

Agency Administrator’s Guide to the Early Intervention Provider Registry

Who Should Use this Administrator’s Guide?

You should be using this guide if you have been designated as the Early Intervention (EI) Registry Administrator for your agency. Each EI provider agency, including those providing Service Coordination services, should have a person designated as the Infant/Toddler EI Registry Administrator. The EI Registry Administrator is responsible for administrating the registry, including verifying employees who have created an account, monitoring employee participation, and accessing reporting features.

Do I Need to Create an Early Intervention Specialist Account?

The EI Registry Administrators should create a profile and account in the Provider Registry before completing any of the Provider Registry administrative functions. If you do not provide direct services to children in Early Intervention, you’ll still need a profile, but you will not need to add any credentials or training documentation.

What Information Do I Need In Order to Request Access to an Administrative Profile?

To request access to an administrative profile, you will need your agency’s MPI number. If you are not sure of your MPI number, please email ra-ocdintervention@pa.gov.

Common Definitions in the Provider Registry

Agency – holds the contract with the county to provide EI services, including those providing Service Coordination services (e.g., Service Coordination Units). An Independent Provider, who holds the contract with the County to provide EI services, is also their own agency.

Early Intervention Specialist – All Pennsylvania EI providers who must document training hours for an Infant/Toddler EI program will create a profile in the Provider Registry under the category of Early Intervention Specialist.

Employer – If an EI provider delivers services through an agency, regardless of their official employment status (employee vs. contractor vs. subcontractor), that agency is considered their Employer. The Employer is the agency that holds the contract with the County to provide EI services. All Employers will appear in the Provider Registry using the agency’s official name as listed in PELICAN-EI. DO NOT CREATE A NEW EMPLOYER.

Independent Provider – If a provider delivers EI services and directly holds the contract with the County to provide those services, that person is both a Provider and their own Agency. They will also be their own Registry Administrator.

MPI – This is the Master Provider Index number. This number will help you find your agency in the system and match you with your agency. You’ll need this number to request administrative access. If you don’t know your MPI, ra-ocdintervention@pa.gov.

Provider – an individual providing EI services, including Service Coordination.

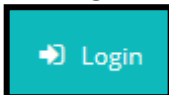
Registry Administrator – the person within each agency designated to track and/or enter information into the Provider registry related to the agency’s providers.

REQUESTING ADMINISTRATIVE ACCESS TO AN AGENCY PROFILE

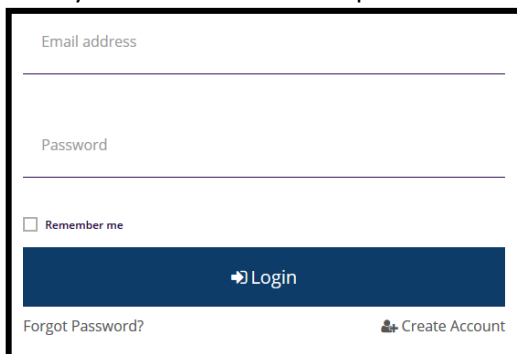
How this step will help: This section will show you how to link your profile as a Registry Administrator to your agency's profile. You'll only need to do this part of the directions once. Once you do this, whenever you log in, you will be linked to your agency.

Remember, you must create a profile in the Provider Registry before completing any of the Provider Registry administrative functions.

