AMENDED EARLY INTERVENTION IMPACT ENROLLMENT GUIDELINES
IMPACT Help Desk 877-782-5565

The State of Illinois has a provider enrollment system termed IMPACT (Illinois Medicaid Program Advanced Cloud Technology). This system utilizes a web-based provider enrollment application that meets Federal requirements, is more convenient for providers, and increases efficiency by automating and expediting State agency processes.

Most Early Intervention (EI) providers will be required to enroll in the EI Program/Medical Assistance Program via the IMPACT system. In addition, most providers currently enrolled in the EI Program/Illinois Medical Assistance Program will be required to gain access to the IMPACT system and revalidate their enrollment information, as well as enter information that may have not been collected in the past. Please refer to the IMPACT website, http://IMPACTinfo.Illinois.gov, which outlines detailed information for all providers in regards to the IMPACT enrollment/revalidation process, related activities, and timelines. The phone number for IMPACT is 877-782-5565. When phoning IMPACT staff, please let them know you are an Early Intervention provider.

IMPACT terminology may differ from terminology EI providers have used in the past. The intent of this document is to assist EI providers in enrolling/revalidating in the IMPACT system. This document specifically references EI providers. If you or your entity are also Medicaid enrolled to serve other populations, such as clients enrolled in other State Agency programs or general populations that are Medicaid eligible, you are encouraged to refer to the above listed website. You may also reach out to these areas, if needed, so as to understand what their requirements might be.

This Section has Changed—Please Read Carefully! Plan ID#s for Billing Agents & Billing Providers

Please note, EI Providers must complete additional enrollment steps to enable appropriate billing. Depending on your IMPACT enrollment type, associations with Early Intervention as the Billing Provider and Billing Agent are REQUIRED. Descriptions of the Enrollment Types are available on pages 2-3.

If you are enrolling as an Individual/Sole Proprietor, you **MUST ASSOCIATE** to both, as listed below. If you are enrolling as a Rendering Service Provider, you **MUST ASSOCIATE** to the EI Billing Provider and also the Billing Provider whom you will be enrolling (working) with.

For All, IMPACT has these steps listed as optional during the application process, they are **NOT OPTIONAL FOR EI PROVIDERS.**

1. EI Billing Provider ID #: 7094782 **REQUIRED** for ALL EI Providers
2. EI Billing Agent ID #: 7094665 **REQUIRED** for Ind./Sole Prop. Enrollment

Please be advised that there has been a system update to IMPACT that requires providers (excluding Rendering Service Providers) to **add office hours to their Primary Practice Location and any identified Service Locations in Step Two** prior to making any modifications to their information. New applicants will also need to add office hours as part of the process in Step Two before the system will accept the application for submission.

Note for Developmental Therapists: The License/Certification/Other step is not to be completed by those who hold or seek the Developmental Therapy Credential. The IMPACT system cannot validate your credential number or expiration date, and the addition of this information causes issues with the reimbursements to EI.

W–9 Certification Process

1) Prior to IMPACT enrollment, providers must have their W-9 Certified at the IOC. Follow these steps:
   A. If you are enrolling as a "Rendering Provider" in IMPACT no W-9 Certification is required
   B. All other Impact Enrollment Types must have a W-9 certified by the IOC before enrolling in IMPACT
      1. Follow these steps to verify a certified W-9:
         a. Log on to https://illinoiscomptroller.gov/vendor-services/vendor-payments-new
         b. Choose Vendors.
         c. Enter Vendor Tax Identification Number (that will be the tax id you are enrolling to be a provider with, could be SS# or FEIN, etc.)
         d. Enter Vendor Name (that will be the name your TIN is registered to.
         e. Follow the security question to "Select the XXXX". This is established as a security measure by IOC.
         f. Choose Submit.
   C. If your Vendor Name displays correctly, you are certified. Proceed to IMPACT website to continue.
   D. If your Vendor Name does not display or is incorrect, you must submit a new W-9 (available at irs.gov) to The Illinois Healthcare and Family Services. **The preferred method of submitting W-9s is through the** IMPACT.Help@Illinois.gov **email address**. Otherwise, fax the W-9 to (217) 557-8800 or (217) 557-2263. Wait approximately 1-3 weeks and repeat steps a-f to confirm you are certified before proceeding to IMPACT.
2) Log into IMPACT at https://IMPACT.illinois.gov to request Single Sign On and to enroll in the IMPACT system to fulfill that portion of the process.
3) Access the Early Intervention enrollment portion at providerconnections.org (Not required for revalidations)

Enrollment Type:

Providers will be required to select an Enrollment Type upon enrollment/revalidation. Shortly after the Enrollment Type is selected, a Business Process Wizard (BPW) will be displayed which will outline the required and optional application steps to complete prior to the application being submitted to the State for approval.

