Provider Connections vol. 6 Spring 2011

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

Provider News

Evaluation/Assessment in Early Intervention

When Evaluation/Assessment Occurs
Evaluation and assessment services are for the purpose of determining initial eligibility, participating in the development of an initial comprehensive multidisciplinary IFSP, annual re-determination of eligibility, adding new types of services to an existing IFSP, and if deemed necessary, to write the report for the six month review. Initial evaluation and assessment services to determine eligibility, develop an initial IFSP or to add a new service to an existing IFSP must be provided by a provider with a credential for Evaluation and Assessment. Evaluation and assessment services provided to complete a six month review or for re-determination of eligibility on an annual basis should be provided by the direct service provider, even if that provider is not credentialed as an evaluator.

Evaluation/Assessment Reports
All initial and ongoing evaluation and assessments must be submitted to the Child and Family Connections Office in the most current Illinois Department of Human Services (DHS) Evaluation and Assessment Report Format within 14 calendar days of receipt of the request to perform the evaluation or assessment. A copy of the report format can be found at http://www.wiu.edu/ProviderConnections/pdf/evaluation_report_form.pdf. Incomplete reports are not acceptable and will be returned to the provider.

Use of Approved Tools
When completing evaluations or assessments providers are required to use DHS approved tools. All providers must use an approved tool, including those who provide social work services, psychological services, and other counseling services. The approved tool list can be found at http://www.wiu.edu/ProviderConnections/approvedassessment.php. Over time, newly approved tools will be added to the list.

If a child is unable to be appropriately and accurately tested by the standardized measures available, informed clinical judgment of the qualified staff based upon multidisciplinary evaluation and assessment may be used to document the level of delay. Activities to determine clinical judgment shall include observation and parent report and shall be described in the written report documenting the informed clinical judgment of qualified staff that the child is experiencing delay at a level determined by the Department to be eligible. *(continued on page 2)*

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Evaluation/Assessment in Early Intervention

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Requesting the Addition of a New Tool to the Approved List
A provider may request Department approval of a developmental test by submitting, in writing, documentation that the test meets the following criteria: is listed in the Mental Measurement Yearbook Series; is nationally distributed; is formally validated; is age appropriate; and is individually administered. The Mental Measurement Yearbook Series can be found at the Early Childhood Intervention Clearinghouse, many local libraries, and via the Internet.
It is the responsibility of the provider to present proof of the above criteria to the DHS Bureau of Early Intervention at 222 S. College, 2nd floor, Springfield, IL 62704. DHS will submit this documentation to Illinois Department of Healthcare and Family Services for its review and approval. Do not use a new tool until you receive notification from the Bureau of EI that it has been approved.

Credential for Evaluation/Assessment
Evaluation/assessment services for the purpose of determining initial eligibility, participating in the development of an initial IFSP, and adding new types of services to existing IFSPs must be provided by a provider with a credential for Evaluation/Assessment. Application material for this credential can be found at http://www.wiu.edu/ProviderConnections/credentialing/evalapp.php. Applicants must meet defined criteria and complete a portfolio review process. Evaluation/Assessment reports in the portfolio must be in the required format and deemed as being of sufficient quality. All disciplines must submit reports that demonstrate the use of DHS approved tools. When the child cannot be appropriately and accurately tested using a formal assessment tool, reports should include information in section (I) of the report format to justify the use of informed clinical judgment. A provider must hold an active discipline-specific credential in order to maintain his/her evaluator credential. ◆

Licensed Social Workers and Professional Counselors

Provider Connections will no longer accept enrollment applications to enroll Licensed Social Workers and Professional Counselors as independent providers because this is against their Practice Acts. Per the Practice Acts, neither discipline is allowed to engage in independent private practice without a clinical license. In order to enroll as a licensed Social Worker or Professional Counselor, you must be employed by an agency or other entity that will be identified as the Payee on the W-9 form that you must submit to Provider Connections with your credential/enrollment application. Please review the Professional Counselor and Clinical Professional Counselor Licensing Act, 225 ILCS 107/20(c) or the Clinical Social Work and Social Work Practice Act, 225 ILCS 20/10(c) for more information on how you are allowed to practice as a non-clinical counselor. ◆

Referrals?

