Pennsylvania's Infant/Toddler Early Intervention Provider Registry

Organization Administrator's Guide to the I/T EI 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

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.

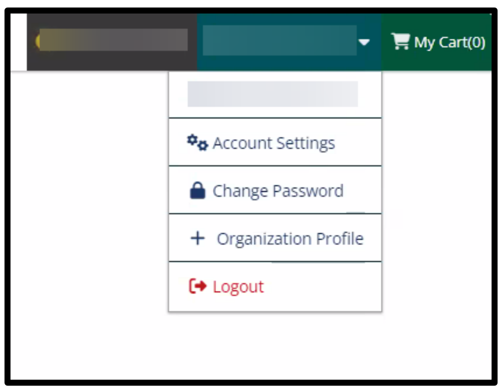
Creating an Organization Profile

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

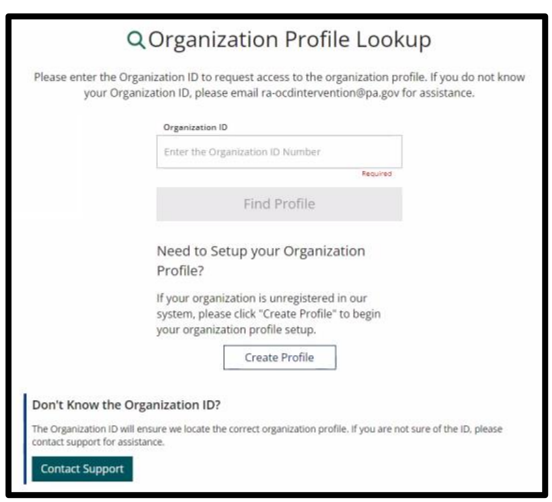
Remember, you must create a profile in the Provider Registry before completing any administrative functions.

1. Login to your existing account at www.paeiproviderregistry.org

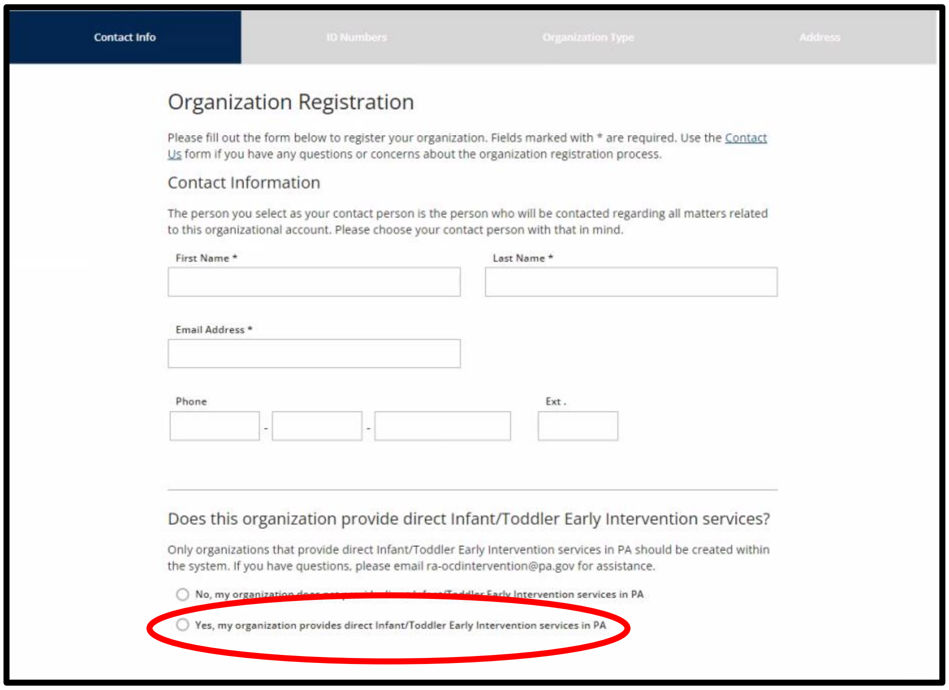
2. After logging in, you'll see your name in the top right corner. Click on **your name**. A drop-down menu will appear. Click on **+ Organization Profile.** This will take you to **Organization Profile Lookup**.



