Provider Connections vol. 4 Spring 2010

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

Provider News

Credentialing and Enrollment Time Frames

Providers new to Early Intervention must complete Systems Overview training prior to being awarded a credential. At a minimum, documentation of the completion of the on-line portion of the Systems Overview training must accompany the initial credential application. When Provider Connections receives an initial credential application, it is reviewed within five business days. If the applicant meets all requirements, the application is considered "in process." The Finger-print Based Background Check Authorization Form is sent to the applicant and the Child Abuse and Neglect Tracking System (CANTS) Authorization for Background Check is sent to the Department of Children and Family Services for processing. Once the applicant takes the authorization form to a live scan vendor, Provider Connections usually receives finger-print based background check results within 72 hours. The CANTS background check can take up to 6 weeks. During the processing period, the applicant can complete the Systems Overview Follow-up Session.When all background checks and Systems Overview are completed, the applicant is awarded a credential and the Central Billing Office (CBO) application is sent for processing, including enrollment in the CBO and Cornerstone systems, which takes approximately 2 weeks. A Child and Family Connections office cannot generate an authorization to a credentialed provider until he/she is enrolled in the Cornerstone system. Name changes, address changes, adding an agency and other enrollment additions and changes are reviewed for accuracy within five business days. Incorrect paperwork is returned to the provider. Correct forms are sent to the Central Billing Office for data-entry, which takes approximately 2 weeks.◆

Did You Know. . .

Provider Connections receives and processes an average of 110 new applications and 270 renewal applications each month.

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New Payee Agreement Collection Process

Effective July 1, 2009, The Illinois Department of Human Services Bureau of Early Intervention revised the Individual Provider Agreement for Authorization to Provide Early Intervention Services and the Provider Agency Agreement for Authorization to Provide Early Intervention Services. These agreements were combined into one agreement titled "Payee Agreement for Authorization to Provide Early Intervention Services." All providers enrolled independently as well as Early Intervention Agencies (i.e., entities that employ or contract with Early Intervention providers) are required to complete the new agreement and return it to Provider Connections.

If you are an Early Intervention Agency or independent provider and have enrolled in the system since July 1, 2009, you have already completed the new Payee Agreement. In addition, a number of agencies and individuals have already responded to the request to submit the new Payee Agreement.

The link for the agreement is located at www.wiu.edu/providerconnections. On the home page, choose "Enrollment." The document to be downloaded/completed is located in the third paragraph titled "Payee Provider Agreement." If you have questions or would like to confirm receipt of the Payee agreement, contact Provider Connections.◆

Sanitizing Assessment Reports

The 1996 Health Information Portability and Accountability Act (HIPAA) provides federal protections for personal health information held by health professionals and agencies and provides patients a number of rights with respect to that information. However, this rule is balanced so it allows the disclosure of personal health information necessary for the care of the patient. Specified within the rule are a series of safeguards for providers to use to insure that health information is protected.

It is essential that EI providers applying for the Evaluator credential forward assessment reports that adhere to HIPAA standards. Review teams have been instructed to deny any reports that violate these standards by revealing names and/or other identifying information. The names of the child, parents, or other providers must be removed from all reports submitted for review. First names, initials, or pseudonyms [e.g., Mrs. A] are acceptable means of referencing individuals cited in reports. However, the child's birth date and the date the assessment was conducted should be included in the reports, as these dates are crucial to the review team's interpretation of the child's evaluation. Information about HIPAA may be found on the U.S. Department of Health and Human Services website at: www.hhs.gov/ocr/privacy/hipaa/understanding/index.html ◆

New HFS Forms

Beginning March 1, 2010, two updated forms and one new form were inserted into the Central Billing Office application (CBO). The new Healthcare and Family Service forms are HFS 2243, HFS 1413 and HFS 1513. Central Billing Office (CBO) enrollment applications for ne providers or providers who are reactivating lapsed credentials must include the new forms. Specific instructions on how to complete the new forms are found in the supplemental instructions that are included with the CBO enrollment application. As always, Provider Connections encourages individuals and agencies to download all applications from our website at the time of submission. Using photocopied or duplicate documents can result in your application being denied or returned because of obsolete forms. ◆

New Training for Bilingual Interpreters & Translators

Presently bilingual interpreters and translators are required to complete both the Early Intervention Systems training and the Interpreter training. Effective July 1, 2010 interpreters and translators seeking enrollment in the Illinois Early Intervention System must document completion of the new "**Systems Overview for Bilingual Interpreters and Translators in the Illinois Early Intervention System**." This new training will provide a comprehensive overview of the Illinois Early Intervention System in conjunction with information about the roles an interpreter and translator fulfill when they become enrolled to provide services. This 3 day training will have specific information about the responsibilities and ethical guidelines for interpreters and translators working in the Illinois Early Intervention System. Please note this new training does not affect interpreters/translators who are already enrolled in the Early Intervention Program. For more information on how to register for this new training contact the Early Intervention Training Program at www.illinoiseitraining.org or call 866-509-3867.◆

Background Checks

Three background checks are completed on all credentialed providers:

- Child Abuse and Neglect Tracking System (CANTS)
- Fingerprint-Based Background Check
- Sex Offender Registries Check

Once Provider Connections receives the CANTS form it is sent to the Department of Children and Family Services (DCFS). Processing can take up to 6 weeks. No CANTS form will be processed without a complete credential application.

