



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

Indiana’s open enrollment system for direct service providers may be changing. The state is currently entertaining proposals that may require all direct service providers to join a provider network. **Registration and completion of this course does not constitute an offer of employment and no refunds are provided to those providers unable to secure referrals and/or employment.**

Effective October 1, 2010: Enrollment Requirements for Developmental Therapists are limited to

- Degree in early childhood or special education with a focus on early childhood development
- Developmental Therapists must be enrolled at an associate level for the first year. After one year, the provider may request advancement to a specialist level.

You should contact the CRO at CSC Covansys (1-866-339-9595) if you have questions about your qualifications for Developmental Therapists.

All providers interested in enrolling in First Steps are cautioned to consider these proposed changes before registering for Direct Service Provider Orientation 101. You can link to the state proposals at <http://tinyurl.com/fs-update-10-1-10>.

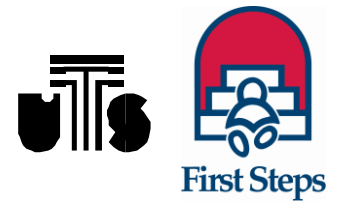
Step 1: Indiana’s First Steps System offers the following 17 services to help children and their families meet their desired outcomes:

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, you must contact training@utsprokids.org to obtain information specific to service coordination enrollment.

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 a table that lists the requirements for each provider discipline area. Follow these steps to locate the table within the Personnel Guide:

1. go to <http://tinyurl.com/FSPG-Oct-10>
2. Read pages 4-13 of the Personnel Guide



Step 2: Once you have determined that you are eligible to become a direct service provider, you will need to register for and complete Direct Service Provider Orientation Training 101. This 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 in the upper right hand corner.
 - c. On the login page, click on Create One Here.
 - d. Enter your information. This information is only used 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 if you do not receive an email.
 - 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.
4. Successfully complete the self-study orientation training within **45 days** of registering. **You will only have access to this information for 45 days.**
5. Enroll in the First Steps System – enrollment information will be 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
6923 Hillside Ct
Indianapolis, IN 46250
Phone: 317-472-5602