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

Provider News

Provider Connections New Forms

Provider Connections recently uploaded new credential and CBO enrollment forms to our website. We continue working to make our forms more user-friendly for our providers. The changes may not be noticeable at a quick glance, but we encourage you to always use the most current forms from our website.

The IRS has recently introduced a new W-9 form. This form is included in the CBO enrollment application. If you are an agency/hospital/clinic who duplicates this form for your providers, we ask that you download the newest form as soon as possible. The current W-9 form is dated, August 2013.

Just as a reminder, our forms are all fillable for your convenience and we encourage you to use this feature as it makes it easier for our staff to enter your demographic information. ◆

Preventing Delays in Processing

To prevent delays in processing credentials and enrollments, it is important to note that all documents must be submitted together. Partial applications cannot be processed and CBO enrollment applications that are missing pages are returned to the applicant with instructions to insert the missing pages. A significant number of all CBO enrollment applications must be returned due missing pages or incorrectly completed forms. We have included instructions to help with completing the forms. Confusion occurs when someone submits only the missing pages after the entire application has been returned. This complicates the process by slowing down the time it takes to obtain a credential or to add an employee. A complete application must be on file before the background checks can be conducted.◆

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Application Time Line

Provider Connections office receives a tremendous amount of mail everyday. The process of opening and distributing the mail to the appropriate staff can be cumbersome on most days. Please allow 10 days after you mail your application before you contact our office to check the status of your paperwork. This will allow staff enough time to review the documents and have the most current information available to you. Please remember that our website uploads information on a daily basis and you can find the most current information about your credential listed under the Search tab.◆

Transcripts? Who Needs Transcripts?

We get transcripts from many providers who do not need to send them to us. Licensed providers do not need to send transcripts. Only unlicensed providers need to send transcripts with their credential applications. Transcripts are needed for the following providers: Developmental Therapists (all types), Service Coordinators, Social Work Assistants, Psychology Assistants, and Board Certified Behavior Analysts. If you are required to send transcripts, please send them with your application rather than mailing them separately.◆

http://www.wiu.edu/ProviderConnections

RSS

Documenting Ongoing Professional Development Meetings

Providers who are moving their credentials from temporary status to full status as well as providers renewing their full credentials must submit a record a minimum of 75% of their possible monthly meetings using the Ongoing Professional Development Plan Documentation form. It is critical that providers moving their credentials from temporary to full status with their Consultation Verification form; or, in the case of fully credentialed providers who are renewing, with their EI Credential Renewal application. Failure to submit these forms with the renewal application will cause a provider's credential to be placed on monitored status for the next year as these forms may not be submitted after the initial renewal application has been received. ◆

Payee and Provider Agreements

When sending the Payee Agreement or the Evaluation/Assessment Provider Agreement, please send the entire document, rather than just the two pages that your information is entered on. This is an agreement between you and the Department of Human Services; therefore all pages are required. If you are an individual provider, you are the Payee as well as the Payee Representative. If you work for an agency, the Payee Name is the name of the agency and the Payee Representative Name is the person acting as the agency representative. The Title refers to the Payee Representative, such as "Individual," "President," "Controller," etc. The Payee Tax ID number is usually an individual's Social Security Number or an FEIN Number, which is a Federal Employer Identification Number. The Payee Representative, whether the individual provider or agency representative must sign and date the form.◆

Fingerprint Form Needed

Provider Connections is required by the Illinois State Police to have the Authorization Form for the Fingerprint-Based Background Check (check form to make sure authorization form is correct). No credential will be issued until Provider Connections has received this form. It may be faxed or mailed. Because sensitive data is on the form, it cannot be sent via email. ◆

For Questions Concerning Billing Please Call:

The Central Billing Office at 800-634-8540

Moodle System

The EI Training Program (EITP) at the University of Illinois has been working on a number of transitions this fiscal year. The most recent transition involves a change in the learning management system that is used to deliver online trainings sponsored by the EITP. The new system is called Moodle and it will require all online training participants to have a Moodle account. There have been a number of News postings developed and distributed by the EITP to help with this transition over the last several weeks, all of which can be found on the EITP website under the News postings linked to the home page. In addition, an Online Training FAQ page includes a number of updates to support online learners through this transition and as they navigate online trainings in the new Moodle system.

