Updated 2/7/2025

Agency Administrator’s Guide to the I/T 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 Provider Registry Administrator. The I/T EI Provider 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 Complete a Profile?
The I/T EI Provider Registry Administrators should create a profile in the I/T EI Provider Registry before completing any of the I/T EI 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 the Administrator changes?
Do not give your account details to a new Administrator. If your agency needs a new person designated as the Infant/Toddler EI Registry Administrator, please email ra-ocdintervention@pa.gov.

Common Definitions in the Provider Registry

<u>Agency</u> – 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.

<u>Early Intervention Specialist</u> – 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.

<u>Employer</u> – 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.

<u>Independent Provider</u> – 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.

<u>Provider</u> – an individual providing EI services, including Service Coordination.

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

Updated 2/7/2025

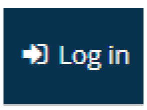
REQUESTING ADMINISTRATIVE ACCESS TO AN AGENCY PROFILE

How this step will help: This section will show you how to link your profile as an Organization 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.

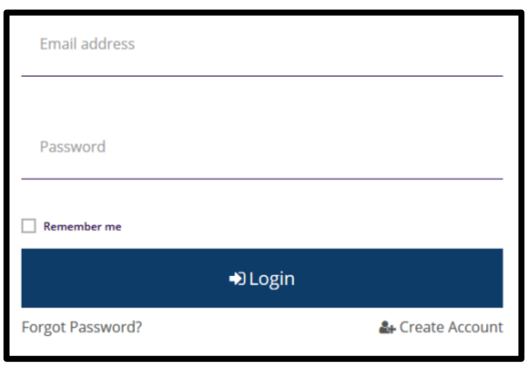
Remember, you must create a profile in the Provider Registry before completing any administrative functions.

1. Go to www.paeiproviderregistry.org

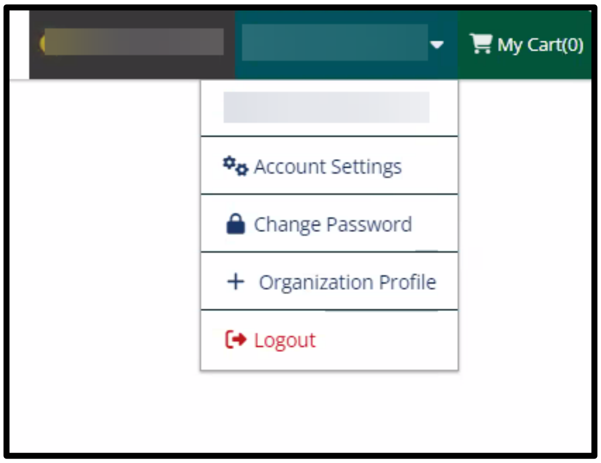
2. Click **Login** in the top right corner.



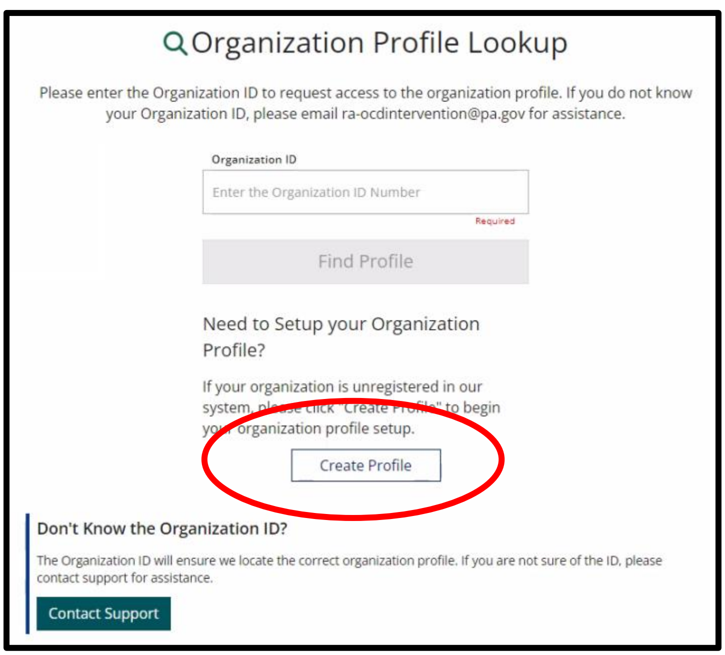
3. Enter your email address and password used for your Profile, then click **Login**.



