Provider Connections vol. 9 Fall 2012

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

Provider News

Provider Update Concerning E-Fax Services

After a review by the Early Intervention Program and DHS Privacy Officer, the following E-Fax providers have been determined to meet all HIPAA and FERPA requirements as set forth by the Part C regulations and are approved for use.

www.sfaxme.com (Based in Texas)
www.faxage.com (Based in Denver)
www.innoport.com (Based in Philadelphia)

In order to be considered a "Business Associate" as covered by HIPAA, providers will need to have a signed Business Associate Agreement (BAA) with each E-Fax provider utilized. All of the above referenced providers offer BAAs. Providers choosing to utilize an E-Fax provider are responsible for establishing an account with the vendor and ensuring all proper agreements are in place prior to use. The criteria used in evaluating the above vendors includes:

- not utilizing third party vendors to store and transmit data
- executable BAAs
- domestic data storage within the United States
- guaranteed HIPAA secure accounts for customers with BAAs.

If you have any questions regarding the use of E-Fax services please contact Blake Whitson at blake.whitson@illinois.gov. Specific questions regarding services should be directed to E-Fax vendors.◆

Transcript Requirement

EI credential applicants-stop wasting your money! Official transcripts are only required for non-licensed providers. Only unlicensed applicants must supply official transcripts to document approved degrees and acceptable academic majors. Transcripts submitted by licensed providers are not necessary for Early Intervention credentialing. ◆

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Continuing Education for Credential Renewal

Continuing education hours used to renew an EI Credential must be dated on or after the date the credential was issued. Workshops dated prior to the credential's "begin date" are outside the three-year parameter and are not valid for renewal purposes. Additionally, a provider should be aware that workshops sponsored by outside organizations may or may not be approved for the hours stated on the certificate. For example, a training with content focusing on children birth-to-five may only be approved for partial credit. It is the responsibility of each provider to confirm the hours of credit issued for any continuing education event approved by the EI Training Program.◆

Stay Current with RSS

Please use Provider Connections RSS feed to stay updated on early intervention happenings. RSS stands for Really Simple Syndication. By subscribing to our RSS feed, you will receive updates as soon as they are posted. Subscribing is easy; all you do click on the RSS feeds link on our home page and select how you would like to receive your feeds. You may choose your email account, your browser, or other applications. If you do choose your email account, keep in mind that they do not go to your inbox, but into a separate file, called RSS Provider Connections.◆

http://www.wiu.edu/ProviderConnections

RSS

Should You Inactivate Yourself?

Providers Connections hears from therapists frequently who are not providing services in Early Intervention, yet their credential is currently in a temporary or full status. If you have gone on an extended leave or are just not providing services in Early Intervention, it is recommended that you place your credential on inactive status, this can be done by faxing or mailing a letter stating the effective date of inactivation. This excuses you from meeting the required monthly ongoing professional development meetings and lets the Child and Family Connection office know that you are no longer available for referrals. Providers who place their temporary credential on inactive status will get the additional months left on their credential to get the 240 hours of consultative experience. If you have questions about placing your credential on inactive status, please contact our office and we will be happy to discuss your individual circumstances. ◆

Background Check Information

All providers need the DCFS Child Abuse and Neglect Tracking System (CANTS) check completed for every renewal. The CANTS form is part of the renewal application and needs to be sent to Provider Connections with the completed renewal application 60-90 days before your credential expiration date. Please do not send the CANTS form directly to DCFS. CANTS received without a renewal application will not be processed.

The fingerprint-based criminal history check is done once for most providers. Only those who have no readable prints have to go through this process for a name check because there is no way to report any subsequent convictions. Those providers will receive a letter stating they need to be fingerprinted.