1. Go to www.papdregistry.org.
2. Click **Login** in the top right corner.

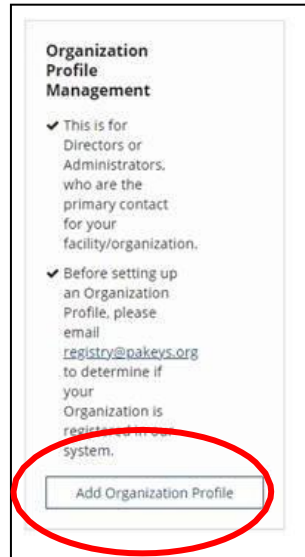


3. Enter your email address and password used for your Profile, then click **Login**.

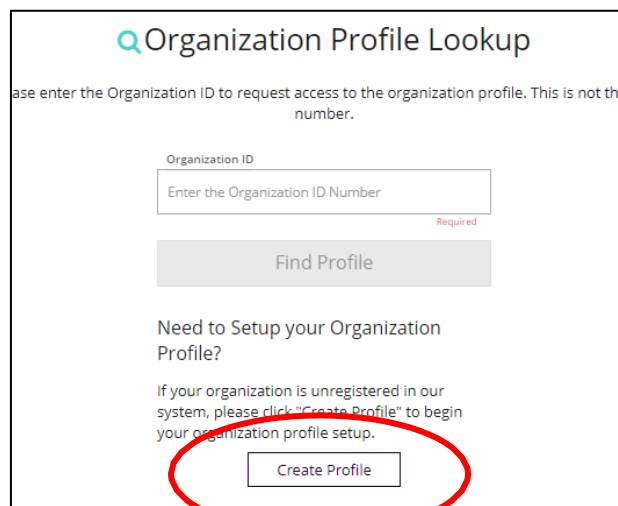


A login form with the following elements: an "Email address" input field, a "Password" input field, a "Remember me" checkbox, a dark blue "Login" button with a white right-pointing arrow icon, a "Forgot Password?" link, and a "Create Account" link with a plus icon.

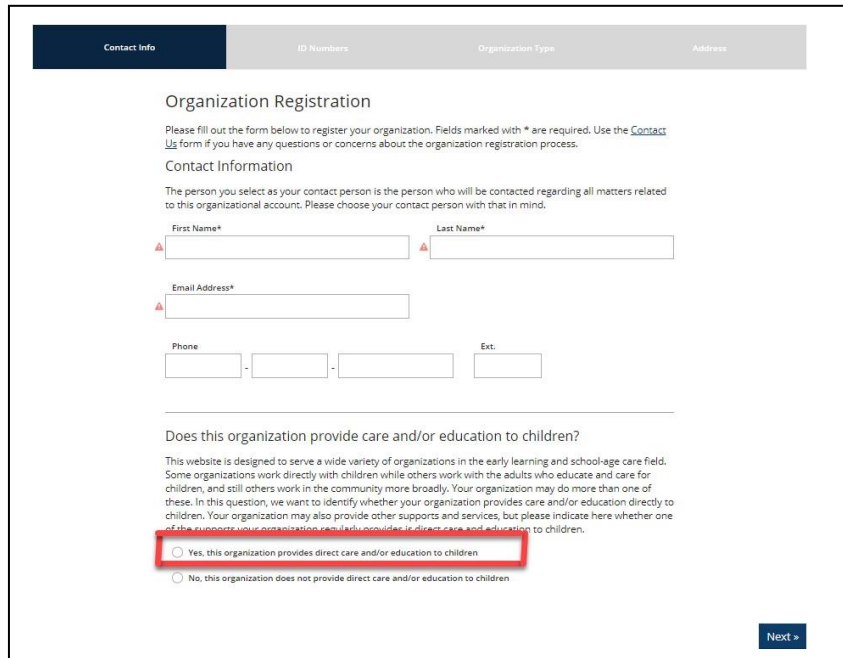
4. On the right side, you'll see Organization Profile Management. Click **Add Organization Profile**. The "Organization Profile" is the wording used in the Provider Registry to describe the profile for your agency.



5. Click on **Create Profile**. Your agency has already been entered into the system and you don't need to search for the Organization ID.



- Your name and email are pre-populated from your profile. Make sure the information is correct. Add your phone number. Select **Yes, this organization provides direct care and/or education to children**. Click **Next**.



Organization Registration

Please fill out the form below to register your organization. Fields marked with * are required. Use the [Contact Us](#) form if you have any questions or concerns about the organization registration process.

Contact Information

The person you select as your contact person is the person who will be contacted regarding all matters related to this organizational account. Please choose your contact person with that in mind.

First Name* Last Name*

Email Address*

Phone - - Ext.