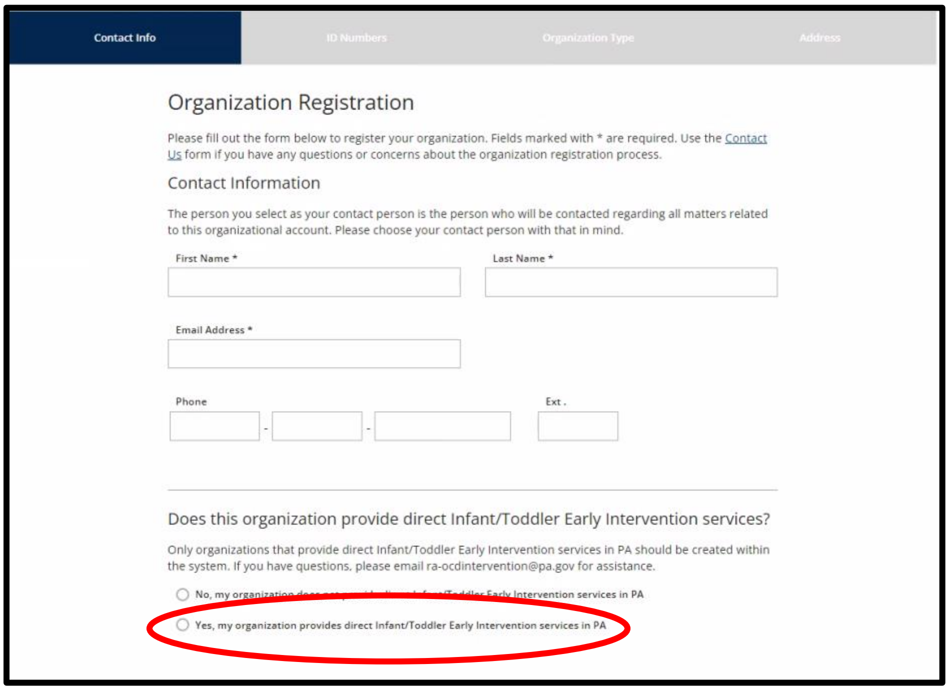
4. After logging in, you'll see your name in the top right corner. Click on **your name**. A drop-down menu will appear. Click on **+ Organization Profile.** This will take you to **Organization Profile Lookup**.



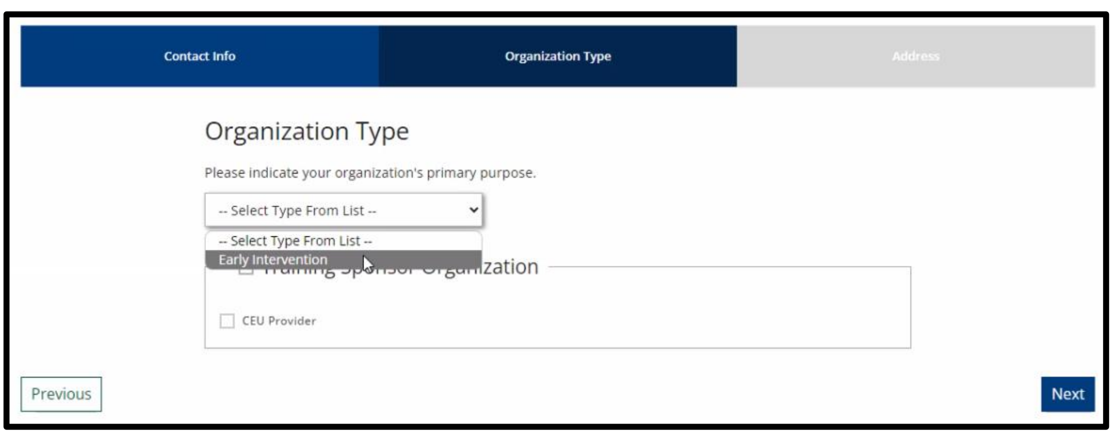
5. Click on **Create Profile**.



