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

Provider News

Proposed Amendments to the EI Program Rule 500 (May 2013)

The Illinois Department of Human Services, Bureau of Early Intervention, filed proposed amendments to the Early Intervention Program rules, 89 Ill. Adm. Code 500. To see the proposed amendments, go to: http://www.cyberdriveillinois.com/departments/index/register/home.html and look for the May 17th Register, page 6417. The public comment period lasts 45 days, beginning May 17, 2013. The procedure for submitting public comments to the Department can be found in the Illinois Register on page 6418. ◆

Provider Connections' Website Resources

Over the years, Provider Connections' website has continued to evolve from simply including EI Credential Application materials and basic information related to the Illinois EI Program and Credentialing process. Features that have been added over time include provider searches, a searchable database of EI approved college/university coursework, newsletters, and informational multimedia presentations related to the completion of the various applications required for credentialing.

In an effort to make our website more user-friendly we also added an "Important News" section which is specifically for posting of payment updates and other information that is important for the provider population to know. As a part of the "Important News" section, we have linked a Real Simple Syndication (RSS) Feed to which individuals may subscribe. By subscribing to the RSS, providers can designate how and where they can automatically receive notices posted.

More recently, features have been added along the green bar of the homepage that include: "EI as a Career"; "New to EI"; "EI Principles"; "Information"; "Quick Links"; and "Resources." These links provide a great deal of information both to individuals who may be considering a career in early intervention to seasoned providers interested in specific processes or resources. In addition, visit our Facebook page for notices, reminders, and other helpful information related to early intervention in Illinois.

In the future, watch for a survey asking for your help in assessing the resources currently available and those that would be helpful to include.

Visit the Provider Connections website at www.wiu.edu/providerconnections. ◆

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Instructions on Updating Your Email Address

Provider Connections likes to communicate with applicants and credentialed providers via email as it is immediate and involves no cost to either party. The only record of a provider's email address is the one listed on the credential application. Therefore, if you have changed your email address, please write, fax, or email Provider Connections with your new address information. Please do not call as address-related changes must be submitted in writing. ◆

Training Tip

Certificates submitted for trainings must have matching dates, titles, and sponsors. Please check your certificates against trainings found on the Illinois Early Intervention Training Program's website.
http://www.illinoiseitraining.org/page.aspx?module=15
Trainings that do not have the same date, title, and sponsors cannot be accepted for Early Intervention Credit. ◆

Avoid Sending Duplicate Certificates

Provider Connections is asking providers, particularly Developmental Therapist applicants and Service Coordinators, to avoid submitting duplicate continuing education certificates. When duplicates are submitted, it slows down the credentialing process because it can take up to an hour to identify originals and cull duplicates from the 120 hours of core area trainings. ◆

System Overview Requirements

If a provider has been out of Early Intervention for more than 3 years, that person must retake System Overview Training. Similarly, if a new applicant that was never credentialed took System Overview more than 3 years ago, that person will need to retake the System Overview Training. ◆

Credential Notifications via Email

In an effort to efficiently provide notification to providers renewing their EI Credential(s), Provider Connections has begun email notification to individuals identifying any deficiencies that would prevent renewal. Notifications include specific details as to the number of approved continuing education hours submitted, identifies any continuing education submissions that were not credited and specifies steps to take to complete the renewal process. Currently, providers receive the email as well as a mailed letter of the same content.
Beginning July 2013, for those who provide emails, only email notification will be provided. Letters will continue to be sent to those who do not provide email. Also beginning July 2013 renewal notices will be sent via email to providers. The schedule of notification will remain the same in that the email will be sent the quarter prior to the credential expiration date. Renewal notices will be mailed to those who do not provide email addresses. Please add providerconnections@wiu.edu to your address book to avoid messages being sent to your junk mail.◆

Credit for Continuing Education

The Early Intervention Training Program approves all continuing education events for an appropriate number of hours based on their birth to three content. This may or may not reflect the number of hours printed on the certificate as partial rather than full credit may have been awarded. Provider Connections calculates continuing education hours based on the credit designated on the EI Training Program's website and not what is printed on the certificate. It is highly recommended that providers check the EI Training Program's website to verify their continuing education hours prior to submitting their certificates to Provider Connections.◆

Printing your Credential

We would like to remind EI Providers that copies of

Are You Providing Services?