Once you have received an EI Credential and have confirmed you are enrolled with the EI Central Billing Office (Specialist only), you should contact the Child and Family Connections (CFC) for which you will be taking referrals. CFC(s) may request more information from you such as a vita or resume. A listing of CFC Offices is located on Provider Connections website: http://www.wiu.edu/ProviderConnections/links/.◆

The Illinois Early Intervention Clearinghouse is in the process of purchasing additional resources to expand their autism collection materials. Visit the Early Intervention Clearinghouse's website at:

http://eic.crc.uiuc.edu/.

Fingerprint Information

When you are fingerprinted for Provider Connections, please remember to return the form with the Transaction Control Number (TCN). This number allows us to track the results of the scan should there be a problem with transmission. Transactions and results are kept by the vendor and the State Police for transmission for 3 months. After that time, you would need to be reprinted at the full fee.

Please remember most providers only need to be printed once. The State Police has a rap back feature that will alert Provider Connections if a provider who has prints on file has been convicted of a crime in Illinois after the initial printing took place. Only people who have had two rejections from livescan and are name check only need to be reprinted. You will be notified if you are one of these providers. ◆

For Questions Concerning Billing Please Call:

The Central Billing Office

800-634-8540

Save the Date! Sharing a Vision Conference 2011

Sharing A Vision Conference: Children, Families and Professionals Together

September 26 - 28, 2011

Crowne Plaza Hotel, Springfield, IL

www.sharingavision.org

Did You Know. . .

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.

Common Credentialing Issues

- Transcripts must state what degree was awarded, be original transcripts and must be submitted with your application.
- Providers applying for a credential who have a state license do not need to send transcripts.
- The EI Training website features upcoming trainings, the website address: http://www.illinoiseitraining.org/page.aspx?item=1

In the Spotlight

This issue we highlight our student workers who help us in countless ways.

Mariah Baker is from Sciota, IL. She will graduate in May 2012 with a degree in General Studies. Mariah has been with Provider Connections since April 2009. She enjoys shopping, cooking, working out, and playing with her dogs. ◆

Jake Lower, from Aledo, IL, graduated May 2011 with a BS in Computer Science. He has a graduate assistantship at WIU for next year. He has worked with Provider Connections since December 2009. An avid outdoorsman, Jake enjoys fishing, golfing, and horseback riding. ◆

Colleen McGinn is entering her Junior year as a nursing major. She joined Provider Connections in September 2010. Colleen is from Lombard, IL. Colleen enjoys baking and playing tennis. She is also proficient in Irish Dancing. ◆

Josh Lockhart is our newest student worker, joining us this April. From La Grange, IL, Josh is a Junior in Computer Science. He enjoys outdoor activities, especially basketball. ◆

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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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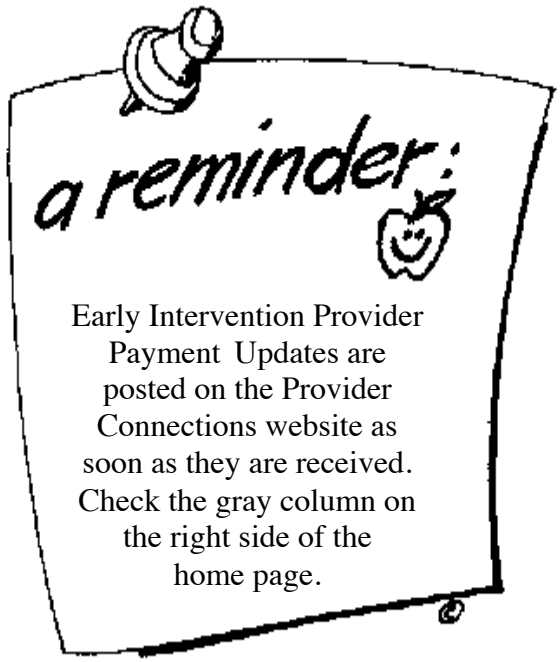
Provider Information

As a provider of Early Intervention services, **you are required** to access the Provider Connections' website and print the following three documents to assist you in working with the Early Intervention Services System:

1. The Provider Handbook entitled Early Intervention Service Descriptions, Billing Codes and Rates
2. EI CBO Billing Information for Providers Booklet
3. List of Child & Family Connections Offices and their contact information.

Download all 3 of these files in a .zip file here.



Postage

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