must be directed to Provider Connections. Only Provider Connections issues credit for college courses. ◆

**Provider Connections**
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Office Hours: M-F 8.a.m.–12 p.m. & 1p.m.-4:30p.m.

Provider Connections is closed during the Holiday break December 22, 2008 through January 4, 2009.