Please note that certificates of completion from the Adobe learning management system can no longer be accessed. If you do not have a copy of your certificate of completion and need one for credentialing you may request a duplicate certificate for a processing fee of $10. ◆

NEW Provider Resources at the EI Clearinghouse

Submitted by Sarah Isaacs

We have added a number of new resources to our collection for families as well as providers. Here are a few of the new titles for providers:

The Early Intervention Teaming Handbook: The Primary Service Provider Approach. M'Lisa L. Shelden and Dathan D. Rush. Baltimore: Paul H. Brookes, 2013. (Call # LC 4019.3 .S54 2012)
This book details the primary service provider approach where one team member is the consistent point of contact with the family. This approach is based on role expectation, role gap, role overlap, and role assistance. Practical forms, tools, and checklists are included.

Early Intervention Every Day! Embedding Activities in Daily Routines for Young Children and Their Families. Merle J. Crawford and Barbara Weber. Baltimore: Paul H. Brookes, 2014. (Call # HV 888.5 .C8991 2014)
This guide for intervention practitioners includes research-based strategies to use and share with families. Strategies are designed to strengthen skills in the areas of behavior regulation and social interaction, cognitive and receptive language, expressive language, gross-motor ability, fine-motor ability, and self-care and adaptive skills.

Developmental Screening in Your Community: An Integrated Approach for Connecting Children with Services. Diane Bricker, Marisa Macy, Jane Squires, and Kevin Marks. Baltimore: Paul H. Brookes, 2013. (Call # LB 1131 .B762 2013)
This book describes the importance and progression of community programs intended to detect developmental problems in young children. Appropriate screening tools are detailed. Screening programs can be adapted to various settings and communities.

Remember, we welcome book recommendations and would love to hear from you!

Sarah Isaacs, Librarian
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Did You Know. . .

- At this time, Provider Connections is only required to conduct State Fingerprint-based background checks. Childcare facilities may require State and Federal Background checks.
- Provider Connections website http://www.wiu.edu/ProviderConnections/ offers providers the opportunity to check the status of their credential, their begin and expiration date, their core knowledge area totals, and makes it possible for them to print a new credential certificate if needed.
- Mail that is sent overnight through the US Postal Service reaches the University Post Office the next day; however, it may not reach the Provider Connections credentialing office until the second day. Please use other door-to-door overnight carriers. ◆

Common Credentialing Issues

- Make your reports FERPA compliant. Provider Connections continues to receive evaluation reports with identifying information on them, these are automatically denied by the review teams.
- Add Provider Connections to your email address book to prevent notifications from being placed in your junk folder.
- Do not duplex your documents because forms are sent to different agencies.
- Send the renewal application to Provider Connections so that it arrives 60 days prior to your expiration date. ◆

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Keep your Email Address and Mailing Address Current

If your email or mailing address changes, please notify Provider Connections so your contact information can be updated. Paperwork is required for billing. You should mail a memo, email a note, or fax a message noting your new email or mailing address. ◆

Several Provider Connections Staff enjoyed tailgating at Western Illinois University Family Weekend.

Pictured Carrie Woodside, Robert Derry, and Amy Betz

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(Excluding Holidays & University Closures)

Staff Members

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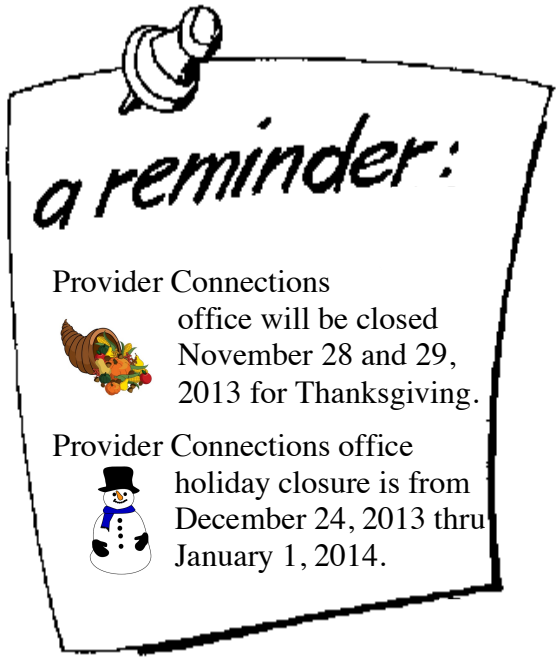
Questions or Concerns ?
Please Call Provider Connections'
Toll Free Number
800- 701-0995

http://www.wiu.edu/providerconnections



Postage

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