Provider Connections vol. 7 Fall 2011

Provider News

Qualifying Degrees for Developmental Therapists and Service Coordinators

Developmental Therapists and Service Coordinators are not required to hold a professional license in the State of Illinois to be EI credentialed. As a result, specific educational requirements have been instituted and included in the language of EI Rule 500. The first requirement is a qualifying degree. However, if a person possesses a qualifying degree, it does not necessarily imply that they also satisfy the four core knowledge areas requirements or formal training on an approved EI global assessment tool. The four core knowledge areas consist of knowledge bases concentrating specifically on children, ages birth to three, with special needs and their families: typical and atypical development, assessment, intervention strategies, and working with families. To be eligible for credit, a college or university course must have focused its instructional content on birth-to-three population for a minimum of fifteen class hours (1 semester hour). It takes two semester hours or thirty class hours or thirty approved workshop hours to document completion of each core area. Because every university department devises its own particular mission in serving its students, offered courses may or may not meet the minimum core area requirements for credit. A list of approved university courses can be found by choosing "Core Knowledge Course Search" on the Provider Connections website homepage. ◆

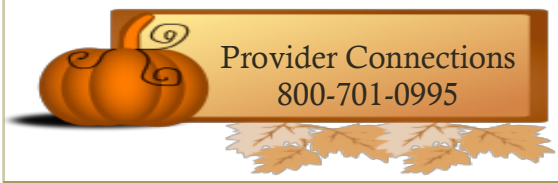
Changes? Send the Correct Forms!

Provider Connections creates documents in PDF files (portable document format). We have created these PDF files so that providers who need to make changes will download all the forms that are required for Provider Connections to process the changes. It is important that providers complete and send all the forms that are included in the PDF file. For example, when you download the PDF file for a name change, it includes the EI Service Matrix form and the W-9 Form (Request for Taxpayer Identification). You must fill out and mail both forms to Provider Connections to complete a name change. Additional PDF files are available to download for specific changes. Should you have questions on what forms are necessary, please contact Provider Connections at 800-701-0995. ◆

EI Continuing Professional Education Authenticity Page 2	Changes in Credit Request Process Page 3	In the Spotlight Joyce Johanson Page 5

EI Continuing Professional Education Authenticity

Provider Connections recently observed documentation of continuing professional education that had been altered and edited to misrepresent completion of trainings. Such unprofessional conduct is a violation of EI Rule 500 section 500.60, Provider Qualifications/Credentialing and Enrollment. Because Provider Connections partners with the EI Training Program and other state agencies, safeguards have been established to determine the authenticity of documentation submitted for EI credentialing and renewal purposes. If submitted documentation is found to be fraudulent, altered, or edited to misrepresent completion, the result may be termination of the provider's credential and enrollment. Although most providers submit legitimate materials for credentialing, there are systems in place to maintain the integrity of the EI credentialing system. ◆



No Double-Sided Forms

Provider Connections realizes that saving paper is important, but please do not double-side the forms from our applications. The CBO enrollment application is made up of several agencies' forms. When your application reaches our office, it is processed and then separated and sent out to the various organizations. Original signatures are required on these forms making it impossible for us to photocopy the pages correctly. Unfortunately, this causes Provider Connections to return your application, delaying your processing time. ◆

Information is available on the Free Insurance Billing Service from the Early Intervention Central Billing Office.

Check the CBO website:

http://eicbo.info

Credentialing Issues Regarding Forms

Forms available on Provider Connections' website are writeable. Please use this feature for better legibility. We have had to return forms to providers because of illegibility. If you are unable to use the writable feature, please use blue or black ink only. Several of the forms are sent to agencies where they are scanned.

Some colored inks, such as red, do not scan well. If you are giving CBO forms to providers working for your agency, please remember to include the instructions. We receive many calls from people who do not have the instructions. Completing forms is much easier when instructions are available. ◆

No EI Credit for Systems Overview

Effective September 2011, individuals who complete EI Systems Overview Training will not receive EI credit to meet credential education/continuing professional education requirements. This is consistent with the policy that EI credit is not provided for systems training. In the past, 6 hours has been awarded by Provider Connections in the area of Assessment. ◆

Explore Providers Website
www.wiu.edu/ProviderConnections/

Name Please!

