Provider Connections vol. 2 Spring 2009

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

Provider News

Early Intervention Provider Payments

Ever wonder what all the steps are in between submitting claims to the Early Intervention Central Billing Office (CBO) and receiving a check from the Illinois Office of Comptroller (IOC)?

1. After the CBO receives a claim (whether by electronic or paper submission), it is processed in the CBO system.
2. The CBO collects and sends processed claims to the Department of Human Services (DHS) accounting system electronically as a "weekly voucher." The date of this submission is recorded on the Provider Claim Summary along with an invoice number(s).
3. The DHS accounting system processes the weekly voucher and runs Internal Revenue Service (IRS) edit checks. These steps ensure that providers are "certified" by the IOC to receive payments from the State of Illinois.
4. When EI staff verifies that the weekly voucher is loaded correctly into the DHS accounting system and sufficient funds are available to pay it, the voucher is sent to IOC for payment.
5. The IOC issues payments to providers as paper checks or direct deposits.

EI Payment Tips

1. Review your Provider Claims Summaries to ensure that claims have been received and processed correctly. If problems are identified or you have submitted claims but have not received a Provider Claim Summary within a timely manner based on submission method (electronic or mail), you should follow-up with the EI-CBO Help Desk at (800) 634-8540 according to EI billing guidelines.
2. Consider direct deposit by the IOC. The IOC can deposit EI payments directly into a checking or savings account. Call the IOC at 217/557-0930 to enroll in direct deposit.
3. During times when payments may be delayed, check the Provider Connections web site under "Important News" for provider payment updates. The Bureau of Early Intervention also updates its voice mail with the same payment information.

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4. If you want to confirm payments, you can log onto the IOC website. When the IOC website displays a paid date but you have not received the payment, giving ample time for the receipt of paper checks, you should contact the CBO Help Desk and request help in researching the reason for non-receipt and potential replacement, if needed.

How to Check the IOC Website

1. Log into the IOC website at www.ioc.state.il.us. Choose Vendor Payments, enter your tax ID, and click "OK." After choosing "Payments," you can either complete a specific search or scroll down to the bottom of the screen and click "Find Warrants" to view the default fiscal year payments to date. The information includes:
   - Issue Date – date IOC issued the payment to the provider
   - Payment Amount – amount of that particular voucher
   - Paid Date – acknowledged date by IOC that check was cashed. The "Paid Date" will be blank if direct deposit is utilized.
2. If you click on the Warrant/EFT #, you will see a more detailed screen for this payment. The Invoice number on this screen matches the invoice number on the Provider Claims Summary. The Appropriation Name Area will identify the payment as an Early Intervention service.◆

Submitted by The Bureau of Early Intervention

Sharing A Vision Conference: *Endless Possibilities*

The 11th Illinois Statewide Collaborative Early Childhood Conference

SAVE THE DATE!

October 7-9, 2009
Westin Yorktown Center
Lombard, Illinois

To receive a brochure contact:
Sharing A Vision at sharingavision@aol.com
or Susan Ferry at 217-824-9185
or visit the Sharing A Vision Website at www.sharingavision.org

Coordinated by:
Illinois Subdivision of the Division for Early Childhood of the Council for Exceptional Children (IDEC). Sharing A Vision is an approved Professional Development Provider by the Illinois State Board of Education – State Teacher Certification Board.

Mark your calendar now for the next Sharing A Vision Conference!

Things to Know

Livescan Fingerprint-Based Background Checks

- Use a Livescan vendor listed on the Provider Connections web site.
- Use only law enforcement agencies listed on our website
- Check vendors' web sites for a location near you. Several vendors have mobile units/satellite offices throughout the state of Illinois.
- Take the Fingerprint-Based Background Check Authorization Form with you to the vendor. New applicants will receive the form from Provider Connections.
- Return the completed and signed Authorization Form to Provider Connections after being fingerprinted.◆

Ongoing Professional Development (OPD) Meeting Requirements

("Temporary Credentials and Renewing Credentials)

Ongoing Professional Development Plan (OPDP) activities are a once a month, non-billable, meeting held either face-to-face or over the telephone with an individual specialist-level credentialed provider or group, of which at least one member is a specialist-level credentialed provider. As a credentialed provider, you must document participation in Ongoing Professional Development (OPD) meetings in a minimum of 75% of the months in your temporary or full credential period. The OPD Documentation Form can be found in new/renewing credential application material or separately on the "New Applicants" page of Provider Connections website. This documentation must be completed and submitted to Provider Connections when moving from a temporary to a full credential and as part of the credential renewal application.