Fingerprint-based background checks are usually done with livescan technology, which is more reliable than ink fingerprint cards. Very few police departments have been approved by the Illinois State Police for handling fee transactions for livescan. A list of approved vendors is found on the Provider Connections' website. Several vendors have offices located throughout the state. Early Intervention providers only need a state background check. Results are received in approximately 72 hours. The authorization form needs to be returned to Provider Connections and can be mailed or faxed. If prints are rejected, the provider will be notified by mail to be reprinted for an additional $10.

Provider Connections staff checks both the Illinois Sex Offender Registry and the Dru Sjodin National Sex Offender Public Website. You do not need to pay a vendor to conduct these searches.◆

For training opportunities please visit:

The Illinois Early Intervention Training Program

http://www.illinoiseitraining.org

New! Newsletter Article Search

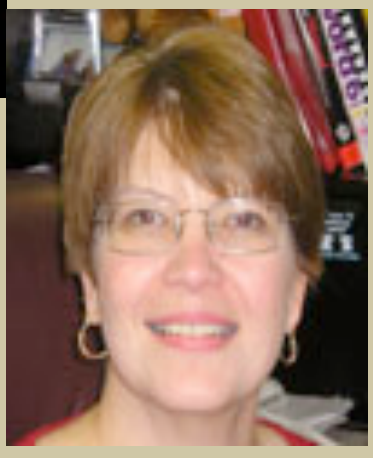
Provider Connections has added a Newsletter article search on the website. (www.wiu.edu/providerconnections).

On the home page you may select Newsletters from the list of items on the right hand side in the gray colored column. The Newsletter page has a list of categories of articles that may be found in Provider Connections Newsletters. When a category is selected a list of articles related to that topic will appear. Also, a link to each archived newsletter is available for download in pdf format.◆

Common Credentialing Issues

- Submit both the Consultation Verification Form and the Ongoing Professional Development Documentation Form to move from a Temporary to a Full Credential.
- Visit Provider Connections website to download the most current Credentialing forms.
- Send your Credential Renewal application at least 60 days in advance to allow sufficient time for processing.
- Provide original signatures on forms for the Central Billing Office.
- Review of college/university coursework for Early Intervention credit is processed by Provider Connections.
- Review of workshops or trainings for Early Intervention credit is processed by The Illinois Early Intervention Training Program. ◆

Amy Betz



Amy Betz, Background Check Specialist, joined Provider Connections in 2007. In addition to being responsible for the background checks, Amy also develops podcasts for providers with Janet Bond. Amy has worked on several projects at the Center for Best Practices in Early Childhood since 1992. She has co-authored three early childhood curricula. Amy has a Bachelor of Science in Child Development/Early Childhood Education and a Masters of Arts in Gerontology. Amy and her husband Ken share their home with 2 dogs and 12 cats. Amy volunteers for her church, the Humane Society of McDonough County, and the Audio Information Services. She enjoys, reading, needlework, and bicycling.◆

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What is a Monitored Credential?

When a provider submits a renewal application to Provider Connections, the record of monthly meetings with another EI provider must be documented on the Ongoing Professional Development Plan Documentation forms. Missing Ongoing Professional Development documentation forms cannot be submitted after the renewal application is received. Of the 36 possible meetings during the three-year credential period, a provider must document 75 percent or 27 meetings in order to meet the minimum requirements.

If a provider did not participate in the minimum number of meetings or failed to document the minimum number of meetings at the time the application is received by Provider Connections, it is the Bureau of Early Intervention's policy that a provider's credential be placed on "monitored status." This does not affect the provision of or the billing for services. The intention of this policy is to monitor a provider to ensure compliance with the Ongoing Professional Development Plan. A monitored credential is issued for a period of one year rather than the normal 3-year period. A month prior to the end of that year, the monitored provider must document compliance by forwarding a record of his/her monthly meetings. At that time, 2 years will be added onto the provider's credential so it will revert back into the three-year credentialing cycle. Failure to comply, deliberately or unwittingly, will result in a 1year suspension from the EI system.◆

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