Does this organization provide care and/or education to children?

This website is designed to serve a wide variety of organizations in the early learning and school-age care field. Some organizations work directly with children while others work with the adults who educate and care for children, and still others work in the community more broadly. Your organization may do more than one of these. In this question, we want to identify whether your organization provides care and/or education directly to children. Your organization may also provide other supports and services, but please indicate here whether one of the supports your organization regularly provides is direct care and education to children.

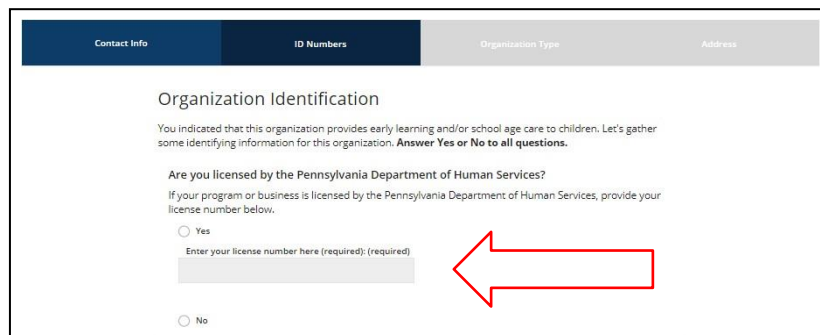
Yes, this organization provides direct care and/or education to children

No, this organization does not provide direct care and/or education to children

Next >

- Click **YES** when asked if your agency is licensed by the Pennsylvania Department of Human Services. Enter your MPI number in the space asking for your agency's "license number". **When adding your MPI number, do not include any zeros at the front of the number.**

Since you are setting up your profile for just the Early Intervention services that your agency provides, answer **NO** to all other questions on this page. Click **Next** at the bottom of the page.



Organization Identification

You indicated that this organization provides early learning and/or school age care to children. Let's gather some identifying information for this organization. **Answer Yes or No to all questions.**

Are you licensed by the Pennsylvania Department of Human Services?

If your program or business is licensed by the Pennsylvania Department of Human Services, provide your license number below.

Yes

Enter your license number here (required): (required)

No

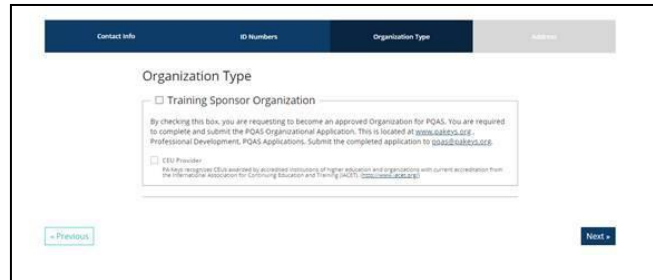
8. Your agency name, address, and MPI will be displayed on the next page. Confirm that the correct agency name is shown. You can make updates to the address in a later step. Click **Next**.



If the correct agency doesn't appear, **DO NOT CREATE A NEW PROFILE.**

Email ra-occdintervention@pa.gov for help in linking to your agency.

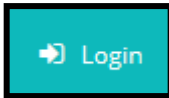
9. The next page displayed is called Organization Type. This page is not required for EI Agencies. Click **Next**.



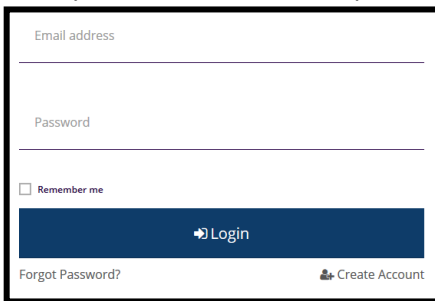
10. On the Organization Address page, update your agency's address if needed. Add the phone number. Choose your communication preference and click **Submit**.
11. This completes the process for requesting access to your Agency's profile. In approximately 10 business days, you will receive an email confirming approval of your request for access. Once you receive approval, you can move through the next steps and complete the process.

