Provider Connections vol. 5 Fall 2010

Provider News

Provider Connections Instates Fee for Duplicate Documents

The Statewide budget reductions impact everyone, including Provider Connections. As a result, on January 1, 2011, Provider Connections will implement a $10 fee for copies of information found in the provider credential file. The fee will not be assessed due to misspellings or errors made by Provider Connections if the request is made within 30 business days of the document(s) being issued.

Prior to the implementation date, the Provider Connections website will contain a link to the form providers should use to request duplicates of documents such as background checks, ongoing professional development meeting documentation, portfolio checklist, and certificates of continuing education. Providers are reminded that copies of their EI Credential may be printed free of charge from the Provider Connections website by using the Credential Search feature and clicking "Details" of the provider's record.

Reducing budgets without reducing services is a dilemma and, like many organizations across the state, Provider Connections has had to reduce its 2010-2011 operating budget to adjust for the reduction in grant monies received from the State of Illinois. The decision to charge a coping fee was not made lightly. Thank you for your understanding.◆

Keep Your Email Address Current

Because of the speed and cost efficiency of electronic communication, many times Provider Connections will communicate with a provider via email. Providers list their address on the credential application when applying for or renewing their credentials. If your email address changes, you should get in touch with Provider Connections so your contact information can be updated. No paperwork is needed. You can simply call Provider Connections, mail a memo, or fax a message noting your new email address. ◆

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Payee Agreements

Provider Connections continues to collect the newest payee agreement from individual providers and agencies that provide early intervention services. If you have not sent the payee agreement that was introduced in July of 2009, please take time to print the agreement from our website and submit it to Provider Connections. The Department of Human Services requires that all providers have the newest agreement on file. All payee agreements sent to Provider Connections must include all 6 pages of the agreement. Agreements that are missing pages 2-5 will be returned to the provider. If you have questions concerning the payee agreement or would like to verify that we have received the newest agreement from you, please contact our office. ◆

Updating a Temporary Credential

In order for a provider to update a temporary credential to a full credential, Provider Connections needs two forms of documentation. First, the Consultation Verification Form must be completed in full with the signatures of both the provider and the supervisor. Secondly, providers must submit the Ongoing Professional Development Plan Documentation Form to verify their monthly meetings with another EI Provider. Please note that a signature is required next to each meeting date listed. A line drawn down the page or the word "same" on subsequent lines will render the document invalid. These two forms are not required to have original signatures, therefore a photocopy can be mailed or the document can be faxed to the Provider Connections office. ◆

Attention Speech Language Pathologists with Temporary Licenses:

Please remember that once you have received your Speech Language Pathologist License from the Illinois Division of Financial and Professional Regulation, you must update your Early Intervention credential from Speech Language Pathology Assistant to Speech Language Pathologist. This requires the first page of the Application for Illinois Early Intervention Credential, a copy of your Speech Language Pathologist license, and a Central Billing Office (CBO) Enrollment application. ◆

Did You Know. . .

New Evaluator portfolio applications are only reviewed on a quarterly basis: January 1, April 1, July 1, and October 1.

The average result notification is 4-6 weeks.

New to Early Intervention?

When submitting an application for an Early Intervention Credential, please remember we must have the certificate of completion from the training program, not the online printout of the training. The printout does not have the applicant's name. The certificate is sent via email in 1-2 weeks. Please check your spam or junk mail folders. If you have not received your certificate within 2 weeks, please contact the Early Intervention Training Program at 866-509-3867 ext. 258 or 253.◆

For training opportunities please visit:

The Illinois Early Intervention Training Program

http://www.illinoiseitraining.org

Background Checks

Three background checks are done on credentialed providers: 1) The Fingerprint-Based Background Check, 2) The Child Abuse and Neglect Tracking System (CANTS), and 3) Sex Offender Registries.

Fingerprint-Based Background Checks need only be done once for Early Intervention. Your renewal notice will tell you if we have your fingerprint results on file. Please use approved vendors for the livescan process. **Do not go** to police stations because most police stations are not equipped to handle the fee transaction, so results are not received. Please fax or mail the Fingerprint-Based Background Check Authorization Form so we have the Transaction Control Number to track results.