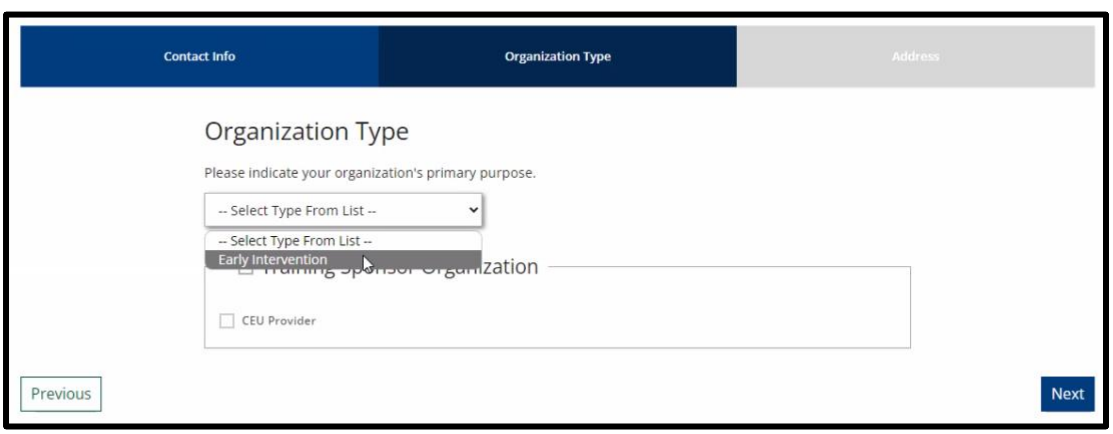
3. Click on **Create Profile**.



4. 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.**

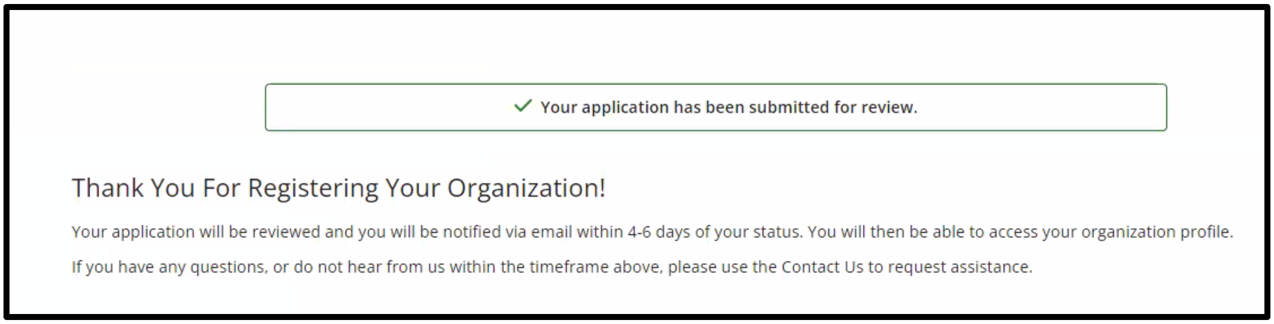


5. Select **Early Intervention** from the **Organization Type** dropdown and click **Next**.



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

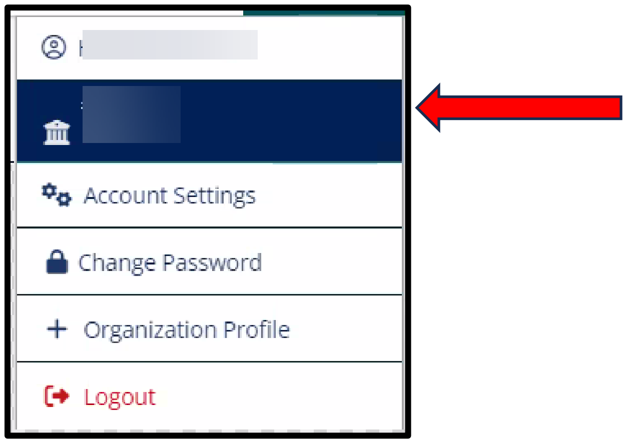
7. This completes the process for creating your Organization's profile. In approximately 4-6 business days, you will receive an email confirming approval of your request. Once you receive approval, you can move through the next steps and complete the process.



