Welcome to the Infant Toddler Early Intervention Provider Registry Webinar

December 14, 2020

December 16, 2020

Do I need to attend the webinar?

Yes, Stay On!

- I am the administrator/ supervisor of a EI program, agency or SC entity

- I have been assigned to manage the provider registry for my program or agency

Direct Service Providers don't need to attend this webinar.

Down load the handout from the chatbox and learn how to enter your personal profile in the Provider Registry!
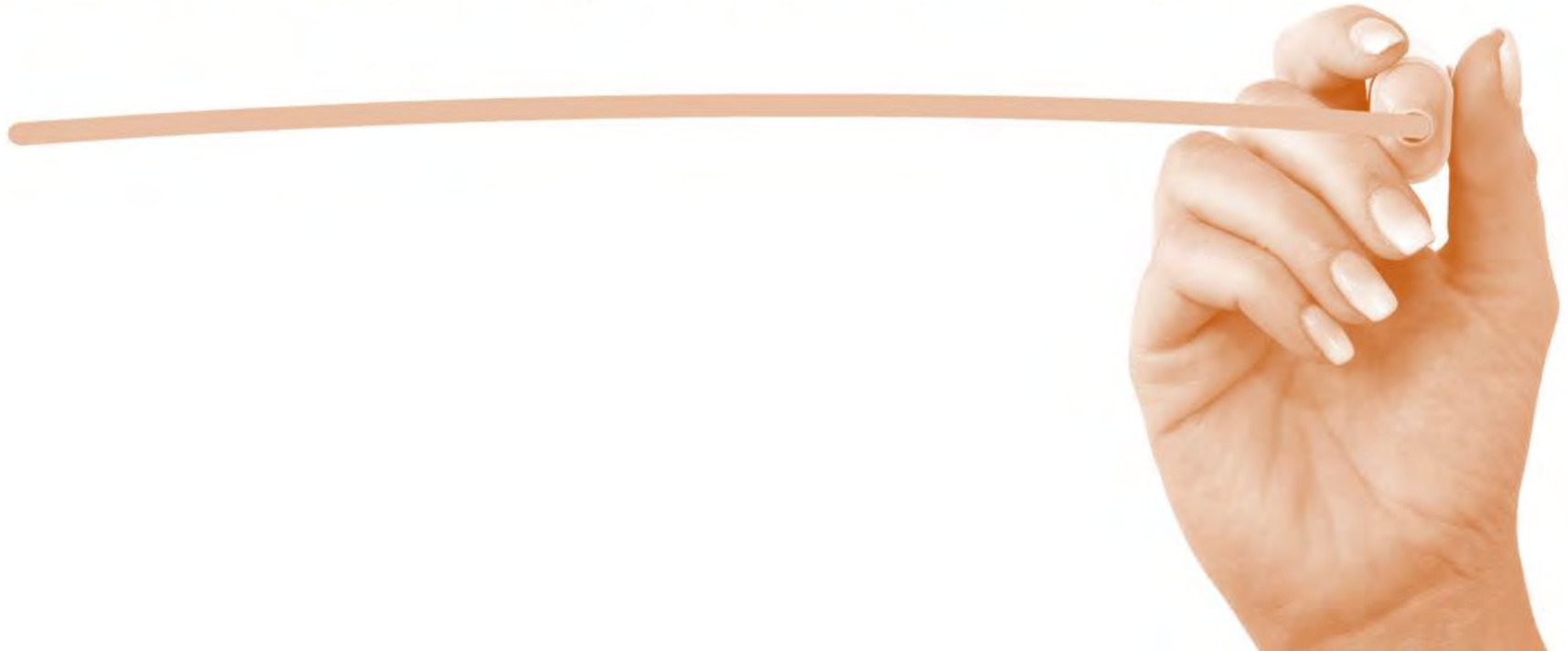
Take this time to go online and get your profile set up.

Welcome!

Our Agenda for today's webinar

- What is the purpose of the Provider Registry?

- What is my role as a Provider Registry Administrator?

