



How to Become a Direct Service Provider for Indiana's First Steps System

On January 1, 2011, Indiana's enrollment system for direct service providers changed. The state now requires the following direct service providers (OT, PT, SLP, DT) to belong to a provider agency. Other direct service providers (audiology, nursing, nutrition, orientation mobility, psychology, social work, vision) may be an independent contractor and have a referral agreement and/or be contracted/employed by an approved Provider Agency. Referral agreements with multiple agencies are encouraged. Interested providers should contact the Central Reimbursement Office (CRO) and/or their local System Point of Entry (SPOE) for a list of provider agencies in their area. Interested providers may choose to complete **Direct Service Provider 101** prior to securing employment with a provider agency or they may complete the course once they have been hired/contracted. **Registration and completion of this course does not constitute an offer of employment and no refunds are provided to those providers unable to secure employment with a provider agency.**

Effective October 1, 2010: Enrollment Requirements for Developmental Therapists changed. Please note the following:

- **A degree in early childhood or special education with a focus on early childhood development is required.** (Refer to the First Steps Personnel Guide for specific enrollment requirements)
- **After 10/1/10, all new Developmental Therapists will be enrolled at the associate level for their first year. After one year of working with infants and toddlers in First Steps, the provider may request advancement to the specialist level.**

You should contact the CRO at CSC Covansys (1-866-339-9595), if you have questions about your qualifications to be a Developmental Therapist.

Indiana's First Steps System offers the following 17 services to help children and their families meet their desired outcomes:

1. Assistive Technology	9. Physical Therapy (PT)
2. Audiology	10. Psychological Services
3. Developmental Therapy (Special Instruction)	11. Service Coordination (SC)*
4. Health Services	12. Social Work Services
5. Medical Services (Diagnostic/Evaluative Purposes only)	13. Specialized Individual and Family Counseling/Psychological Services
6. Nursing	14. Speech Language Pathology (SLP)/Speech Therapy
7. Nutrition Services	15. Transportation
8. Occupational Therapy (OT)	16. Vision
17. Other Early Intervention Services	

*If you are interested in becoming a service coordinator or Eligibility Determination Team (EDT) member, you must contact training@utsprokids.org to obtain information specific to service coordination enrollment.

Step 1: If you are interested in enrolling the First Steps System as a direct service provider (therapist) to provide in-home therapy in one or more of the discipline areas listed above, you must first determine if you are eligible to enroll as a provider in your chosen discipline. The **Indiana First Steps Early Intervention Personnel Guide** contains detailed information on the requirements for each provider discipline area. Follow these steps to locate the entry level qualifications within the Personnel Guide:

1. Go to http://www.eikids.com/in/matrix/docs/pdfs/First_Steps_Personnel_GuideRevised_12-2010.pdf
2. Review the entry level criteria on pages 5-10 of the Personnel Guide

Step 2: Once you have determined that you are eligible to become a direct service provider, you will need to join a Provider Agency. You should contact the CRO or your local SPOE for a listing of Provider Agencies and service areas. Some Provider Agencies directly hire early intervention providers and others contract services from eligible providers. You may register for and complete Direct Service Provider Orientation Training 101 prior to becoming employed/contracted by a Provider agency or you may wait until you have been hired/contracted. In either case, **registration and completion of this course does not constitute an offer of employment and no refunds are provided to those providers unable to secure employment with a Provider agency.**

DSP101 is a self-study training available the UTS ProKids website. Follow these easy steps to register:

1. First, establish an account on the UTS (Unified Training System) website by completing these steps:
 - a. Go to www.utsprokids.org.
 - b. Click on **Account Login**, located in the upper right hand corner of the site.
 - c. On the login page, click on **Create One Here**
 - d. Enter your profile information. This information is used only by UTS to notify you of First Steps updates and available trainings.
 - e. When all of the information has been entered, click on **Update Info**.
 - f. You will receive an email to activate your account. Be sure to check your SPAM or junk email box, if you do not receive an email. If the email went to your junk email box, be sure to add utsprokids to your safe sender list.
 - g. Once you click on the activation link you are now ready to register for the self-study orientation training.
2. Register for **Direct Service Provider Orientation Training 101**
 - a. Login to your UTS account that you just created.
 - b. You will be taken to a page that reads Available Online Trainings. Find Direct Service Provider Orientation Training 101 (DSP 101).
 - c. Click on Register next to DSP 101
 - d. Complete Steps 1-3 of the registration process
 - e. Print a copy of the confirmation page – if you are paying by check, include a copy of the confirmation page with your check.
3. Once registered, you will have instant access to the self-study orientation training. **You will only have access to this information for 45 days.**
4. Successfully complete the self-study orientation training within **45 days** of registering.
5. Upon successful completion of the course, you may enroll in the First Steps System – as part of a Provider network. Additional enrollment information is provided in the self-study orientation.

If you have questions during this process, please email: registration@utsprokids.org or contact UTS Programmatic Training and Connect Office at 317-472-5602.



INDIANA'S UNIFIED TRAINING SYSTEM

"Creating Learning Opportunities for Families and Providers Supporting Young Children"