How to Access your Agency Profile

1. Log in to your existing account at www.paeiproviderregistry.org

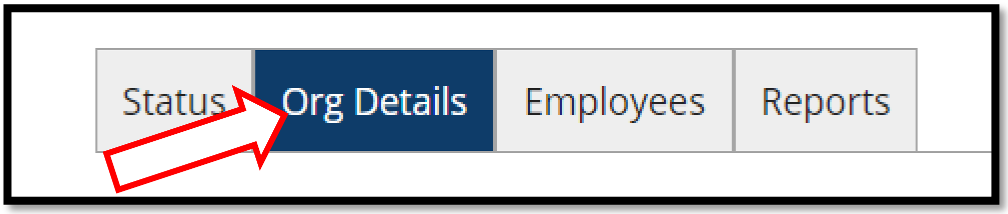
2. After logging in, you'll see your name in the top right corner. Click to show a dropdown menu. Select your **Agency Name.**



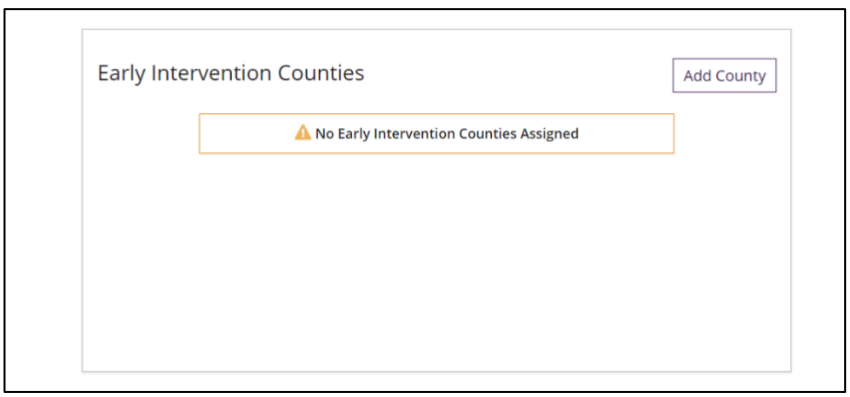
How to Add Counties to your Organization Profile

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

1. Select the **Org Details tab** on your screen.



2. Scroll down to Early Intervention Counties. Click **Add** County.



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 are contracted with.

HOW TO VERIFY STAFF EMPLOYMENT AND ASSIGN COUNTIES

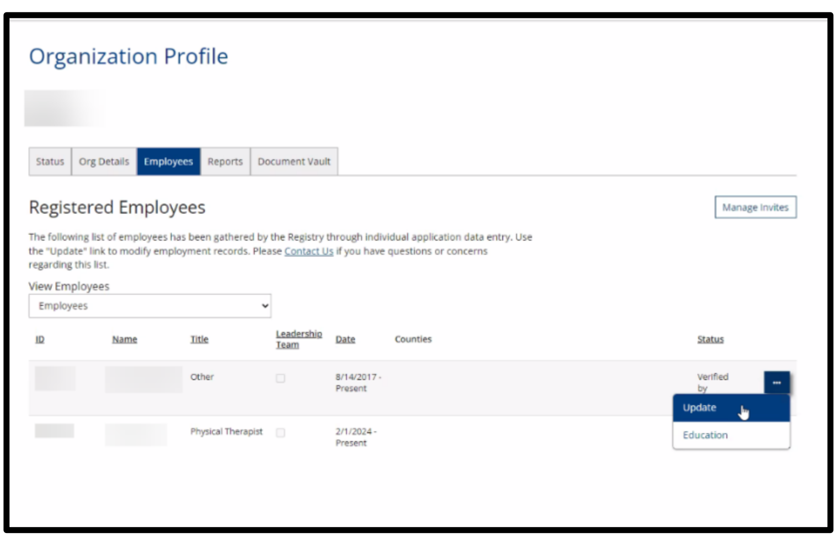
<u>How this step will help:</u> This section will show you how to add your staff, whether Early Interventionists or Service Coordinators, to your Organization. Once staff are linked to your Organization, you'll be able to see their credentials and training documentation. This section will also show you 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 Interventionists and Service Coordinators who have completed their profiles and said that they work for your Organization. Their status will be listed as **Self Reported** under the Status column. Those Interventionists and Service Coordinators who are listed as **Verified by Program** have already been verified as providing EI services through your Organization.