Provider Connections is able to release copies of CANTS and Sex Offender Registries results to the provider. Please complete the Request for Duplicate Documents on our website for copies. We cannot release results of the Criminal History Record Information.◆

Nine Digit Zip Code Required

Beginning April 1st, 2012 the Central Billing Office required all providers to submit claims using the 5010 format. The payee address must include the full nine-digit zip code. Therefore, it is necessary for all providers submitting paperwork to Provider Connections to have their full nine-digit zip code included. This information is necessary for our office to submit the appropriate paperwork to the Central Billing Office. If you are not sure what your nine-digit zip code is, you may visit the United States Postal Service website at www.usps.com. ◆

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

Early Intervention Central Billing Office

Billing – All information listed below can be found at:

http://www.eicbo.info/providers/providers.htm

- QClaims Version 4 Change Summary documentation (6/22/2012)
- New Procedure Codes for Billing of Hearing Aid Checks (4/27/11)
- Audiology Evaluations and Early Intervention: Clarification of Billable Services (3/10/11)
- Billing Requirements for Paper Claim Submission
- Change in Procedure to Bill Transportation Services
- Changes to Billing Codes and Authorization Types for Interpreters, Interpreters for the Deaf and Translators
- How to Send Resubmitted or Corrected Claims to the CBO
- New CMS 1500/UB04 Billing Forms and NPI Information (3/12/07)
- New EI IFSP Development Billing Codes Memo 2/2006
- NPI Informational Notice (2/20/07)
- Offsite IFSP Development Time (3/19/07)
- Policies and Procedures Update Memo
- Rate Increase for Dispensing of Eyeglasses (3/12/07)
- Situation Codes
- Qclaims NPI Provider Setup (5/23/07)
- Typewritten Claims
- CBO Billing Address
- Free Insurance Billing Service
- Insurance Billing Unit Participant Encounter Form
- Downloads/Forms
- CFC Agency Listing
- Policies & Procedures Update Memo (6/30/05)
- EI-CBO Billing Information for Providers - Updated January 2012 (PDF File 2.24MB)

Did You Know. . .

- The EI Training website features all upcoming trainings, the website address: http://www.illinoiseitraining.org
- On the EI Training website the Video Credit FAQ page specifically states that video credit can be obtained only from the pre-approved list of videos posted to the Clearinghouse website. Video credits are available by watching a video(DVD) from a pre-approved list of videos available through the IL Early Intervention Clearinghouse. Watching a video online IS NOT online coursework.
- On Provider Connections website a link to each archived newsletter is available for download in .pdf format.
- You can receive early intervention updates by subscribing to the RSS Feed for Updates on Provider Connections' website.◆

Common Credentialing Issues

- Documents that are sent to Provider Connections are separated for processing, therefore, paper clips are preferred over staples.
- Investigate thoroughly the LLC option before creating such an entity. An attorney or tax accountant should assist you.
- 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. ◆

Find us on Facebook

Keep your Email Address Current

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. ◆

Ryan Waller

Provider Connections
Student Worker

Ryan Waller is from Monmouth, IL. He is a sophomore at W.I.U. studying Graphic Design. Ryan likes drawing, watching movies, and baseball. Ryan also slings a mean pizza.

Provider Connections
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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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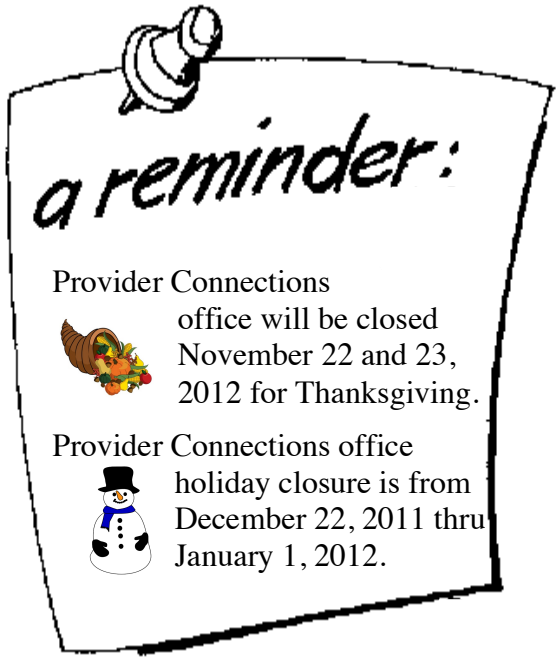
Welcome Amy Tarr

As of August 1, 2012, Amy Tarr began her new position as Chief of the Bureau of Early Intervention. Amy's office is located in Springfield, Illinois. Amy's former position was as Deputy General Counsel with the Department and was responsible for providing legal guidance to many Department programs, including the Early Intervention Program. She has been with the Department since 2000. We are all delighted to welcome her to the division. ◆

Rule 500

Please DO NOT send copies of Rule 500 with your application. These are for your reference only.



Postage

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