When submitting continuing professional education to Provider Connections, the documentation of completion must include the individual's name. Certificates of attendance or other forms of documentation of completion of continuing education that do not include identifying information of the attendee will not be given credit toward credentialing/renewal. ◆

9-Digit Zip Codes Now Required

Starting immediately, it is necessary that all Early Intervention providers provide a 9-digit zip code on all Central Billing Office enrollment application forms. This new policy is due to the updated HIPAA format that requires the use of 9-digit zip codes on documents relating to health care. Providing a 9-digit zip code will assist Provider Connections staff in processing enrollment applications in a timely manner. ◆

For Questions Concerning Billing Please Call:

The Central Billing Office

800-634-8540

GETTING YOUR APPLICATION TO US

The office of Provider Connections is housed at Western Illinois University. It is very important that you address your envelopes with our entire address. This will help your packages arrive at our office in a timely fashion. Unfortunately, Provider Connections continues to receive mail that has made the rounds at Western Illinois University before it reaches our office.

The correct complete address to mail your applications is:

Provider Connections
The Center For Best Practices in Early Childhood Education
Western Illinois University
1 University Circle
Macomb, IL 61455

Changes in Credit Request Process

Submitted by the EI Training Program

Since July of 2002, the Illinois Early Intervention Training Program (Training Program) has reviewed over 20,000 activity requests for Early Intervention (EI) credential credit with more than 60% of those requests having been submitted by EI providers. A significant portion of the requests received from independent providers are for events that have been previously submitted for review by other sources, such as other providers and in some cases, the sponsors of those same events. The multiple requests for EI credit of the same activities have raised confusion and concern for many, including the IL Bureau of EI, Provider Connections, the Training Program, as well as providers in all disciplines and all levels of expertise within and outside of Illinois.

Training entities, sponsoring agencies, as well as professional trainers from local, state, national, and international levels have also expressed concern over inconsistent translations and representations of a specific event. In order to protect the integrity of the Illinois Early Intervention System and to assure the high quality and standards associated with Illinois Early Intervention and the Training Program, new procedures for applying for Illinois Early Intervention activity credit will be put in to place.

The current review process has been a 'paper process' in which the information required about a particular educational event, for review purposes, is documented on paper using a required paper form. These paper requests are accepted from EI providers working toward their own credential and/or credential renewal, from sponsoring agencies wanting to attract EI providers to their event(s), or from EI sponsoring agencies wanting to offer Early Intervention credit as a courtesy to their particular staff and/or clientele. The end result has been that the Training Program's credit review team either awards or denies Early Intervention credit based on the information submitted. Approved events have been posted on the Training Program's website calendar of events as a courtesy to the broader field of EI providers looking for continuing education/professional development appropriate to their Illinois Early Intervention credential.

In an effort to expedite the credit review process, provide a more efficient method of tracking EI activity credit request information, and to keep up with the growing technological trends as well as to move towards a greener use of its resources, the Training Program recently launched an online submittal process for EI credit. However, whether processed on paper or online, the Training Program continues to receive requests from several sources, with conflicting information, for same events. Therefore, effective March 1, 2012, the IL Early Intervention Training Program will ONLY accept and review EI Activity Credit Requests received from sponsoring organizations and submitted through our online process. Sponsoring Organizations are those qualified entities that host training workshops and/or conferences for learning purposes. Sponsoring Organizations can be non-for-profit entities or for profit businesses.

The Training Program does understand that this significant change in process may seem to be an inconvenience to many providers at first. To help with the transition into this new process, the Training Program is encouraging sponsoring agencies that have requested credit in the past to strongly consider using the EI Activity Credit Request online process for their future events. We ask that you contact the organizations that you are associated with and encourage them to submit for Illinois Early Intervention credit as well. The benefits are:

- There are 6000+ Early Intervention professionals in Illinois. Offering Early Intervention credit will open their doors to a large number of clientele.
- Events approved for Early Intervention credit are posted on the www.illinoiseitraining.org event calendar with sponsoring organizations choosing their desired post date.
- www.illinoiseitraining.org is viewed by a large pool of providers in Illinois, nationally, and

(Continued on page 6)

Did You Know. . .