   Click on the **Blue Box** after each EI Provider or Service Coordinator who hasn't been verified and select **Update**. A pop up box will open called 'Update Employment Record'. 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 Organization. Select "**Verified by Program**" under status. Click **Save Changes**.

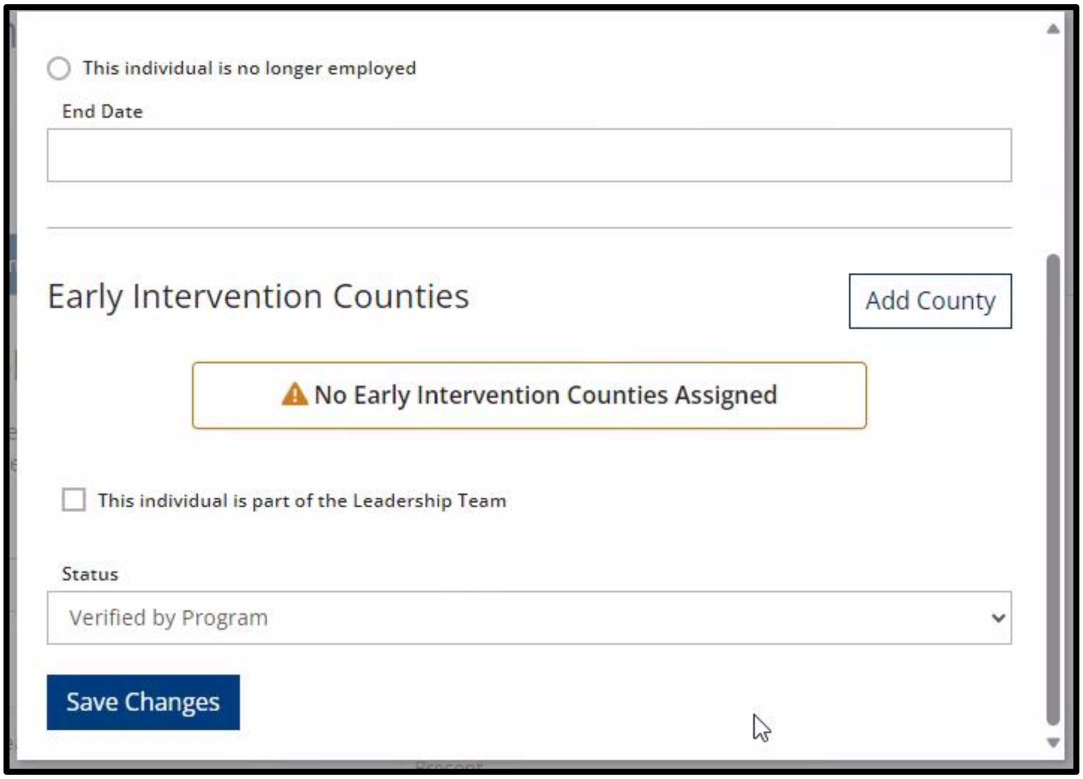
   <u>HINT</u>– if an employee isn't on the list, they either haven't completed a profile, or didn't correctly add your Organization as their employer.



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 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.**

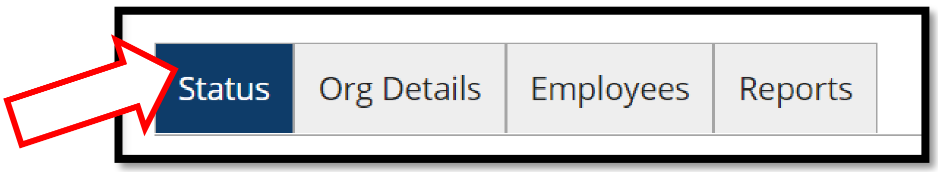
   Repeat this step until all counties where the EI Provider or Service Coordinator provides EI services through your Organization are assigned.



How to Upload the 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. Organizations 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.