



First Steps

Enrolling in the First Steps System

Now that you have completed:

1. all six First Steps Direct Service Provider Orientation modules and
 2. obtained an 80% or higher on the final assessment
- you are ready to enroll in the First Steps System. The information that follows will lead you through a step-by-step enrollment process and will explain what forms are needed and how to complete them.

As you work your way through the enrollment process, you may have questions. Please contact the LPCC (Local Planning and Coordinating Council) at the cluster for which you will be working to get answers to your questions. The state Cluster map with contact information can be found at <http://www.firststeps.in.gov/>. Once on the web site, click on Contact First Steps, then click on First Steps Cluster map under Local Contacts, then click on Printable Version to view the map of the clusters.

Agency-based Provider vs. Independent Provider

As of January 1, 2011, providers must follow these enrollment guidelines:

- A. Agency Based: Any provider specialty listed below **must** enroll in First Steps through a participating First Steps multidisciplinary agency. Please refer to Attachment E in the Indiana First Steps Early Intervention Personnel Guide for agency enrollment requirements:
 - a. Developmental Therapy Specialist (DT-EC, DT-C, DT-HI, and DT-VI)
 - b. Occupational Therapist and Occupational Therapy Assistant
 - c. Physical Therapist and Physical Therapy Assistant
 - d. Speech Language Pathologist
- B. Independent: Any provider specialty listed below may enroll in First Steps through a participating First Steps multidisciplinary agency **or** as an Independent Provider. Please refer to Attachment E in the Indiana First Steps Early Intervention Personnel Guide for agency enrollment requirements:
 - a. Audiologist
 - b. Interpreter Specialist
 - c. Nurse (Registered)
 - d. Nutritionist

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- e. Orientation/Mobility Specialist
 - f. Physician
 - g. Psychologist
 - h. School Psychologist
 - i. Social Worker
 - j. Transportation Provider/Common Carrier (Non-Ambulatory)
 - k. Vision Specialist

Enrollment Requirements

Persons who meet entry level requirements for a specialization in their discipline as defined in the Entry Level Qualifications for Early Intervention Personnel Section in the Indiana First Steps Early Intervention Personnel Guide, may enroll as an early interventionist.

Early interventionists design and implement early intervention services and may supervise early intervention associates within the area/discipline of their credential. Specialists practicing in the First Steps Early Intervention System include the following:

- Audiologists
- *Developmental Therapy Specialists (See Enrolling as an Associate)
- Licensed Marriage and Family Therapists
- Nurses (Registered Nurses)
- Nutritionists (Registered Dieticians)
- Occupational Therapists
- Certified Orientation/Mobility Specialists
- Physicians
- Physical Therapists
- Psychologists
- School Psychologists
- Service Coordinators
- Licensed Social Workers
- Speech/Language Pathologists
- Vision

Provider Agreements

All providers who enroll with the First Steps System agree to adhere to the provisions of the contract they sign and return with their enrollment packet. Providers agree to a number of different items which include, but are not limited to:

- a. accepting the state as full and final payment (and not billing another entity).
- b. submitting IFSP Progress Reports on each child with whom they provide services.
- c. maintaining their clinical documentation on each child for a minimum of **five** years past the date the child completes services.
- d. submitting billing in a timely manner.
- e. notifying the SPOE and CRO of any change in their status as a provider for updates in the Provider Matrix.

Enrollment Process

Step 1: Use the chart on the next page to determine which enrollment forms you will need based on your enrollment status. Once you have determined which forms you will need, complete the **entire** Enrollment Packet following the guidelines listed under the column heading that describes your enrollment status.

If you enroll as:

Provider with Approved Provider Agency	Independent Provider
www.infirststeps.com Click on Provider Enrollment Forms	
<p>Step 1: From the web address above: download the following:</p> <ol style="list-style-type: none"> 1. IHCP Enrollment Application Packet 2. Handy CRO Numbers 3. CRO Agreement 4. Personnel Guide 5. EFT/Direct Deposit Authorization 6. Service Definitions 7. Usual and Customary Rate Information 8. EI Procedure Code/CPT Cross Reference (Effective 12.1.10) 9. Provider Enrollment Information/Application 10. Provider with Established First Steps Facility Enrollment Checklist 11. Indiana First Steps Online Access Enrollment Form – found under User Online Access Request link 	<p>Step 1: From the web address above: download the following:</p> <ol style="list-style-type: none"> 1. IHCP Enrollment Application Packet 2. Handy CRO Numbers 3. W-9 4. CRO Agreement 5. Personnel Guide 6. EFT/Direct Deposit Authorization 7. Service Definitions 8. Usual and Customary Rate Information 9. EI Procedure Code/CPT Cross Reference (Effective 12.1.10) 10. Provider Enrollment Information/Application 11. Independent Provider Enrollment Checklist 12. Indiana First Steps Online Access Enrollment Form – found under User Online Access Request link