- How do I get started?
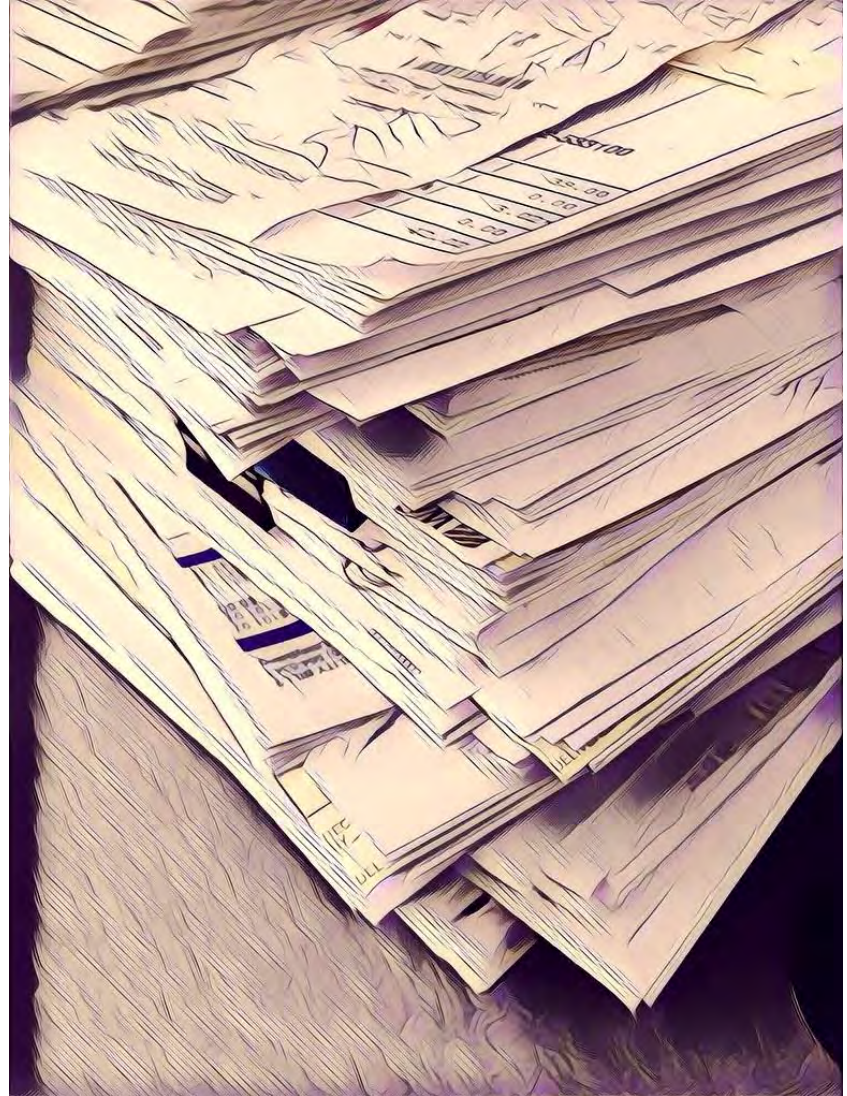
- What are the reporting features?

Purpose of the Registry

- Provide a statewide system to track the qualifications, credentials, and training requirements of EI IT providers and Service Coordinators

- Allow EI IT agencies and programs to accurately track staff training requirements.

www.papdregistry.org

Implementation Timelines

March 30, 2021

- All EI IT Service Coordinators and EI IT providers must have account set up.
- All EI IT Programs, SC Entities, and EI Provider Agencies have administrators set-up and have linked providers to agencies and EI IT Programs

August 1, 2021

- All EI IT Service Coordinators and EI IT providers have entered training hours for 2020-21 into registry

September 1, 2021

- BEISFS generates reports of training hours for Determinations using data from the Provider Registry

Role of the Provider Registry Administrator when you have staff

- Manage the entry of training hours for staff, whether Service Coordinators or direct EI IT providers