6. Your name and email are pre-populated from your profile. Make sure the information is correct. Add your phone number. Select **Yes, my organization provides direct Infant/Toddler Early Intervention services in PA**. Click **Next.**

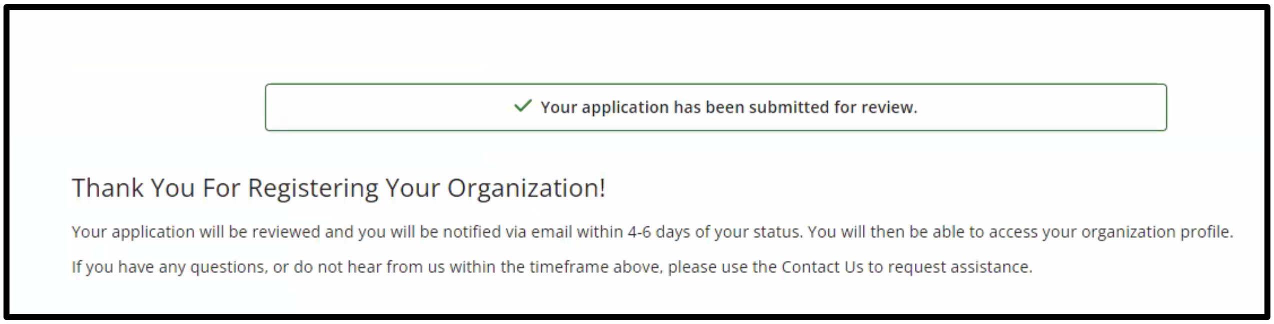


7. Select **Early Intervention** from the **Organization Type** dropdown and click **Next**.



8. Enter your agency name and address as it appears on the Service Page of the IFSP in PELICAN-EI. 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.


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.

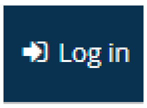
If you have any questions, or do not hear from us within the timeframe above, please use the Contact Us to request assistance.

Updated 2/7/2025

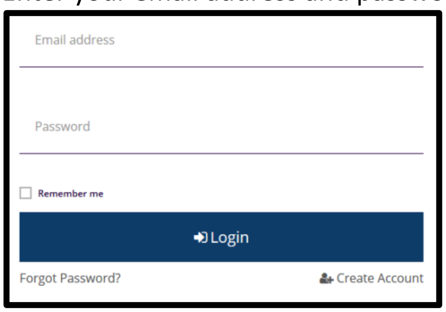
HOW TO ACCESS YOUR AGENCY PROFILE

1. Go to www.paeiproviderregistry.org.

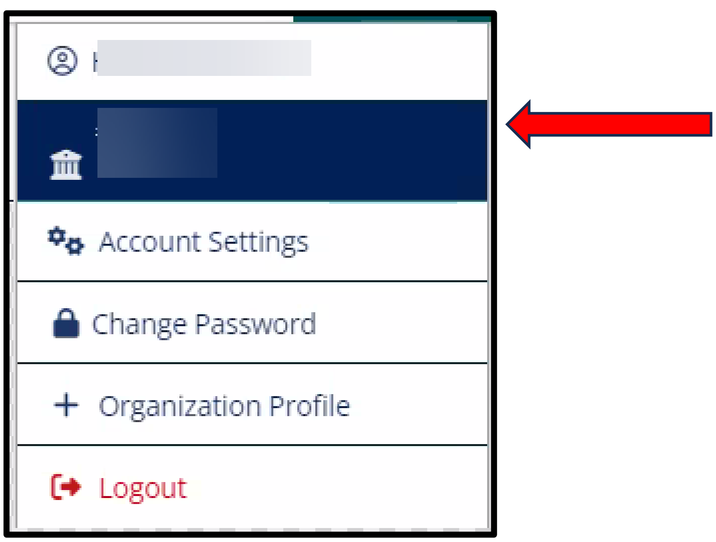
2. Click **Login** in the top right corner.