HOW TO ACCESS YOUR AGENCY PROFILE

1. Go to www.papdregistry.org.
2. Click **Login** in the top right corner.



3. Enter your email address and password used for your Profile, then click **Login**.



Email address

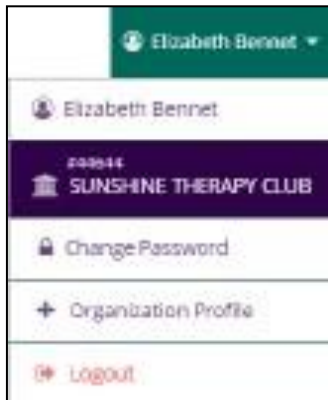
Password

Remember me

Login

[Forgot Password?](#) [Create Account](#)

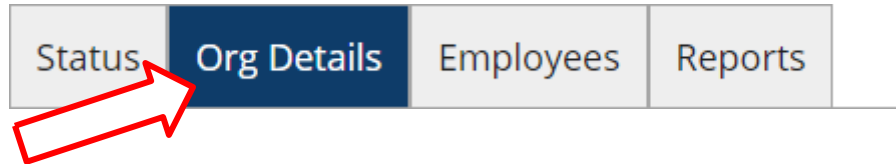
4. After logging in, you'll see your name in the top right corner. Select your **agency name**.



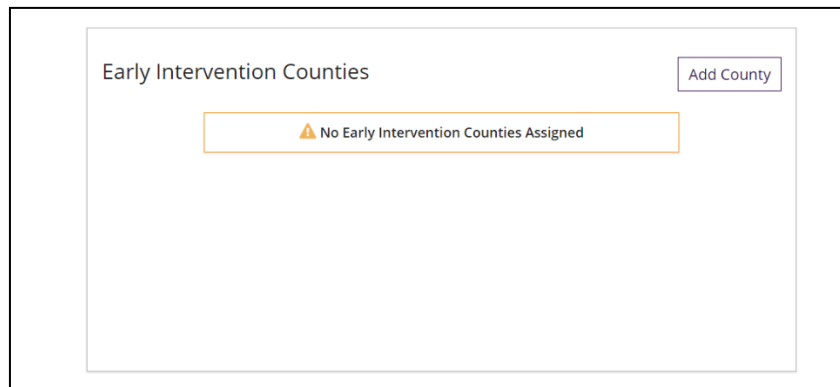
HOW TO ADD COUNTIES TO YOUR AGENCY PROFILE

How this step will help: This section will show you how to link your agency profile to the county Early Intervention programs that you contract with to provide services.

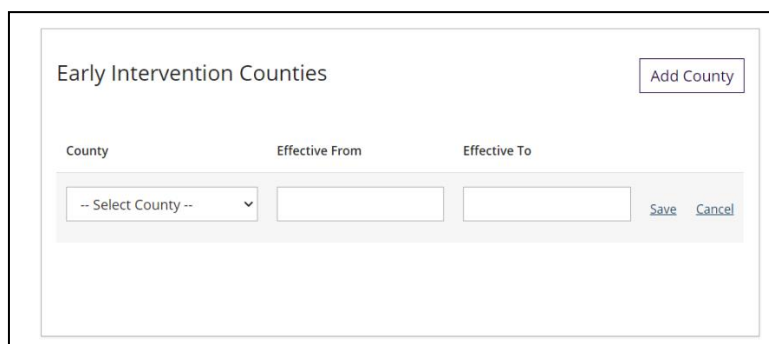
1. You should be on the **Org Details** tab.



2. Scroll down to Early Intervention Counties. Click **Add County** and select the county you want to add. **Add all the counties that you have had a contract with since July 1, 2020.**



3. Select the County you want to add. Enter the **Effective From** date. Only add an **Effective To** date if the contract has ended. Click **Save**.