- Monitor staff's completion of required training hours and credentials

- Provide documentation of training hours as needed

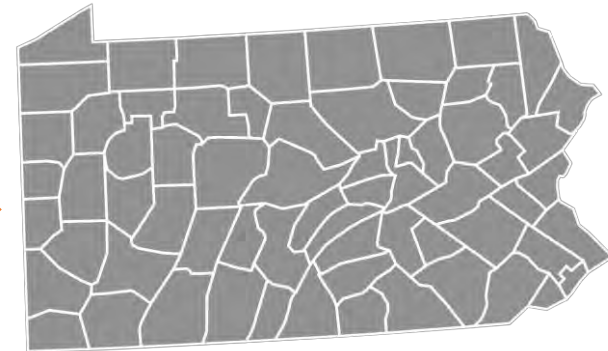# *In addition, if you are the EI IT Coordinator who doesn't have staff*

- Monitor the training hours and credentials for contracted EI IT Provider agencies and SC Units

- Access reports for verification and determinations

Getting Started

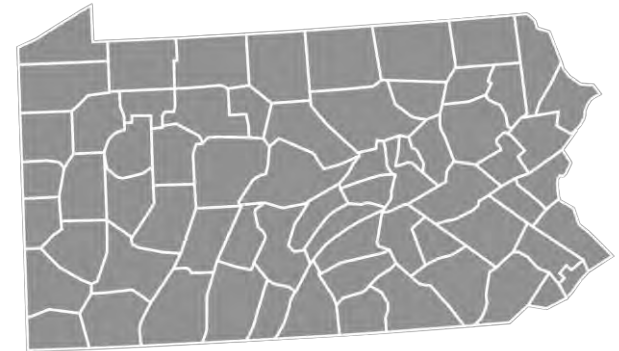| 1. Set up Profile | 2. Claim Admin Role | 3. Assign Agency to EI IT Program |

Getting Started

4. Verify Staff

5. Assign Staff to EI Program

Step 1: Set up Profile

- By March 30, 2021
- All Provider Registry Administrators should have a profile set-up
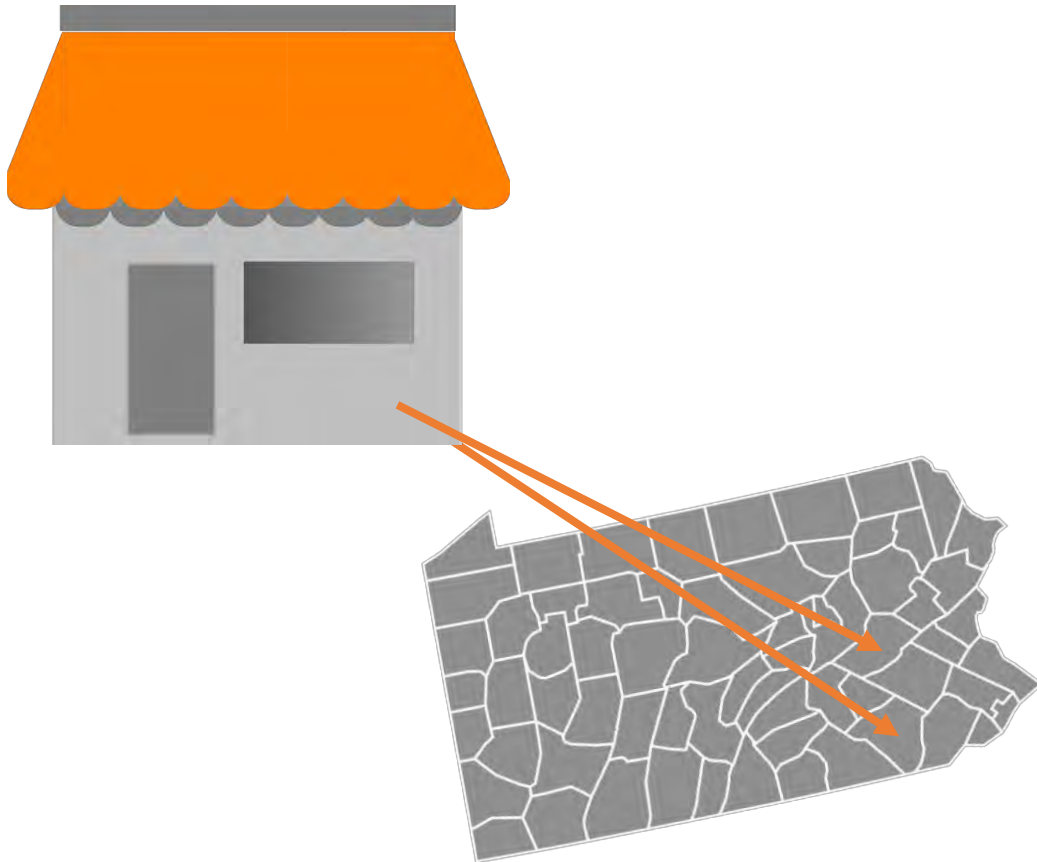- See Setting Up a Profile Handout