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.**

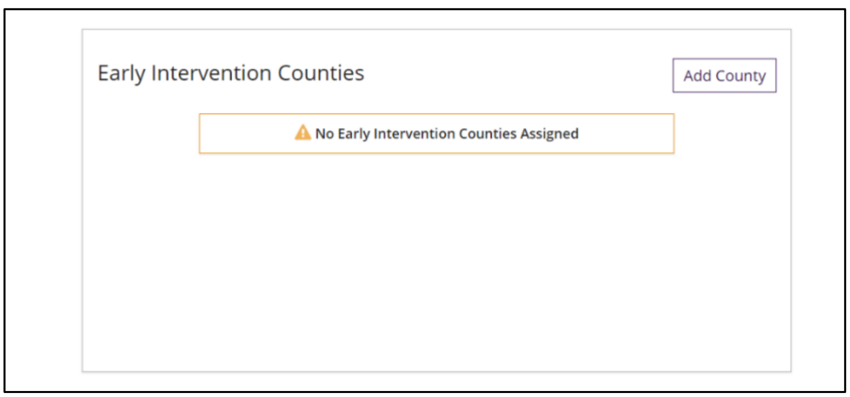


HOW TO ADD COUNTIES TO YOUR AGENCY PROFILE

<u>How this step will help:</u> 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

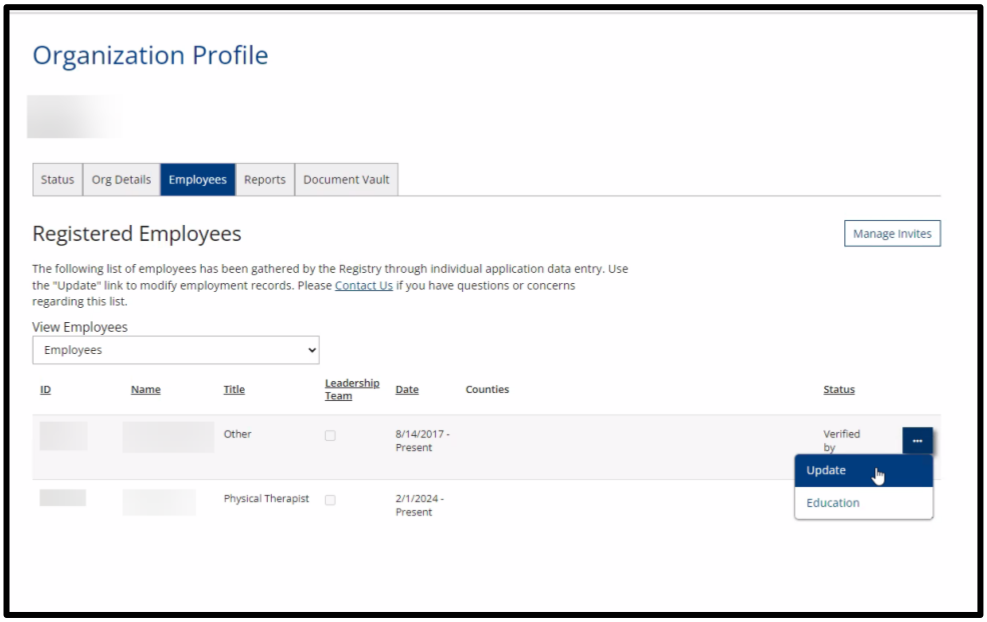
<u>How this step will help:</u> This section will show you how to add your staff, whether Early Intervention providers or Service Coordinators, to your agency. Once staff are linked to your agency, you'll be able to see their credentials and training documentation. This section will also show you how 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 **Blue Box** after each EI Provider or Service Coordinator who hasn't been verified and select **Update**. 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.

