

**1. How do I start my enrollment?**

Indiana has an open enrollment for all provider disciplines. Providers, especially Developmental Therapists, should be aware that in many areas of the state there is excess capacity for some disciplines which will limit the number of referrals the provider will receive. All providers are encouraged to contact the System Point of Entry for their area, prior to enrollment.

Instructions for enrollment are posted on the UTS website at [www.utsprokids.org](http://www.utsprokids.org). Providers may begin the enrollment process once they have successfully completed the on-line orientation course. All necessary enrollment forms can be found on the eikids website at <http://www.eikids.com/in/matrix/docs/enrollment.asp>.

**2. How do I get started on the IHCP Enrollment Packet?**

You will find this at [www.indianamedicaid.com](http://www.indianamedicaid.com) and complete the steps below:

- Click on “Enroll a New Provider in the IHCP”
- Select the specialty type closest to yours
- Select Group Link to the right of your specialty
- Fill out Schedule A, B, & C, including pg 4-11

**3. What is my Rendering Number?**

Rendering numbers are no longer issued or required.

**4. Do First Steps providers have any mandatory training requirements?**

Yes, all First Steps providers must complete the Orientation series, DSP 101, 102 and 103, four (4) Training Times assessments and one (1) First Steps Core Training annually. Providers who have not yet credentialed must document these trainings and updates to their license, insurance and criminal history check on the Indiana First Steps Attestation Statement form, located in the Personnel Guide. The Attestation form is due one year from your enrollment date. Once credentialed the Attestation form is due annually on your credential date.

**5. How do I find my enrollment or credential date?**

The enrollment and credential dates are contained in your confirmation letter from the Central Reimbursement Office (CRO). If you have misplaced the letter, the CRO keeps records of your enrollment and credential dates. You may contact them at 866-339-9595.

**6. Do providers need to send in a credentialing grid with their first year Attestation Statement?**

No, prior to credentialing the Attestation form serves the purpose of updating all required information (e.g. criminal history check, insurance, professional license, and documentation of the annual mandatory training (1 FSCT and 4 Training Times assessments). However, when submitting an initial credential or annual re-credential, providers must submit a completed credentialing grid.

**7. What kind of training can be used for credential points?**

- a. The training must pertain to the early intervention competencies listed in the Personnel Guide for Direct Service Providers or Service Coordinators.
- b. The training must be for children birth to 5 years. If training covers older children or infants through adults, the points taken must be prorated to the amount of time spent covering early childhood (birth to 5 years).
- c. Only actual session time may be counted (excluding breaks and lunch)
- d. Once credentialed, all training must be completed within the current credential period and may only be used one time. After the initial credential, training and experience can never be carried over to the next year.

**8. Can foreign language, including ASL be used for First Steps credentialing?**

Yes, language courses that are academic and sponsored by a college or university can be counted as 1 point per credit hour. Language courses offered through continuing education may be counted as 0.1 point per training

hour. Self-study language courses, such as Rosetta Stone are counted as “Other Proposed Tasks” and are worth the actual time spent completing the task (1 hour = 0.1 point).

**9. Can CPR and First Aid be used for First Steps credentialing?**

Yes, CPR and First Aid can be used for credentialing. If the course covers older children or infants through adults, the points taken must be prorated to the amount of time spent covering early childhood (birth to 5 years).

**10. If I am the parent of a special needs child, can I use caring for my child under experience points?**

Yes, the Personnel Guide allows a 5 point maximum for relevant experience as a family member of a child with special needs. This applies only for the initial credential period and may not be used for the annual credential.

**11. How do I obtain the Indiana State Limited Criminal History Check?**

The application can be found at: <http://www.in.gov/ai/appfiles/isp-lch/>

**12. My professional license no longer contains an expiration date, what do I submit to the Provider Enrollment/Credentialing Team?**

Providers should print the status page for your license from <http://www.in.gov/pla/>. This page includes your name, license status and expiration date.

**13. Do I need to send in a Rider A Attachment with my credentialing?**

The Rider A Attachment is required for

- Speech Language Pathologists in their Clinical Fellowship Year;
- Developmental Therapy Specialists who are under supervision for the first 12 months;
- All Developmental Therapy Associates;
- LPNs, COTAs, PTAs and Speech Aides whose licenses required supervision.

**14. I missed completing my FSCT and Training Times last year. What do I need to do to make it up?**

Training Times Assessment make-ups remain on the UTS website for 6 months after the assessment deadline. However, if you miss the deadline you will only receive credit for completion without credential points. After 6 months, you will need to email [training@utsprokids.org](mailto:training@utsprokids.org) for a form to request this make-up. There is a \$25 processing fee for this late make-up. To make-up a FSCT you may register for any FSCT, but the annual fee will not carry over year to year and you will be required to pay the class fee.

**15. Does CSC send out Credentialing Letters?**

Yes, CSC does send out Credential approval and pending letters.

**16. How do I update my education on the Provider Matrix?**

You can send in backup documentation such as a copy of your official transcripts and diploma to the CSC email inbox at [www.infsenroll@csc.com](mailto:www.infsenroll@csc.com), or by fax (913) 888-6683, Attn: Indiana First Steps.

**17. Can I send my enrollment packet or any other forms that require a signature by fax?**

No, all signature documents require original signatures, which can only be sent by mail.

**18. How do I contact Provider Enrollment/Credentialing and the CRO?**

Most forms and documents will include the appropriate mailing address and phone numbers. In general, the CRO may be reached at:

Central Reimbursement Office  
c/o CSC  
P.O. Box 29160  
Shawnee Mission, KS 66201-9160  
Phone: (866) 339-9595  
Fax: (913) 888-6683