Provider Connections continues to hear from providers who are not providing services, or haven't provided services during their Full/Temporary credential. If you are no longer providing EI services, we recommend you place your credential on inactive status with Provider Connections. This will excuse you from doing the ongoing professional development meetings during your inactive period. It also lets Service Coordinators know that you are not available to provide services. If you have questions about placing your credential on inactive status, please contact the office of Provider Connections. Staff will assist you in determining the best options for your situation. ◆

For Questions Concerning Billing Please Call:
The Central Billing Office
800-634-8540

Creating Your Own Agency

If you are an individual provider who decides to form your own company/agency, please take the following steps. Download the forms from our website at www.wiu.edu/providerconnections. You will find the forms listed under the Enrollment Tab, and then choose Enrollment adds/changes. Choose the file that states "Creating New Provider Agency." Fill the new forms out using your agency information. Remember, your name and social security number do not go on the W-9 form. Only list the agency name and federal employer identification number on this form along with your payment address. It is important that you attach a letter, signed by you, that indicates you will no longer be using your social security number in the system now that you have formed your own company/agency. This will create a smooth transition for you when it comes to doing your billing. ◆

Questions…We Get Questions!

We get many questions from people everyday. Many questions we can easily answer, such as credential requirements, renewal questions, completing applications, and background check procedures, to name few. Some questions are more difficult…

We do not provide direct service and cannot answer questions about direct service procedures. Your Child and Family Connections (CFC) should be able to address these questions.

Evaluations are sent to review teams. Provider Connections only mails the review sheet. CFCs have staff to provide technical assistance for evaluations.

While we can help with address changes, name changes, and the completion of forms for the Central Billing Office (CBO), we are not able to tell you if you are in the CBO system. Contact the CBO or your CFC to see if you are in the system.

The Early Intervention Training Program can assist you with questions about upcoming trainings and technical assistance for the System Overview Online training. ◆

Informed Clinical Opinion

The Early Childhood Technical Assistance Center has put together a great paper on this topic. The term "informed clinical opinion" appears in the regulatory requirements for the implementation of Part C of the Individual with Disabilities Education Act (IDEA) as an integral part of an eligibility determination. It must be included in evaluation and assessment procedures, since it is a necessary safeguard against eligibility determination based upon isolated information or test scores alone. Since the term carries different meanings for individuals and agencies, it is important to clarify the meaning and use of "informed clinical opinion" in the context of Part C. This document uses a question-and-answer format to address three key issues:

* What does informed clinical opinion mean in the context of Part C?
* How does informed clinical opinion affect the determination of eligibility?
* Why is it necessary to document informed clinical opinion?

Access the full document at: http://ectacenter.org/~pdfs/pubs/nnotes28.pdf

Did You Know. . .

- The EI Training website features all upcoming trainings, the website address: http://www.illinoiseitraining.org
- Provider Connections website is now compatible with mobile devices
- Did you know that Provider Connections staff has 57 combined years of experience providing credentials for Early Intervention providers.
- Beginning July 1, 2013 Evaluator Portfolio Applications will be reviewed on a monthly basis.
- Early intervention updates are available by subscribing to the RSS Feed for Updates on Provider Connections' website.◆

http://www.wiu.edu/ProviderConnections

Common Credentialing Issues

- Please do not send CANTS forms directly to DCFS. Send them with your application to Provider Connections. We have no way of tracking them if they are sent individually.
- If you need technical support, questions regarding the enrollment process should be directed to **Provider Connections at (800) 701-0995**. ◆
- When you mail your application be sure the correct amount of postage is on the packet. Provider Connections mail is processed through a university, therefore, your package will be returned if additional postage is due. ◆

Find us on Facebook

Where Do I Find?

Early Intervention service descriptions, billing codes and rates can be found in the Early Intervention Provider Handbook. The Handbook may be found in complete format on the Provider Connections website: http://www.wiu.edu/ProviderConnections. Click on the green bar "New to EI" then mouse down to important documents, it opens as a .pdf file. ◆

Cole Hennessey
Provider Connections
Student Worker

Cole Hennessey is from Callender, IA. After two years at Iowa Central he transferred to WIU and is now studying Computer Science. His main passion is golf. Whenever he has any free time you can expect to find him on the golf course. He also enjoys learning new code and listening to country music.

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

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Name Tags

According to the Illinois General Assembly, Public Act 096-1340 *"Truth in Health Care Professional Services Act"* that became effective July 1, 2010, a health care professional providing health care services in this State must conspicuously post and affirmatively communicate the professional's specific licensure by doing the following: The health care professional shall wear a name tag during all patient encounters that clearly identifies the type of license held by the health care professional, unless precluded by adopted sterilization or isolation protocols. The name tag shall be of sufficient size and be worn in a conspicuous manner so as to be visible and apparent. ◆

Postage

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