Step 2: complete the forms from above and gather all of the information that is listed on the Independent Provider Enrollment Checklist.	Step 2: complete the forms from above and gather all of the information that is listed on the Independent Provider Enrollment Checklist.
Step 3: submit all forms that are on the checklist to the CRO address below. Never send in a partial application. When submitting forms requiring signatures, submit the form that contains the original signature.	Step 3: submit all forms that are on the checklist to the CRO address below. Never send in a partial application. When submitting forms requiring signatures, submit the form that contains the original signature.
CRO Provider Enrollment Attn: Indiana Provider Enrollment CSC Covansys P.O. Box 29160 Shawnee Mission, KS 66201-9160 Telephone: 1-866-339-9595 Option 2 E-mail: infsenroll@csc.com	

Step 4: After the enrollment packet has been received by CSC, the direct service provider will receive an email from CSC with a user name and password for the Provider Account Management (PAM) site, the website for viewing authorizations and submitting claims.

Within 5 business days of receipt of the enrollment packet and upon approval of the packet, CSC will send an enrollment letter to the provider, which will contain the provider's First Steps rendering number.

If the application is incomplete, the provider will receive a return to provider (RTP) letter stating what information is missing. Providers must resubmit the missing information to CRO Provider Enrollment in order to complete the original request. The five-day timeline starts over upon receipt of the new submission.

Step 5 (optional): the provider can visit the Provider Account Management site and change his/her password that was issued at enrollment.

Personnel Standards

Indiana has personnel standards established for direct service providers that reflect high standards supported by professional development activities. The standards include child development competency, education, and training. To ensure these standards are met and maintained, Indiana requires all personnel to:

- maintain credentialing,
- attend mandatory trainings by the Lead Agency
- commit to increasing their skills through further education and training.

Credentialing - Initial and Annual

As part of the personnel standards, Indiana requires all direct service providers to obtain an initial early intervention credential within two years of enrollment in the First Steps System and to renew the credential annually. An early intervention credential for First Steps indicates that an early intervention provider understands the First Steps system--its philosophy, rules, regulations, and process -- and their role in providing services to children and their families. Detailed information about both credentials will be provided during the ½ day face-to-face follow up.

Additional details about the personnel standards including credentialing and enrollment are available in the Indiana First Steps Early Intervention Personnel Guide, which can be found on the First Steps website.

Summary of Enrollment and Credentialing Process

The enrollment and credentialing processes can be a bit daunting. Even though the steps have been described in detail on previous pages, a summary of the steps is valuable to ensure that direct service providers maintain their enrollment in the First Steps System. Direct service providers will:

1. **complete** the Direct Service Provider Orientation and **achieve** an 80% or higher on the assessment. Then,
2. **Complete** all enrollment forms and **submit** them to CSC.
3. **Register for DSP102 and DSP103 training** while waiting to receive enrollment approval letter.
4. Once enrolled, they **provide** early intervention services.
5. While providing services, they work to complete two milestones:
 - a. annual update – to be submitted a month before the first year anniversary of the enrollment date. Details about the annual update will be provided at the ½ day follow up meeting.
 - b. initial credentialing – to be completed within the first two years of enrollment and submitted at least one month before initial credential will be provided at the ½ day follow up meeting.
6. While providing services and before initial credential is completed, they **submit** an **annual training fee** and **complete mandatory trainings** to meet annual mandatory training requirements and annual re-credentialing requirements. Details about the annual training fee

and mandatory trainings will be provided at the ½ day follow up meeting.

7. Once the initial credential has been obtained, they **complete** their **annual re-credentialing** by the anniversary date of the initial credential. Details about the annual re-credentialing will be provided at the ½ day follow up meeting.