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 if I need to change my Organization Administrator?
An Organization Administrator can change or update their contact information in the Org Details Tab, using the Manage Organization Profile Users button. If the current Organization Administrator is no longer available, 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.

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.

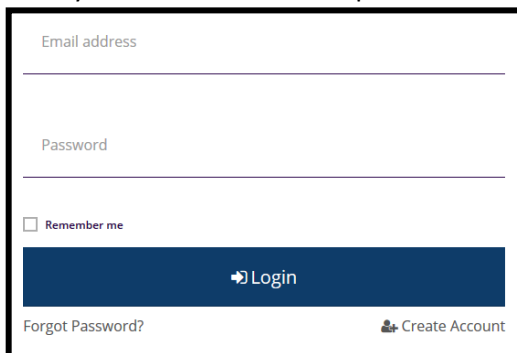# REQUESTING ADMINISTRATIVE ACCESS TO
AN AGENCY PROFILE

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.
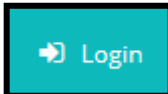
2. Click **Login** in the top right corner.

➔) Login

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. 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.

Organization Profile Management

✔ This is for Directors or Administrators, who are the primary contact for your facility/organization.

✔ **ECE Directors/Administrators:** Before setting up an Organization Profile, please email registry@pakeys.org to determine if your Organization is registered in our system. Please make sure to include your program's MPI in the email.

✔ **Early Intervention users -** If you do not know your MPI, please email ra-ocdintervention@pa.gov to obtain it. Otherwise, proceed with setting up your organization profile by clicking below.

Add Organization Profile

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.

🔍 Organization Profile Lookup

ase enter the Organization ID to request access to the organization profile. This is not the number.

Organization ID

Enter the Organization ID Number

Required

Find Profile

Need to Setup your Organization Profile?

If your organization is unregistered in our system, please click "Create Profile" to begin your organization profile setup.

Create Profile

6. Your name and email are pre-populated from your profile. Make sure the information is correct. Add your phone number. Select **No, this organization does not provide direct care and/oreducation to children**. Click **Next.**

7. The next page displayed is called Organization Type. Choose **Early Intervention** from the drop down menu. Click Next.

8. On the Organization Address page, update your agency's address if needed. Add the phone number. Choose your communication preference and click **Submit**.

9. 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.

10. You will see this confirmation of your registration.

✔ Your application has been submitted for review.

Thank You For Registering Your Organization!

Your application will be reviewed and you will be notified via email within 4-6 days of your status. You will then be able to access your organization profile.

If you are requesting to become an approved Organization for PQAS, please allow 30-90 days to process your PQAS application. You will then be able to submit your courses for approval and schedule events.
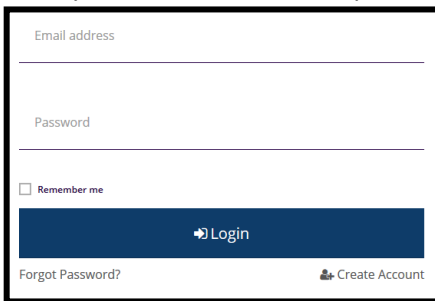
If you have any questions, or do not hear from us within the timeframe above, please use the Contact Us to request assistance.

HOW TO ACCESS YOUR AGENCY PROFILE

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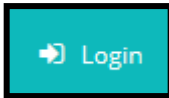
2. Click **Login** in the top right corner.

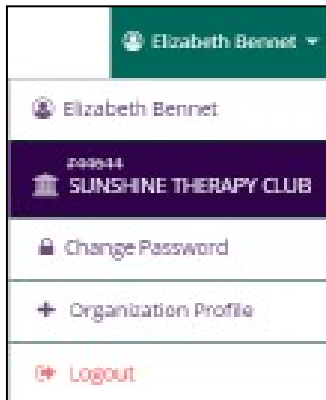3. Enter your email address and password used for your Profile, then click **Login**.
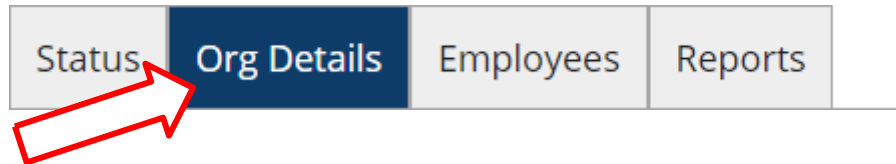

