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To: Early Intervention Payees  
Early Intervention Providers  
Child and Family Connections Managers and Staff

From: Heather Hofferkamp, Interim Chief *HMA*  
Bureau of Early Intervention

Date: January 14, 2022

Re: Early Intervention Provider Information Notice on Provider Enrollment, Supervision and Reporting

This notice has been created to provide assistance and clarification regarding requirements on a variety of Early Intervention (EI) Program's requirements.

### **Provider Enrollment Requirements**

For those who are unfamiliar, when an individual applies to be an EI credentialed provider (such as a Developmental, Physical, Occupational or Speech therapist), or chooses to apply to be an EI non-credentialed provider (such as an audiologist, interpreter/translator, physician, etc.) and is approved to deliver EI services, that individual must also decide how they wish to enroll with the Central Billing Office (CBO), with the exception of associate-level providers, which will be explained later within this notice.

Enrollment is directly related to how an individual provider's services will be billed/reimbursed and ensures the ability for the EI Program to claim matching funds from other sources. There are several enrollment types that an individual provider may consider. A provider may enroll independently, create and enroll in their own agency, or enroll under another EI Payee that is an established agency. An agency can be any size (of staff) and be as little as one provider with a certified federal employee identification number (FEIN) or social security number (for Individuals and/or Sole Proprietors only) or multiple staff of varying disciplines.

These requirements include:

- Review of [Enrollment overview](#)
- Completion and submission of [Enrollment paperwork](#)
- Complete [IMPACT Enrollment](#) by associating to the Payee/Billing Provider or be enrolled as an individual provider, if applicable. This must be done prior to approval of the provider's EI enrollment with the CBO.
- Confirmation of successful enrollment

Providers **must** ensure that they are properly enrolled prior to accepting any service authorizations. You should verify enrollment by calling CBO at 1-800-834-8540. Additional information may also be found within the [Illinois Early Intervention Provider Handbook](#) within Chapter 3 or on the Provider Connections website at [www.wiu.edu/providerconnections](http://www.wiu.edu/providerconnections).

**NOTE:** If a Service Coordinator is unable to locate a specific provider enrolled under the EI Payee, an authorization cannot be properly created. An authorization issued to another provider under the EI Payee is not appropriate and should not be accepted. The provider and/or EI Payee should contact the Service

Coordinator immediately to inform them. The provider should contact CBO to inquire if there are issues with enrollment.

In the event that an EI Payee bills for services for providers who are not properly enrolled, consequences such as refunds for all services delivered could be required. This practice places the EI Program out of compliance with multiple billing practices and at risk of audit findings from the State Medicaid agency as well as federal administrative reimbursement. The EI Program has specific rules and requirements to submit claims for qualified services including ensuring proper pre-authorizations and reimbursement claims are accurate and being provided by fully credentialed and properly enrolled providers.

If at any time a provider's enrollment ends with an EI Payee, Provider Connections must be notified via email at [providerconnections@wiu.edu](mailto:providerconnections@wiu.edu) or by fax at 309/298-3066 to inactivate this provider's enrollment under that specific EI Payee. This may be done by the provider directly or the EI Payee. Information to send to Provider Connections includes the provider's name, discipline, name of the EI Payee and the last day of employment under that EI Payee. This practice ensures the data system is current and helps prevent a provider being chosen under an invalid EI Payee they no longer are employed under.

A provider must be enrolled under at least one EI Payee, whether it be themselves, individually, or another EI Payee. If there is no active EI Payee, the provider's credentialing will also be automatically inactivated if they are removed from the EI Payee's enrollment. If this happens, credentialing may easily be reactivated once a provider is successfully enrolled under another active EI Payee as described above, and credentialing continues to be in good standing.

As a reminder, all authorizations should include the full name of the rendering provider listed in the comments section.

#### **Early Intervention Associate-Level Providers**

All EI credentialed associate-level providers must be supervised by a licensed, EI credentialed and enrolled supervisor in the same discipline and same EI Payee. The authorization created should be in the Supervisor's name and have the associate-level provider's name listed within the comments section of the authorization. If an authorization is not created in this manner, the Service Coordinator should be notified immediately to have it corrected. The supervising provider is to conduct direct supervision during the credentialed associate-level provider's sessions at a minimum of once per month for each child served. This is not applicable to Speech-Language Pathology Assistants in their Clinical Fellowship Year (CFY). The associate-level provider's session documentation for each supervised session must include the supervisor's name and that this was a supervised session. The supervisor must also create documentation for every supervised session with a summary of the session.

**NOTE:** As a reminder, Developmental Therapists are unable to have associate-level credentials. Supervisory time is non-billable time. Supervisory time is administrative time that is included in the rate paid to the provider for direct service.

#### **Arena Evaluations/Assessments and Reports**

When an EI Provider accepts an individual authorization for an evaluation or assessment, an individual report is required. If a provider participates in an Arena evaluation, an individual report is still required. This is not a new practice. Any combined reports will be returned to the provider to complete an individual report for submission to the Service Coordinator, IFSP team and family.

If you have any questions regarding information contained within this notice, please feel free to email [dhs.eiquestions@illinois.gov](mailto:dhs.eiquestions@illinois.gov).

Thank you.