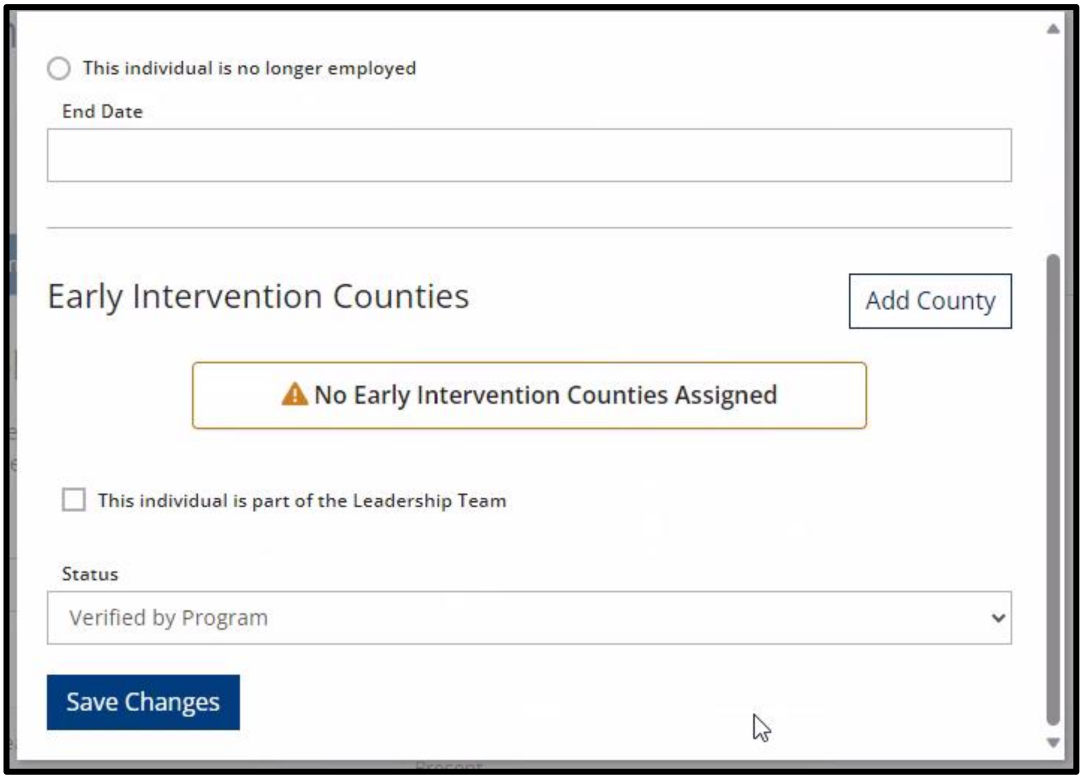


3. Once the EI Provider or Service Coordinator has been verified, scroll down the page to assign their county EI Programs.

   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.