**4.** After logging in, you'll see your name in the top right corner. Select your **agency name.**

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. A**dd all the counties that you have had a contract with since July 1, 2020.**
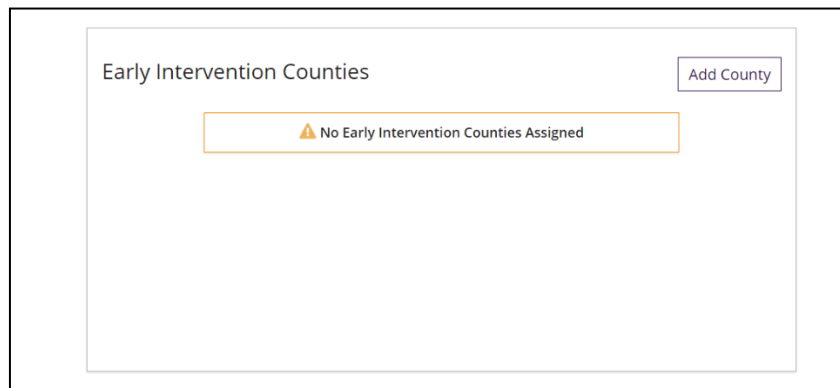
3. Select the County you want to add. Enter the **Effective From** date. Only add an **Effective To** date if the contract has ended. Click **Save.**
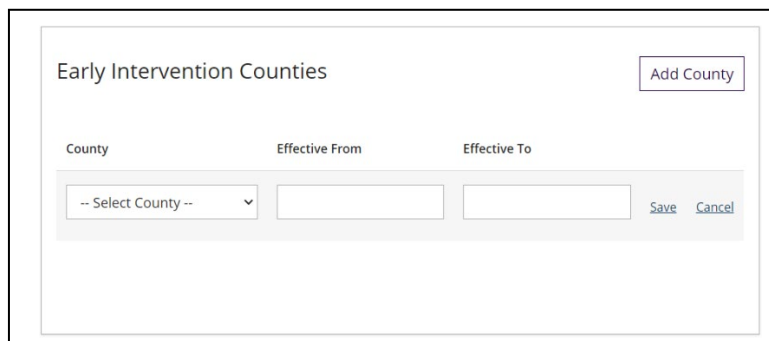

4. Continue adding counties until you have listed **ALL the counties** that you have contracted with since July 1, 2020.

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.
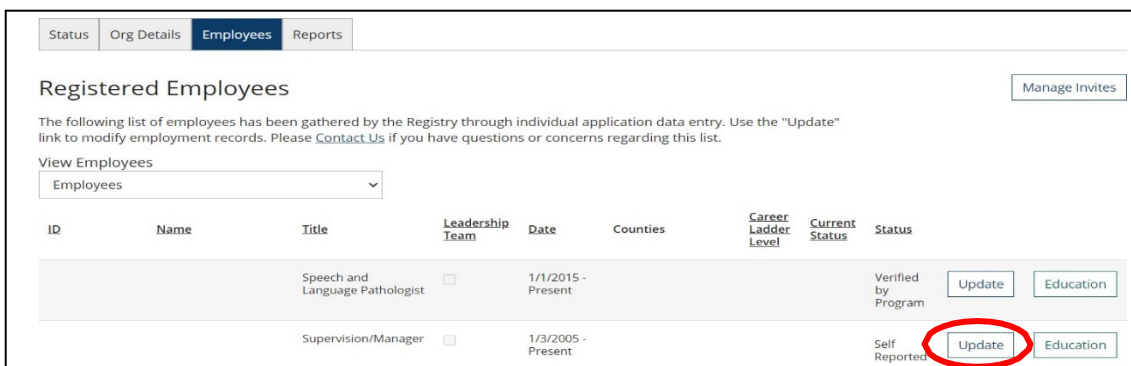
1. Click on the **Employees** tab.
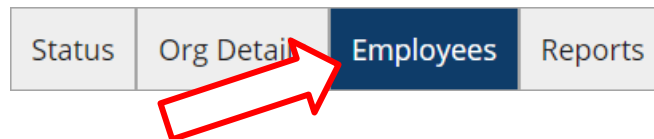
2. Under Registered Employees, will be a list of EI providers and Service Coordinators who have completed their profiles and said that they work for your Agency. Their status will be listed as **Self Reported** under the Status column. Those EI providers and Service Coordinators who are listed as **Verified 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 Dat**e 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.