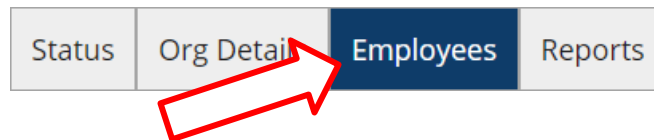


4. Continue adding counties until you have listed **ALL the counties** that you have contracted with since July 1, 2020.

HOW TO VERIFY STAFF EMPLOYMENT AND ASSIGN COUNTIES

How this step will help: This section will show you how to add your staff, whether Early Intervention providers or Service Coordinators, to your agency. Once staff are linked to your agency, you'll be able to see their credentials and training documentation. This section will also show you how to assign staff to the counties where they provide EI services.

1. Click on the **Employees** tab.



2. Under Registered Employees, will be a list of EI providers and Service Coordinators who have completed their profiles and said that they work for your Agency. Their status will be listed as **Self Reported** under the Status column. Those EI providers and Service Coordinators who are listed as **Verified by Program** have already been verified as providing EI services through your agency.

Click on the **Update** tab for each EI Provider or Service Coordinator who hasn't been verified. Follow the directions on the screen to indicate that the Provider is currently employed by your agency. The **Start Date** is prepopulated from the employee's profile. Verify that it is correct. If the Provider is no longer employed, enter their **End Date** with your agency. Select "**Verified by Program**" under status. Click **Save Changes**.

HINT – if an employee isn't on the list, they either haven't completed a profile, or didn't correctly add your agency as their employer.

Status
Org Details
Employees
Reports

Manage Invites

Registered Employees

The following list of employees has been gathered by the Registry through individual application data entry. Use the "Update" link to modify employment records. Please [Contact Us](#) if you have questions or concerns regarding this list.

View Employees
Employees

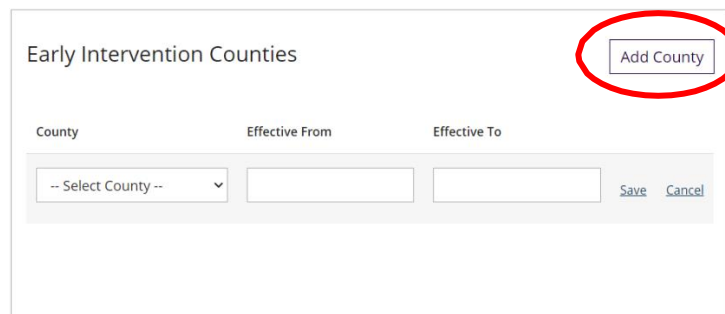
ID	Name	Title	Leadership Team	Date	Counties	Career Ladder Level	Current Status	Status
		Speech and Language Pathologist	<input type="checkbox"/>	1/1/2015 - Present			Verified by Program	Update Education
		Supervision/Manager	<input type="checkbox"/>	1/3/2005 - Present			Self Reported	Update Education

3. Once the EI Provider or Service Coordinator has been verified, scroll down the page to assign their county EI Programs.

Click on **Add County**. Select the counties where the EI Provider or Service Coordinator provides EI Services. Click **Save**.

Select the County you want to assign. Enter the **Effective From** date. Only add an **Effective To** date if Provider is no longer working in that county. Click **Save**.

Repeat this step until all counties where the EI Provider or Service Coordinator provides EI services through your agency are assigned.



Early Intervention Counties

[Add County](#)

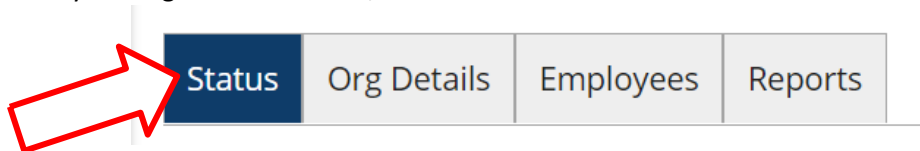
County	Effective From	Effective To
-- Select County --		

[Save](#) [Cancel](#)

