



**First Steps**

**Early Intervention  
Personnel  
Guide**

**January 2008**

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### **Helpful information:**

Provider forms are located on the First Steps web page under Service Matrix/Provider Enrollment

Provider Agreements: <https://www.infirststeps.com/matrix/docs/enrollment.asp>

Provider Enrollment Update Form: <https://www.infirststeps.com/matrix/docs/maintenance.asp>

First Steps Web Address: [Firststepsweb@fssa.in.gov](mailto:Firststepsweb@fssa.in.gov)

Indiana First Steps: [www.firststeps.in.gov](http://www.firststeps.in.gov)

Online Matrix: [www.infirststeps.com](http://www.infirststeps.com)

Early childhood Training Calendar: <http://earlychildhoodmeetingplace.indiana.edu>

UTS Training Calendar: [www.utsprokids.org](http://www.utsprokids.org)

## **Overview**

Each state participating in Part C of the Individuals with Disabilities Education Act (IDEA) must establish qualifications to assure that persons providing early intervention services are adequately prepared and trained as defined in 34 CFR 303.361. Indiana's personnel standards are based on the belief that the needs of the state will best be met by a balance between high standards and the flexibility of individual providers to engage in personally meaningful professional development activities. The standards therefore are intended to be flexible and inclusive, rather than exclusive, with high standards being supported by training.

The term "early intervention" refers to required services provided to eligible infants and toddlers with special needs and their families through the First Steps Early Intervention System. These requirements apply to all individuals enrolled and reimbursed as providers of any early intervention service through the First Steps Early Intervention System. Persons providing the following services as delineated in each child's Individualized Family Service Plan (IFSP) must meet the early intervention personnel standards:

## **Early Intervention Services**

Individualized Early Intervention Services are services determined through the evaluation and assessment process designed to meet the developmental needs of each eligible child and the needs of the family related to enhancing the child's development. Individualized services, as defined in 34 CFR 303.12(d), include the following:

1. Audiology Services
2. Developmental Therapy (Special Instruction)
3. Specialized Individual and Family Counseling/Psychological Services
4. Health Services
5. Medical Services (Diagnostic/Evaluative Purposes Only)
6. Nursing Services
7. Nutrition Services
8. Occupational Therapy
9. Physical Therapy
10. Psychological Services
11. Social Work Services
12. Speech/Language Pathology
13. Vision Services
14. Assistive Technology/Services
15. Service Coordination
16. Transportation
17. Other Early Intervention Services

## **Early Intervention Roles**

It is imperative that individuals with a variety of educational and experiential backgrounds be utilized to provide early intervention services. Early Intervention Service Providers and Service Coordinators can best be described utilizing three distinct roles:

### **Early Intervention Support**

Persons who provide support services such as transportation and interpreter services, but are not directly involved in the implementation of early intervention services.

### **Early Intervention Associate**

Persons possessing a high school diploma or GED with formal specialized training beyond the secondary level may enroll as an early intervention associate. Individuals must meet the requirements of their discipline (as described in Table 1) to provide services as an associate. Associates assist in the design and provision of direct services to children and families under the direct supervision of an early intervention specialist from the area/discipline in which they are providing services (as described in Table 1). Early Intervention Associates include Developmental Therapy Associates, Nurses (Licensed Practical Nurses), Occupational Therapy Assistants, Physical Therapy Assistants, and Speech Pathology/Audiology Aides.

### **Early Intervention Specialist**

Persons who meet entry level requirements for a specialization in their discipline as defined in Table 1. Specialists design and implement early intervention services and may supervise early intervention associates within the area/discipline of their credential. Specialists practicing in the First Steps Early Intervention System include Audiologists, Developmental Therapy Specialists, Marriage and Family Therapists, Nurses (Registered Nurses), Nutritionists, Occupational Therapists, Orientation/Mobility Specialists, Pediatric Nurse Practitioners, Physicians, Physical Therapists, Psychologists, School Psychologists, Service Coordinators, Social Workers, Speech/Language Pathologists and Vision.

**THERE WILL BE NO WAIVERS OF THE PERSONNEL STANDARDS SET IN THIS DOCUMENT EXCEPT AS REQUIRED UNDER CFR 303.361(g).**

Providers who feel that their professional training should be considered as appropriate to provide early intervention services should forward that information to the First Steps Website:

**[Firststepsweb@fssa.in.gov](mailto:Firststepsweb@fssa.in.gov)**

**All new enrollees and enrolled providers changing payee status must meet the new standards.**

## Enrolled Providers Must Meet Established Criteria

Personnel standards for early intervention providers are divided into four criteria:

1) An individual must meet minimum entry standards for the role of specialist, associate, or support staff in their discipline. This means that they have completed required academic training and meet state approved or recognized certification, licensing, registration, or other comparable requirements for their discipline. See Table 1 of this document for discipline specific requirements. Documentation of minimum qualifications must be submitted as part of provider enrollment, as well as proof of liability insurance and a criminal history background inquiry conducted within the past 12 months.