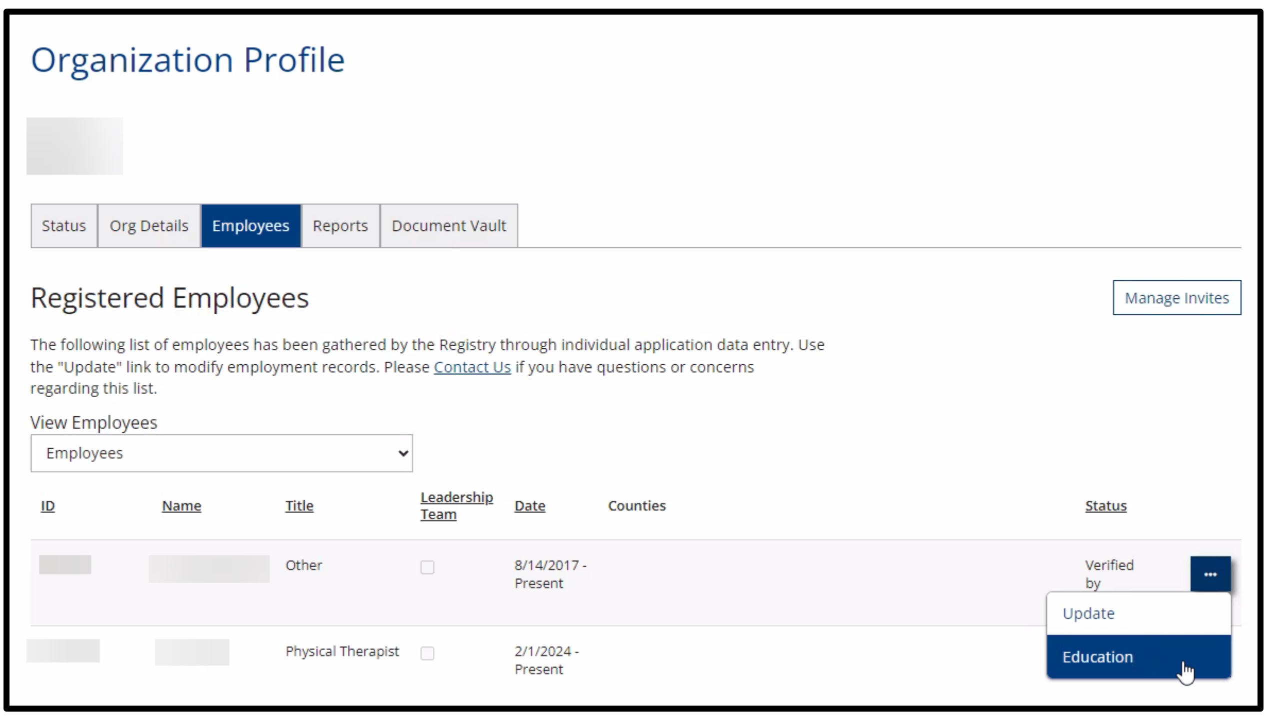

This individual is no longer employed
End Date
Early Intervention Counties
Add County
No Early Intervention Counties Assigned
This individual is part of the Leadership Team
Status
Verified by Program
Save Changes

UPLOADING DOCUMENTS ON BEHALF OF EMPLOYEES

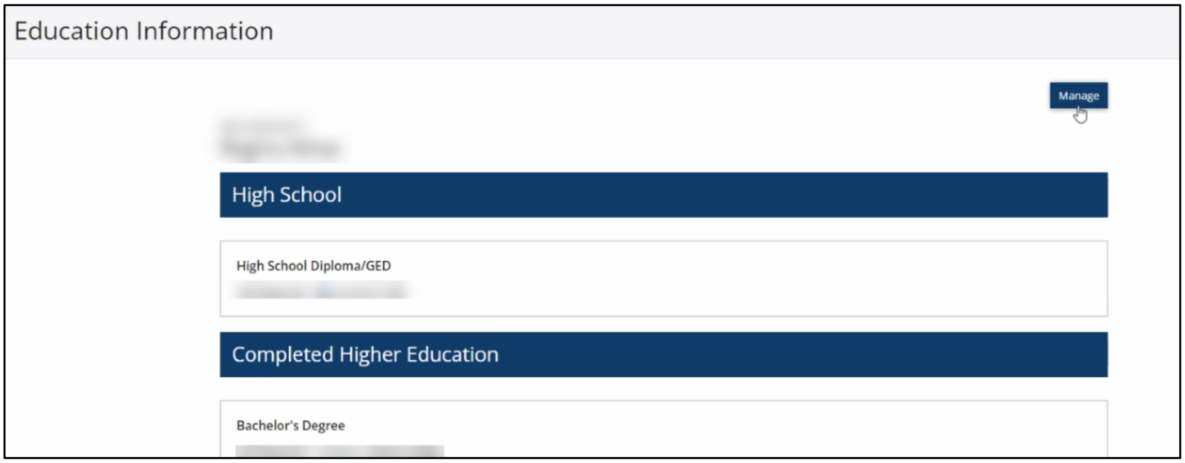
<u>How this step will help:</u> This section will show you how to add documents to the profile of employees attached to your agency. While early interventionists should be responsible for their own profiles, agencies are able to add documents on behalf of their employees.

1. From your Organization Profile, select the Employees tab.

2. Scroll down to the employee whose profile you would like to access. Click on the blue box with three white dots to the right of the screen. Click **Education**.



3. You will then be taken to the Employees Education Information page. Click Manage on the top right.



4. All Fields can be edited.

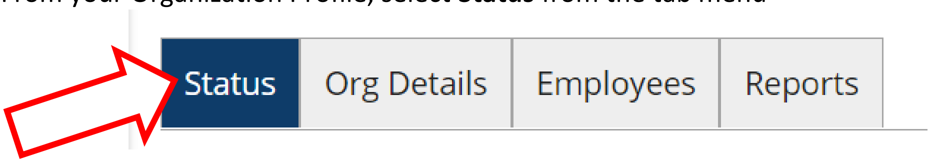
5. Training can be entered at the very bottom of the screen.

Updated 2/7/2025

HOW TO UPLOAD THE SIGNED ITF WAIVER AGREEMENT

<u>How this step will help:</u> 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.