The following is a list of Enrollment Types with their descriptions in order to assist you in your selection:

➢ **INDIVIDUAL/SOLE PROPRIETOR**

Regular Individual /Sole Proprietor

Defined as an individual who has a Type 1/Individual NPI and who does not fit the definition of Group Practice or a Facility/Agency/Organization (FAO)—see below for the definitions of a Group Practice and a FAO.

If **INDIVIDUAL/SOLE PROPRIETOR➔ Regular Individual/Sole Proprietor** selected; you will need to define the correct subcategory of this Enrollment Type (either Rendering/Servicing Only or Individual/Sole Proprietor) on Step 1 of the BPW:

Rendering/Servicing Only ***This is the BPW default setting. If you will be an individual doing your own billing, select Individual/Sole Proprietor**.

An individual who has a Type 1 NPI and performs services but NEVER submits claims for these services either directly or indirectly (meaning submitting any claiming through a Billing Agent). In this instance the person/company the individual is employed by will directly or indirectly submit the claims on their behalf and this person/company will also receive reimbursement for the services.

Individual Providers must have access to their IMPACT application; therefore, a personal email address must be listed in IMPACT.

Individual/Sole Proprietor
An individual who has a Type 1 NPI and owns their own practice/company. This individual will submit claims for their services either directly or indirectly, and also possibly for other individuals under their employ, as well as receive reimbursement for the services.

➢ GROUP PRACTICE
An entity that has a Type 2/Organizational NPI and does not require a license or certificate to operate. Providers enrolled as a Rendering/Servicing Only provider, or possibly as an Individual/Sole Proprietor, will associate to the Group Practice with the Group Practice serving as the Billing Provider. As a Billing Provider the Group Practice will submit claims either directly or indirectly on behalf of the providers who have associated to it and will receive payment for the services.

➢ FACILITY/AGENCY/ORGANIZATION (FAO)
An entity that has a Type 2/Organizational NPI and requires a license or certificate to operate. Providers enrolled as a Rendering/Servicing Only provider, or possibly as an Individual/Sole Proprietor, will associate to the FAO with the FAO serving as a Billing Provider. As a Billing Provider the FAO will submit claims either directly or indirectly on behalf of the providers who have associated to it and will receive payment for these services.

➢ BILLING AGENT
A person or entity authorized to submit HIPAA compliant transactions or an agent authorized to exchange ePHI on behalf of a provider. A Billing Agent does not require a NPI and does not render services directly to Medicaid participants. Any outside entity an EI Provider utilizes for claim submission to the EI CBO will serve as a Billing Agent.

Note: It will be the responsibility of the EI provider to ensure that their specific Billing Agent enrolls first in the IMPACT system if one is being used. This is necessary so as to ensure that the correct associations occur and that claims continue to process.

Associations During Enrollment/Revalidation
You will be required to select your correct Enrollment Type as defined above. In addition, during the enrollment/revalidation process you will be required to create associations in accordance with the steps outlined on the BPW so as to connect you to the EI Program. The associations selected will be based upon your Enrollment Type, services delivered, and business practices. Associations should occur as follows:

1) Enrolling as an **INDIVIDUAL/SOLE PROPRIETOR➔Regular Individual/Sole Proprietor➔Rendering/Servicing Only** (i.e. that is an individual having a Type 1 NPI and who renders services to children but does not directly or indirectly bill for the services)

   BPW Step “Associate Billing Provider”: Associate to the EI Billing Provider (7094782.)

You also need to associate to the Individual/Sole Proprietor, Group and/or FAO who directly or indirectly bills for your services and receives reimbursement.

2) Enrolling as an **INDIVIDUAL/SOLE PROPRIETOR➔Regular Individual/Sole Proprietor➔ Individual/Sole Proprietor** (i.e. that is an individual having a Type 1 NPI and who renders services to children, submits claims either directly or indirectly for the services and receives reimbursement)

   BPW Step **"Associate Billing Provider":** Associate to EI Billing Provider (7094872) and any Individual/Sole
   Proprietor, Group and/or FAO who you are employed by.

   BPW Step **"Associate Billing Agent":** Associate to EI CBO Billing Agent (7094665) and associate to any other Billing Agent used, if applicable.

3) Enrolling as a "**Group Practice"** (i.e. that is an entity having a Type 2 NPI but not required to have a license/certificate to operate).

   BPW Step **"Associate Billing Agent"**: Associate to EI CBO Billing Agent (7094665) and associate to any other Billing Agent used, if applicable.

4) Enrolling as a **FAO** (i.e. that is an entity having a Type 2 NPI and having a license/certificate to operate).

   BPW Step **"Associate Billing Agent"**: Associate to EI CBO Billing Agent (7094665) and associate to any other Billing Agent used, if applicable.

5) Enrolling as a **Billing Agent** (i.e., that is an entity who does not render services to children though submits claims on behalf of EI providers).
   No associations will be established by the Billing Agent, however, all other Enrollment Types, except a Rendering/Servicing Only provider, may associate to a Billing Agent when completing their enrollments.