   HINT – Once the employee has had an **End Date** entered, the employer will no longer be able to edit the employee's record. The employer should ensure that all information (ex., certificates, training hours, etc.) are entered prior to entering an End Date.
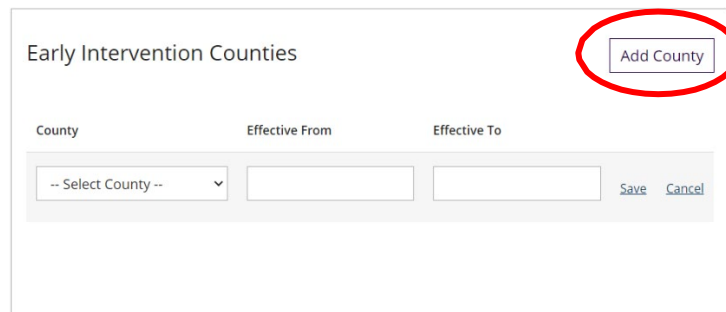
3. Once the EI Provider or Service Coordinator has been verified, scroll down the page to assign their county EI Programs.

    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.

    If the EI Provider or Service Coordinator is no longer working in the assigned county, complete the **Effective To** date to remove them.
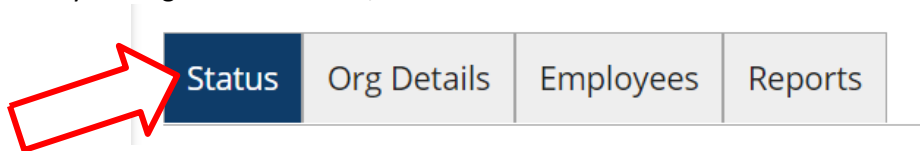
HOW TO UPLOAD THE SIGNED
# ITF WAIVER AGREEMENT

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**

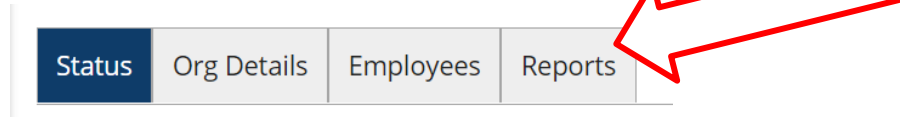1. From your Organization Profile, select **Status** from the tab menu

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.
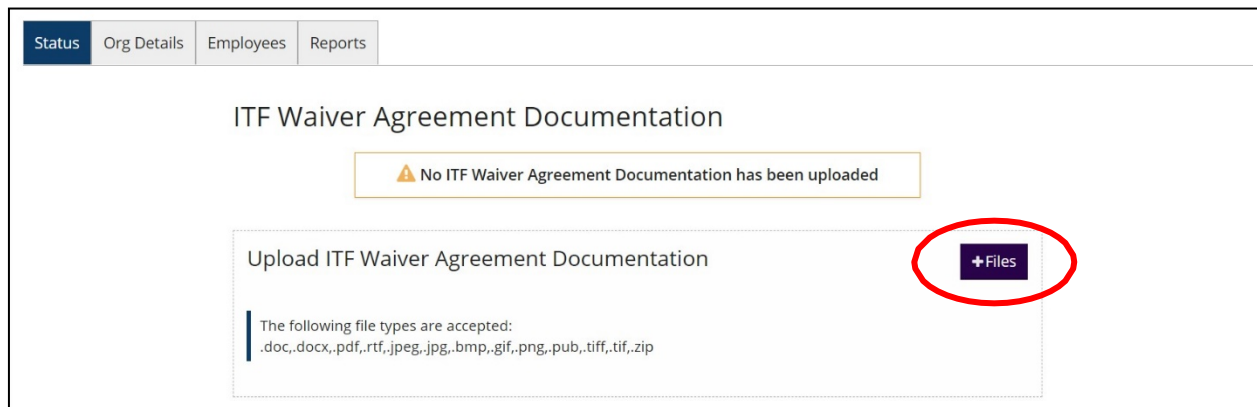
REPORT FEATURES

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

Status	Org Details	Employees	Reports

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	
Preservice Training			X	