Provider News

The Illinois Early Intervention (EI) Clearinghouse Has Moved to the Early Childhood and Parenting Collaborative

Funded by the Illinois Department of Human Services, the EI Clearinghouse at The Early Childhood and Parenting Collaborative (ECAP) will continue to identify, collect, and disseminate research-based and best-practice early intervention information (books, documents, online resources, and videos) for parents, practitioners, and early intervention professionals in the state of Illinois. Library contents will be available through the statewide library system as well as on-site and through the EI Clearinghouse Web site. The range of products produced by the EI Clearinghouse will include easy-to-read print newsletters and resource lists as well as podcasts and RSS feeds. Some materials will be available in Spanish as well as English.

Project Director for the EI Clearinghouse is Dr. Susan Fowler, a nationally recognized scholar in the field of early intervention. ECAP, within the College of Education at the University of Illinois at Urbana-Champaign, is well respected both nationally and statewide for providing information services to parents, families, and early childhood professionals. ECAP has developed and maintained more than two dozen websites in the topical areas of early childhood and parenting since the early 1990s and has extensive experience in outreach to the state's early childhood community, including parents and families, through other projects, most notably the Illinois Early Learning Project (http://illinoisearlylearning.org).

The EI Clearinghouse is now housed at the Children's Research Center in Champaign at the south end of the University of Illinois campus in an area with ample parking. An open house was held on Thursday, November 5.
For more information about the EI Clearinghouse, please visit http://www.eiclearinghouse.org, call the EI Clearinghouse toll-free at 877-275-3227, or email the EI Clearinghouse at Illinois-eic@illinois.edu. ◆

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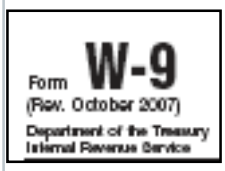
W-9 Questions Regarding LLC-Disregarded Entities



When providers complete the enrollment/credentialing packets from Provider Connections, they must complete the W-9 Request for Taxpayer Identification Number and Certification as part of the packet. The enrollment packet gives guidance on completing the form and the W-9 itself has good instructions. One interesting piece, that is not well known, is that the provider who registers his/her business as an LLC (Limited Liability Company), Disregarded Entity, must use the owner's name attached to either their Social Security Number or the owner's name attached to an EIN (Employer's Identification Number).

The rules behind LLCs are established by each governing state, not the IRS. If a provider chooses to establish an LLC, there are three options: Disregarded Entity, Corporation, and Partnership. A provider should consult a tax accountant to determine the best situation when setting up a business or even as a self-employed individual. Many providers wish to protect their social security number from the public. This is well understood given the times in which we live. However, Early Intervention providers need to understand the payment procedures mandated within the State of Illinois. These facts pertain only to payments from the State of Illinois/Illinois Office of Comptroller. Again, we request a provider to consult a tax accountant for more specific business/tax guidance

The instructions within the W-9 indicate that owners must list their legal name on the first line (matching their federal tax return) and their business name on the second line. Then, they complete the address information. In **Part I** of the W-9 application the provider enters the tax ID number. If the provider is an LLC-Disregarded entity, the Taxpayer Identification Number may be either the owner's Social Security Number or the owner's EIN. The owner's EIN (if not using the social security number) must be one that is registered to the owner's name not the business/entity name. For the Illinois Office of Comptroller to pay a provider who is registered as an LLC Disregarded entity, the EIN must match the individual, not the business. Payments are made out to the individual, rather than the business name. If a provider applies for an EIN under a business name and lists that EIN on their W-9, the Illinois Office of Comptroller cannot issue payments to that provider or business because the W-9 is not filled out correctly. The instructions of the W-9, page 3/Part I. Taxpayer Identification Number (TIN) explains:

"If you are a single-member LLC that is disregarded as an entity separate from its owner (see Limited liability company (LLC) on page 2), enter the owner's SSN (or EIN, if the owner has one). **Do not enter the disregarded entity's EIN**." ◆

Western Illinois University's Center for Best Practices in Early Childhood Education was awarded the Provider Connections contract for FY10, beginning its 12th year of credentialing/enrollment for the Illinois Department of Human Services Bureau of Early Intervention.

Things to Know
"Provider Handbook"

The revised provider handbook entitled "Early Intervention Service Descriptions, Billing Codes and Rates" is now available. Please review this document thoroughly. Most of the information found in this document is not new. However, it has been clarified based upon 89 Illinois Administrative Code 500 and multiple informational notices that have been released since the last revision, which was March 2004. Although this document is considered the "Provider Handbook," all Child and Family Connections (CFC) staff are required to know this document and function based upon the information found in this document, as well as the information found in the CFC Procedure Manual. **Beginning September 1, 2009 all Providers and CFC staff (where applicable) will be monitored based upon the required policies, procedures and guidelines that are found in this document**. This document can be downloaded in its entirety from Provider Connections' website at http://www.wiu.edu/providerconnections/ ◆

Are You Actively Providing Services?

Are you aware that Early Intervention has a process in place to inactivate providers who are not actively providing services? Rule 500 directs the Department of Human Services to terminate a provider's enrollment and/or credential for failure to bill for services for more than 12 consecutive months.