The CANTS background check done by the Department of Children and Family Services must be completed **each** credential period. This can take 6-8 weeks for processing and must be submitted with the renewal application. Do not send only the CANTS check. It must come with the completed application or it will be returned.

You do not need to do anything for the Sex Offender Registries. Provider Connections staff will complete these checks. ◆

Leaving EI/Changing Employers?

If you are a provider who is leaving an agency to work independently or to work for another agency you must notify our office. The Department of Human Services policy requires you notify Provider Connections when you terminate employment with an EI agency. This procedure works as a safeguard for both the provider and the agency. Documentation should indicate your name, your last date of employment with the agency, your signature, and the date. Inactivation letters may be faxed or mailed to Provider Connections. If you are no longer working as an individual provider, follow the same process. ◆

New! For Providers!

From the Early Intervention Central Billing Office:

Go GREEN! Go PAPERLESS!
SAVE TREES!
Illinois Early Intervention providers

Please call 1-800-634-8540 and ask that your weekly (PCS) Provider Claim Summary be e-mailed to you electronically.◆

Common Credentialing Issues

- The Credentialing process takes 6 to 8 weeks. The Central Billing Office process will take an additional 7 to 10 days from the date the credential is issued.
- The Search feature on the Provider Connections website makes it convenient for you to check the status of your application.
- Failure to submit all appropriate pages and signatures on the CBO enrollment application is the most common reason this application must be returned to providers for corrections. Please follow the instructions, printed on pages 2-4 of the application, which take you through the document page-by-page, citing precisely what needs to be completed on each page. ◆

Janet Bond

Janet Bond, has a Bachelor of Arts degree from Western Illinois University. She has over 20 years of experience working with technology and young children. Janet shares her time as Provider Connections Credentialing Assistant and STARNET Regions I and III Research Associate. Her duties at Provider Connections include developing podcasts, creating and editing the Provider Connections Newsletter, and managing a database of coursework that has been approved to meet the requirements for Early Intervention. Janet maintains the filing system for State and out of state Institutions for which coursework has been documented. Additionally, she provides technical support on the credential and enrollment process, manages the internal budget, and provides office support. Janet has worked with the Center for Best Practices since 1989 and has been a Provider Connections staff member since 2007. Janet enjoys traveling and spending time with her children and grandchildren.◆

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Questions or Concerns ?
Please Call Provider Connections' Toll Free Number
800- 701-0995

http://www.wiu.edu/providerconnections

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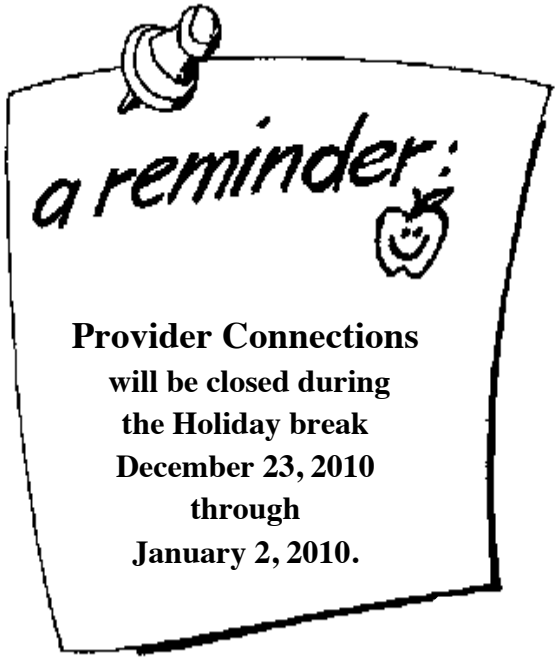
Consultation Verification

In order to qualify for full credential status, an individual must complete and document 240 hours* of professional experience while being in consultation with a professional qualified to provide consultative feedback regarding the provision of direct Early Intervention services for which they are being credentialed. However, those providers who have attained all or part of the 240 hours as the result of a practicum or internship experience while students in EI approved university programs such as the Erikson Institute, Elmhurst College or the University of Illinois at Urbana-Champaign can use these experiences toward fulfillment of this requirement. In addition, providers who have provided Early Intervention Services in their discipline in states other than Illinois can use that experience to fulfill the Illinois EI requirement.

* 120 hours for DT Vision Specialists, DT Hearing Specialists, or DT Orientation and Mobility Specialists.◆



Postage

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