HOW TO UPLOAD THE SIGNED ITF WAIVER AGREEMENT

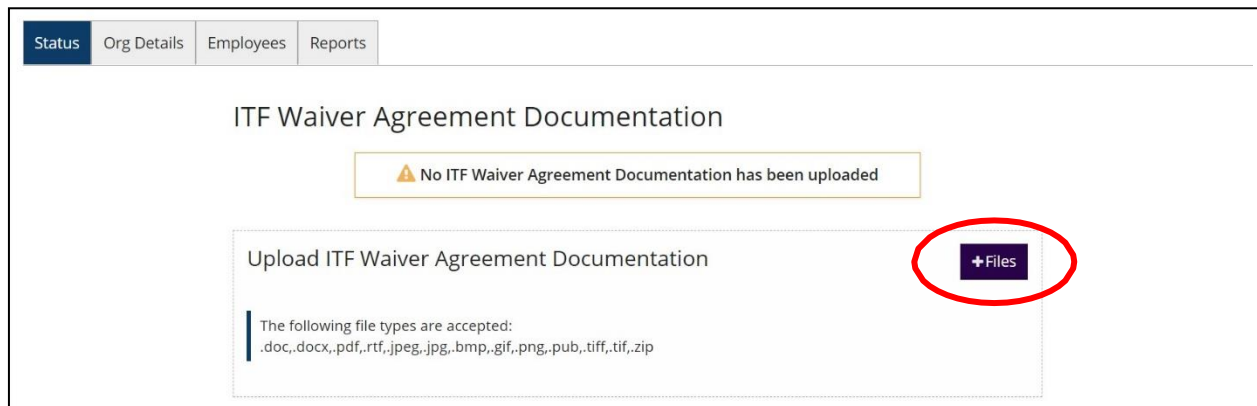
How this step will help: All agencies who contract to provide EI services, except Service Coordination, need to upload a copy of their signed ITF Waiver Agreement. Agencies that only contract for Service Coordination EI services do not need to complete this step. **NOTE: THIS SECTION DOES NOT APPLY TO SERVICE COORDINATION ENTITIES**

1. From your Organization Profile, select **Status** from the tab menu



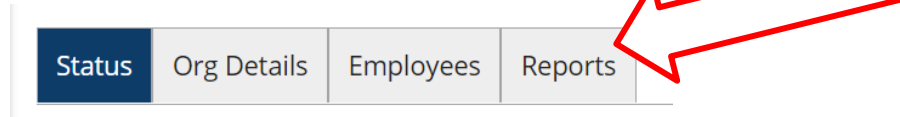
2. Make sure that you have an electronic copy of the signed ITF Waiver available.

Select **+ File**. Chose the file location and upload the copy of the Agency's signed ITF Waiver Agreement.











REPORT FEATURES

1. From your Organization Profile, select **Reports** from the tab menu



2. Click on the report link to open that report.

Early Intervention

 Interventionists List  See the list of interventionists in your organization.	 Interventionist Training Hours - Summary  See the training hours for each Interventionist in your organization
 Interventionist Education Details  See the education details for each Interventionist in a county	 Interventionist Clearances and Licenses  See the clearances and licenses for each Interventionist in a county

ELEMENTS IN EACH REPORT

Elements Included in Each Report	Interventionist List Report	Interventionist Education Details	Interventionist Training Hours – Summary Report	Interventionist Clearances and Licenses Report
Org ID	X		X	X
Org Name	X	X	X	X
Interventionist Name	X	X	X	X
Position Title	X	X	X	X
Employment Start Date	X	X	X	X
Employment End Date	X	X	X	X
Interventionist Counties	X		X	
County Status	X		X	
County Assignment Start Date	X		X	
County Assignment End Date	X		X	
Highest Level of Higher Educ.		X		
Degree Type		X		
Institution		X		
Graduation Date		X		
Major		X		
Minor		X		
FBI Clearance Issued				X
FBI Clearance Expiration				X
Documentation Uploaded				X
PA State Police Issued				X
PA State Police Expiration				X
Documentation Uploaded				X
Child Abuse Issued				X
Child Abuse Expiration				X
Documentation Uploaded				X
EI License Issued				X
EI License Expiration				X
Documentation Uploaded				X
Training Hours			X	