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Step 2: Claim your administrative role

- For Administrators from provider agencies – direct staff or SC units

- *In addition* for County EI IT Administrators only

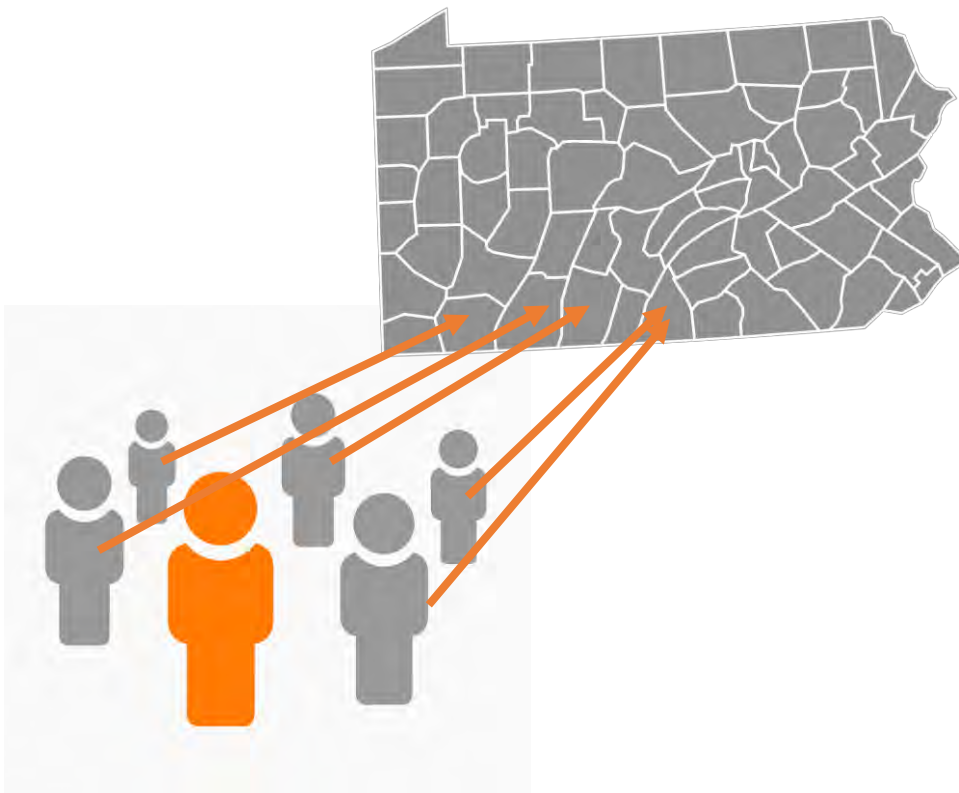# Step 3: Assign your agency to an EI IT Program

- Link your program/agency to the Infant Toddler EI programs where you have contracts

Step 4: Verify your staff

- Link all your staff profiles to your program/agency

- County EI IT Administrators *with NO staff,* can skip this step

Step 5: Assign staff to their EI IT programs

- Assign staff to one or more EI IT programs based on where they provide services

- County EI IT Administrators *with NO staff,* can skip this step

What should EI IT providers and Service Coordinators be doing now?

- **March 30th** Creating their profiles

- **August 1st** Uploading their training documents & credentials

www.papdregistry.org

REMEMBER!

You can't verify your staff until they set up an account!