These meetings are to facilitate best practices through case review. Many providers use the meetings for discussion of client/family concerns, needs, strengths, resources, priorities, outcomes, strategies, and service plans in order to support best practices. When holding a meeting over the phone, simply fax the OPD Documentation Form for the required signature. In addition to meeting over the phone, many providers get involved in local provider groups. By participating in OPDP activities in this way, you have the opportunity to network with other Early Intervention providers and gain additional perspectives on service delivery methods that meet best practices.

Early Intervention providers that do not provide the required documentation of OPDP activities at the time of renewal or when moving from a temporary to a full credential are given an opportunity to come into compliance during a 12-month "Full-Monitored" credential period. These providers are asked to submit a letter to Provider Connections agreeing to participate in the OPD activities, including whom they will be meeting with, and to provide the completed OPD Documentation Form within 30 days from the end of the 12-month "Full-Monitored" credential period. Provider Connections sends a reminder notice to providers regarding this documentation.

The credentials of providers who do not submit the required OPDP activity documentation and/or who choose not to participate in a "Full-Monitored" credential period are inactivated. After 12 months, these providers can return to Early Intervention as a new credential applicant.

As with any credentialing requirement, feel free to contact Provider Connections with any questions.◆

Provider Introduces Video Podcasts

Provider Connections has developed video podcasts related to the Early Intervention credentialing and enrollment process. These podcasts are intended to assist providers in completing the applications necessary to become either credentialed and/or enrolled to provide services in the Illinois Early Intervention System. Click the links that are provided on the Provider Connections web site, www.wiu.edu/provider connections.

- **CBO Instructional Podcast**
- **EI Credential Podcast**
- **How to Become a Developmental Therapist**
- **Interpreter/Translator Instructional Podcast**

These podcasts provide step-by-step instructions for completing application forms. Please complete the survey after viewing the podcasts so we can make improvements. Questions?? Call Provider Connections at 800-701-0995.◆

Common Credentialing Issues

- All CBO enrollment applications must have original signatures.
- Always call after faxing information to us. Central Billing Office (CBO) documents cannot be faxed.
- Always download applications from our website to ensure you have the most current application.
- Submit your Credential Renewal application at least 60 days in advance to allow sufficient time for processing.
- A Credentialed Provider, including providers with a temporary credential, must document a minimum of 75% of their Ongoing Professional Development Plan (OPD) meetings.
- 240 hours of consultative experience only equates to 6 weeks of full time work in the discipline for which you are/want to be EI credentialed with children birth to three with special needs and their families.◆

Lynn Johanson

Lynn Johanson holds a Bachelor of Arts degree in Education and a Master of Fine Arts degree, and serves as the Credentialing Manager for Provider Connections. While he was an Associate Professor at Western Illinois University, he presented thirteen times at national and regional conventions and had five articles published. He has over eleven years of experience with Provider Connections, and his daily duties include processing credential applications, checking CBO applications, evaluating transcripts, and interpreting continuing education documentation as well as providing technical assistance to providers and agency representatives. In addition to his duties at Provider Connections, he is an award-winning playwright.◆

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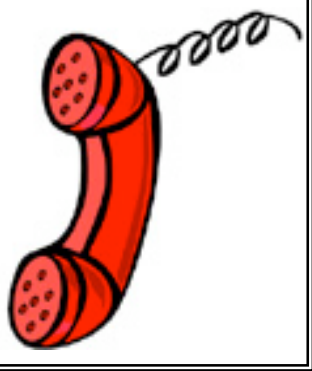
DHS Part C Application Posted

The Illinois Department of Human Services is soliciting comments regarding the Federal Fiscal Year 2009 Annual Part C State Application. Part C of the Individuals with Disabilities Education Act (IDEA) as amended in 2004 addresses services for children birth to 3 years of age with developmental disabilities or delays and their families. You may view the application at http://www.dhs.state.il.us/page.aspx?item=43140 Copies for review will be available at all 25 Child and Family Connections (CFC) offices. For Illinois residents, you may locate the CFC office nearest you by calling 800/323-4769. Comments to the application should be submitted in writing to: Illinois Department of Human Services, Bureau of Early Intervention, 222 S. College, 2nd Floor, Springfield, IL 62704. Comments will be accepted beginning March 18, 2009. All comments must be received by April 30, 2009.◆

Did You Know …

Provider Connections averages 1200 telephone inquires every month?