2) All potential providers must complete the Direct Service Provider Orientation before enrolling as a provider in First Steps. This is a distance learning experience that lets you work at your own pace. You have 45 days from the date of registration to submit all activities. Each participant will have three chances to pass this distant learning experience. If you do not pass with an 80% or higher score, you will not be allowed to enroll as a provider in First Steps even if you meet other minimum requirements.

3) All persons providing early intervention services must complete additional training as required for their role in the early intervention system. Support persons may be required to complete and pass supplemental training related to infants and toddlers with disabilities.

All Indiana early intervention providers are required to complete mandatory state training and educational activities. To continually meet the needs of the providers and early intervention system, training requirement may be modified from year to year. Current requirements may be found in Attachment A. This training is required in order to meet credentialing requirements. Credentialing assures families that each enrolled provider has met additional qualifications related specifically to the provision of pediatric services within the framework of the First Steps Early Intervention System.

As part of the credentialing process all associate and specialist personnel are required to document credit points earned through portfolio activities. These credit points are earned in competency areas that represent bodies of knowledge and/or skills that are considered critical to the implementation of quality early intervention services across all disciplines. Please refer to the Early Intervention Credentialing Process in this guide (page 13).

Registration for First Steps Orientation and the state required training are coordinated through the Unified Training System (UTS). You may access UTS by going directly to UTS Training calendar at [www.utsprokids.org](http://www.utsprokids.org) or find training through:  
<http://earlychildhoodmeetingplace.indiana.edu>

After initial credentialing, all enrolled associate and specialist level providers must document in their personnel file a minimum of three credit points each year of portfolio activities related to continual professional development in the competency areas. Supporting documentation of a provider's *Continual Professional Development for Direct Service Providers Annual Credentialing* must be maintained in a personnel file.

- 4) Direct Supervision for Developmental Therapists must include at a minimum:
  - A. Supervisor must be working in the First Steps program, carry a caseload, and have at least one (1) year experience before becoming a supervisor.
  - B. Monthly face to face meetings with supervisor to review clinical notes, treatment plan, and intervention strategies
  - C. Documentation of face to face meeting

## **Table 7: Entry Level Qualifications for Early Intervention Personnel**

**Audiologist:** Licensed through the Indiana Speech-Language Pathology and Audiology board as set forth in IC 25-35.6 and further defined in 880 IC 1-1; or those in the Clinical Fellowship Year (CFY) working toward licensure under the supervision of a licensed Audiologist who must submit the name, address and copy of license of supervisor at time of enrollment. Certificate of completion for orientation to the First Steps Early Intervention System (DSP 101) through the Unified Training System (UTS) must be submitted at the time of enrollment. Completion of annual mandatory training is required (See Attachment A). Must credential at the specialist level within 2 years of enrollment and complete Continual Professional Development annually.

**Audiologist Aide:** Meets the minimum qualifications which the Indiana Speech Language Pathology board establishes for Audiology aides. Must work under the direct supervision of an enrolled licensed audiologist as referenced in IC 25-36.6 and 880 IAC 1-1 and submit the name, address, and a copy of the license of their supervisor at the time of enrollment. Certificate of completion for orientation to the First Steps Early Intervention System (DSP 101) through the Unified Training System (UTS) must be submitted at the time of enrollment. A Completion of annual mandatory training is required (See Attachment A). Must credential at the associate level within 2 years of enrollment and complete Continual Professional Development annually.

**Developmental Therapy Specialist:** Baccalaureate and/or Masters and/or Doctorate degree in special education, deaf education, elementary education, early childhood education, child development, or early intervention. Those enrollees lacking early intervention experience may enroll at the specialist level but must work for 12 months under the direct supervision of an enrolled credentialed developmental therapy specialist (see page 5, number 3) and submit name and address of supervisor at time of enrollment. Certificate of completion of Orientation to the First Steps Early Intervention System (DSP 101) through the Unified Training System (UTS) must be submitted at the time of enrollment. Completion of annual mandatory training is required (See Attachment A). Must credential at the specialist level within 2 years of enrollment and complete Continual Professional Development annually.

**Developmental Therapy Associate:** High School diploma or GED and Associate degree in child development, early childhood education or the completion of equivalent field-based training (i.e. Child Development Associate and/or Healthy Families Training). Licensed Practical Nurses may also enroll as a Developmental Therapy Associate. Individuals enrolling at this level must work under the direct supervision of an enrolled credentialed developmental therapy specialist (see page 5, number 3) and submit name and address of supervisor at time of enrollment. Certificate of completion for orientation to the First Steps Early Intervention System (DSP 101) through the Unified Training System (UTS) must be submitted at the time of enrollment. Completion of annual mandatory training is required (See Attachment A). Must credential at the associate level within 2 years of enrollment and complete Continual Professional Development annually.