Reporting Features

- Interventionist List

- Interventionist Education Details

- Interventionist Training Hours Summary

- Interventionist Clearances and Licenses

Implementation Timelines

March 30, 2021		September 1, 2021
• All Service Coordinators and EI providers must have account set up. • All EI IT Programs, SC Entities, and EI Provider Agencies have administrators set-up and have linked providers to agencies and EI IT Programs	• All Service Coordinators and EI providers have entered training hours for 2020-21 into registry	• BEISFS generates reports of training hours for Determinations using data from the Provider Registry

Next Steps for Provider Registry Administrators from:

Agency/Program for direct EI IT Services

Service Coordinator Entity

- Ensure staff are setting up their profiles
- Set up your own profile and link to staff and EI IT programs
- Ensure staff are adding their credentials and training hours
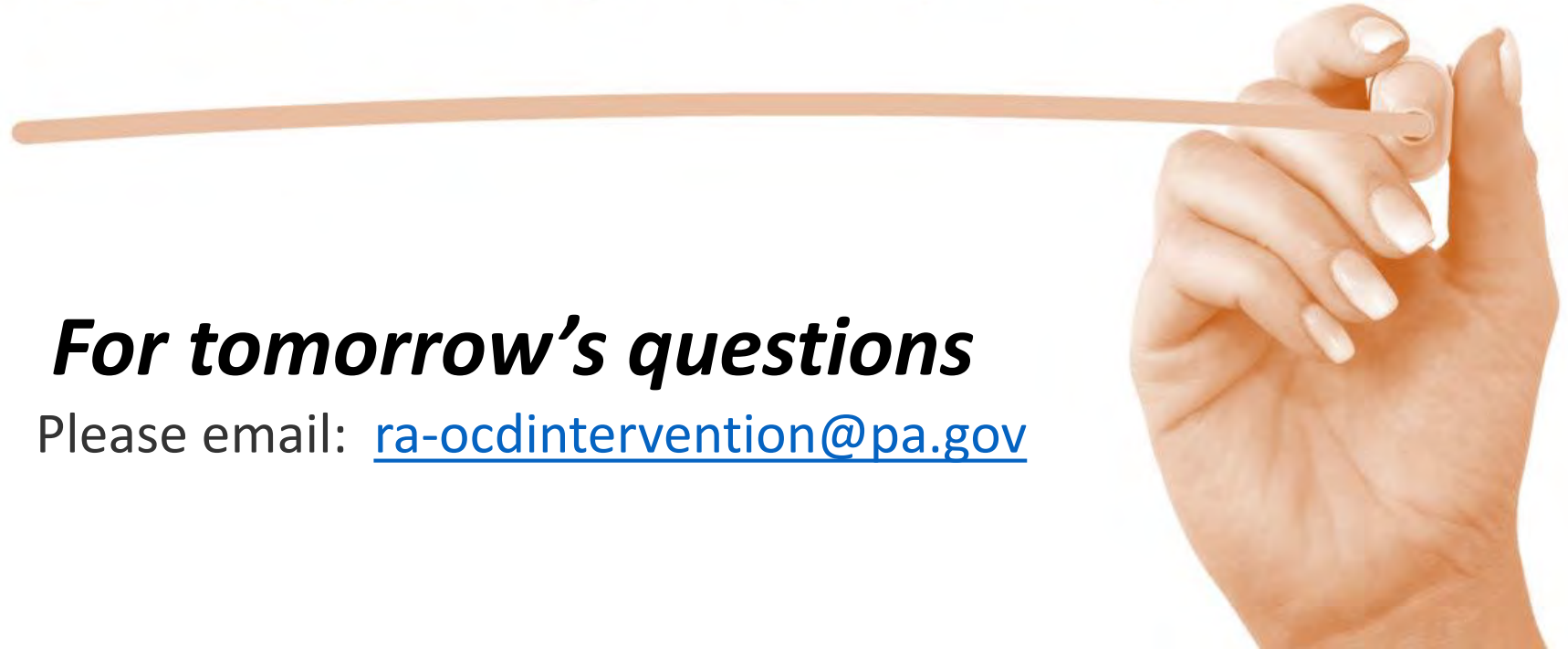- Investigate report features

Next Steps for EI IT Program Coordinators only

https://www.surveymonkey.com/r/LWFX32X

- ***Complete survey***

- Ensure staff are setting up their profiles

- Set up your own profile and link to staff and EI IT programs

- Ensure staff are adding their credentials and training hours

- Investigate report features

For tomorrow's questions

Please email: ra-ocdintervention@pa.gov