Provider Connections periodically receives information from the Central Billing Office, which includes provider names and the payee for which they have had no activity for at least twelve months. Provider Connections identifies the provider to check his or her payee status. If the provider is currently enrolled for more than one payee, only the payee for whom the Central Billing Office has indentified is inactivated. If the provider is only enrolled for the one payee noted from the Central Billing Office then the credential of the provider is also placed on inactive status. Providers cannot hold an active credential without current enrollment with the Central Billing Office. Provider Connections will notify all providers/agencies of their inactivation status. Notifications will indentify the payee name and tax identification number along with the discipline for which the provider is credentialed (i.e., PT for Physical Therapist).

A provider whose credential is terminated, but the credential expiration date is still valid, only needs to submit the Central Billing Enrollment application to re-activate their credential. The credential expiration date will remain the same. All credential renewal requirements will need to be met as usual. Providers are not responsible for documenting OPD meetings during the terminated credential period. If the credential expiration date passes, providers have one year to re-activate the credential by meeting renewal requirements. This will include submitting a CBO enrollment application with all renewal materials. After one year, applicants will be applying as new providers and required to meet any new credential criteria, if applicable. ◆

Did You Know ……You can receive early intervention updates by subscribing to the RSS Feed for Updates on Provider Connections' website.

Provider Connections Video Podcasts

New instructional videos are available on the Provider Connections' website. The *Evaluation and Assessment* podcast explains what is necessary for receiving the Evaluator credential. Also available is a brief video about the Department of Human Services and its role in Early Intervention.

If you prefer to download the podcasts rather than viewing them directly from the website, they are now available in downloadable format. Go to http://www.wiu.edu/iTunesU. Click Public/Guest Login. This will launch the iTunes application. Select Explore Western. Under College of Education and Human Services is a link to Center for Best Practices in Early Childhood Education/Provider Connections. Select this link. This will allow you to download individual podcasts or subscribe to podcasts as they are added.

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

Common Credentialing Issues

- New applicants will receive a fingerprint form from Provider Connections after his/her application has been reviewed and all requirements have been met.
- Fingerprint forms are available in the renewal application download. Fingerprints do not need to be completed prior to sending in your renewal application.
- Please take your fingerprint form with you to the live scan vendor of your choice. Electronic results are sent to Provider Connections.
- The renewal application should reach Provider Connections 60 days prior to your inactive date, we do not accept renewal applications more than 90 days in advance.
- We do not accept CANTS forms without a renewal application. Please do not send them separately. ◆

Carrie Woodside

Carrie Woodside, Enrollment Specialist
Carrie Woodside has been with the Provider Connections team since July of 1999. Her primary responsibilities are to oversee and process the Central Billing Enrollment applications for both new providers and those adding or changing information. Carrie first became involved in the Early Intervention System in 1997 when her son was diagnosed with a severe language and developmental delay. Since then she has been actively involved in his treatment and therapy. She currently serves on an oversight committee for one of the state's 11 Parent Mentor programs. Carrie has been married to her husband Chris for 21 years and is the mother of three sons, Mitchell 19, a freshman at Western Illinois University, Maverick 17, a junior in high school and Marshall 13, a seventh grader in middle school. Carrie's spare time is spent watching her boys play football, basketball, track, and Special Olympics. ◆

Provider Connections
Center for Best Practices in Early Childhood Education
Western Illinois University
1 University Circle
Macomb, IL 61455
Phone: (800) 701-0995
Fax: (309) 298-3066
Office Hours: M-F 8 am – 12 pm & 1 pm - 4:30 pm
(Excluding Holidays & University Closures)

Provider Connections Staff Members

Joyce Johanson

Asst. Director/Center for Best Practices

Robert Derry
Project Coordinator
re-derry@wiu.edu

Lynn Johanson
Credentialing Specialist
ls-johanson@wiu.edu

Carrie Woodside
Enrollment Specialist
cl-woodside@wiu.edu

Amy Betz
Background Check Specialist
aa-betz@wiu.edu

Janet Bond
Credentialing Assistant
js-bond@wiu.edu

http://www.wiu.edu/providerconnections

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Provider Connections is closed during the Holiday break December 24, 2009 through January 4, 2010.

Interested in getting paid while earning your master's degree?

Preparing Relationship-based Early Intervention & Early Childhood Special Education Personnel: *PREP II Project*

PROGRAM DESCRIPTION

The Early Childhood Special Education (ECSE) program in the Department of Special Education at the University of Illinois at Urbana-Champaign has been awarded federal funding (PREP II Project) to support students interested in earning a **master's degree,** with an emphasis on working with young children, ages birth to six, with disabilities and their families. This is a 2 year full-time program of study on the Champaign-Urbana campus. There are no online courses at the present time. Interested individuals should apply to the graduate program in the Department of Special Education.

Deadline for receipt of admission applications:

November 15, 2009 for enrollment beginning Spring 2010 semester

April 1, 2010 for enrollment beginning Summer or Fall 2010 semesters

For more information about the application process and admission deadlines, visit: **http://education.illinois.edu/sped/AdmissionsMasters.html.**

If accepted into the program, funding consists of a traineeship stipend, a tuition waiver, and waiver of some fees. Funding is limited and awarded on a competitive basis. Attached to this funding is a **service obligation** to be fulfilled after completion of the degree.

FOR MORE INFORMATION

Contact Mary-alayne Hughes, Project Director, mahughes@illinois.edu◆

Provider Connections

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

Postage

Center for Best Practices in Early
Childhood Education
Western Illinois University
1 University Circle
Macomb, IL 61455

http://www.wiu.edu/providerconnections/