That previous Provider Connections Newsletters are available on the website http://www.wiu.edu/ProviderConnections/ Newsletters are downloadable in full PDF file format or can be viewed by category on particular topics. The Newsletter link is on the right hand column of the home page.

Common Credentialing Issues

- When you mail your application be sure the correct amount of postage is on the packet.
- Investigate thoroughly the LLC option before creating such an entity. An attorney or tax accountant should assist you.
- The EI Training website features upcoming trainings, the website address: http://www.illinoiseitraining.org

In the Spotlight

This issue we highlight Joyce Johanson

Joyce Johanson, M.S. Ed., is the Director of Provider Connections and the Associate Director of the Center for Best Practices in Early Childhood. Joyce has been with the Center since 1989, when it was known as 'Macomb Projects,' and has been part of its administrative staff since 1991. The Center's mission is to develop and promote practices designed to improve educational opportunities for all young children. The Center's projects, currently Provider Connections and Starnet Regions I & III, support that mission through their work.

Joyce has experience in outreach, model demonstration, research, and personnel preparation projects. Her experience extends to evaluation, grant administration, and human resource management. She has coordinated, co-directed, and directed numerous grant projects funded by both the U.S. Department of Education/Office of Special Education Programs, as well as the state of Illinois. She has trained early childhood personnel, developed and managed budgets, written articles and book chapters, directed and participated in product development activities, compiled Center publications, organized assistive technology conferences, presented at national conferences, and participated in evaluation activities from data collection to summary to report writing.

Away from the office, Joyce enjoys being with family. She and her husband, Lynn, have three adult children, a daughter-in-law, and two grandchildren. She is an avid reader who has "had her nose in a book" since she learned to read and who makes time each day for reading. An additional passion that takes up a great deal of her time is dog showing. Joyce has been showing Lhasa Apsos since 1974. ◆

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)

Staff Members

Joyce Johanson
Associate Director/Center for Best Practices

Robert Derry
Project Manager
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

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

Fall

http://www.wiu.edu/providerconnections

©Copyright 2011 Provider Connections

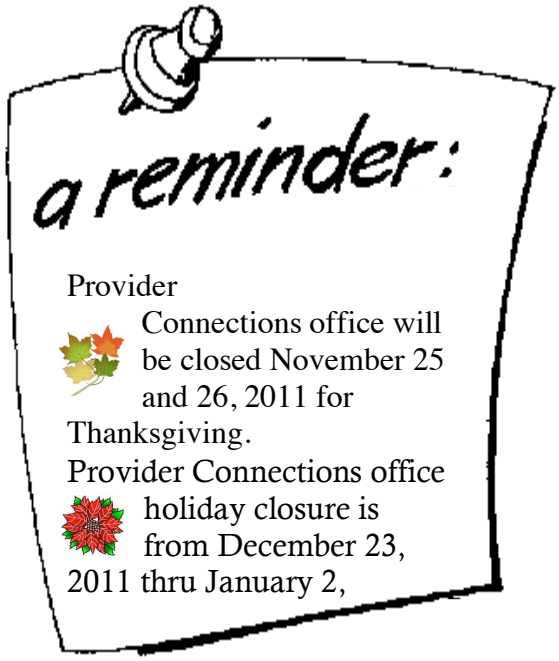
Changes in Credit Request

(Continued from page 4)

worldwide seeking professional development opportunities.

- Unlike other state departments of professional regulations requiring discipline specific continuing education units towards licensure, there is no cost for IL Early Intervention credit hours.

We do ask that sponsoring organizations make their registration and attendance rosters available to Provider Connections, when needed, to corroborate early intervention credit for specific providers. Provider Connection also requests names of participants to be printed on their Certificates of Attendance. ◆



Postage

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

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