**Marriage and Family Therapist:** Specialized individual and family counseling related to the child's disability may be provided by a Certified Marriage and Family Therapist (CMFT) certified under IC 25-23.6 and 839 IAC

1. Supervision, as used in IC 25-23.6.8 and 839 IAC 1, means face to face contact between the supervisor and the supervisee for the purpose of assisting the supervisee in the process of learning the skills of marriage and family therapy practice. Certificate of completion for orientation to the First Steps Early Intervention System (DSP 101) through the Unified Training System (UTS) must be submitted at the time of enrollment. Completion of annual mandatory training is required (See Attachment A). Must credential at the specialist level within 2 years of enrollment and complete Continual Professional Development annually.

**Nurse (Registered):** Licensed as a Registered Nurse by the Indiana Nursing Board. Certificate of completion for orientation to the First Steps Early Intervention System (DSP 101) through the Unified Training System (UTS) must be submitted at the time of enrollment. Completion of annual mandatory training is required (See Attachment A). Must credential at the specialist level within 2 years of enrollment and complete Continual Professional Development annually.

**Nurse Practitioner (Certified Pediatric Nurse Practitioner):**

Licensed as a Registered Nurse by the Indiana Nursing Board and nationally certified as a Pediatric Nurse Practitioner. Certificate of completion for orientation to the First Steps Early Intervention System (DSP 101) through the Unified Training System (UTS) must be submitted at the time of enrollment. Completion of annual mandatory training is required (See Attachment A). Must credential at the specialist level within 2 years of enrollment and complete Continual Professional Development annually.

**Nurse (Licensed Practical Nurse):** Licensed as a Licensed Practical Nurse by the Indiana Nursing Board. Must work under the direct supervision of a credentialed registered nurse and submit the name, address, and a copy of the license of their supervisor at the time of enrollment. Certificate of completion for orientation to the First Steps Early Intervention System (DSP 101) through the Unified Training System (UTS) must be submitted at the time of enrollment. Completion of annual mandatory training is required (See Attachment A). Must credential at the associate level within 2 years of enrollment and complete Continual Professional Development annually.

**Nutritionist:** Certified as a Registered Dietitian by the Indiana Certification Dietitians Board. Certificate of completion for orientation to the First Steps Early Intervention System (DSP 101) through the Unified Training System (UTS) must be submitted at the time of enrollment. Completion of annual mandatory training is required (See Attachment A). Must credential at the specialist level within 2 years of enrollment and complete Continual Professional Development annually.

**Occupational Therapist:** Registered with the American Occupational Therapy Association and certified by the Medical Licensing Board of Indiana as an Occupational Therapist; or those with a temporary license working under the supervision of a licensed Occupational Therapist who must submit the name, address and copy of license of supervisor at time of enrollment. Certificate of completion for orientation to the First Steps Early Intervention System (DSP 101) through the Unified Training System (UTS) must be submitted at the time of enrollment. Completion of annual mandatory training is required (See Attachment A). Must credential at the specialist level within 2 years of enrollment and complete Continual Professional Development annually.

**Occupational Therapy Assistant:** Registered with the American Occupational Therapy Association and certified by the Medical Licensing Board of Indiana as an Occupational Therapy Assistant by the Indiana Occupational Therapy Committee. Must work under the direct supervision of an enrolled Occupational Therapist as referenced in IC 25-23.5.5 and 844 IAC 10-5.5, and submit the name, address, and a copy of the license of their supervisor at the time of enrollment. Certificate of completion for orientation to the First Steps Early Intervention System (DSP 101) through the Unified Training System (UTS) must be submitted at the time of enrollment. Completion of annual mandatory training is required (See Attachment A). Must credential at the associate level within 2 years of enrollment and complete Continual Professional Development annually.

**Orientation/Mobility Specialists:** Certification as an Orientation/Mobility Specialist from the Association for Education and Rehabilitation of the Blind and Visually Impaired. Certificate of completion required for orientation to the First Steps Early Intervention System (DSP 101) through the Unified Training System (UTS) must be submitted at the time of enrollment. Completion of annual mandatory training is required (See Attachment A). Must credential at the specialist level within 2 years of enrollment and complete Continual Professional Development annually.

**Physical Therapist:** Registered with the American Physical Therapy Association and licensed by the Medical Licensing Board of Indiana as a physical therapist; or those with a temporary license working under the supervision of a licensed Physical Therapist who must submit the name, address and copy of license of supervisor at time of enrollment. Certificate of completion for orientation to the First Steps Early Intervention System (DSP 101) through the Unified Training System (UTS) must be submitted at the time of enrollment. Completion of annual mandatory training is required (See Attachment A). Must credential at the specialist level within 2 years of enrollment and complete Continual Professional Development annually.

**Physical Therapy Assistant:** Registered with the American Physical Therapy Association and licensed by the Medical Licensing Board of Indiana as a Physical Therapy Assistant. Must work under the direct supervision of an enrolled licensed Physical Therapist as referenced in IC 25-27-1 and 844 IAC 6 and submit the name, address, and a copy of the license of their supervisor at the time of enrollment. Certificate of completion for orientation to the First Steps Early Intervention System (DSP 101) through the Unified Training System (UTS) must be submitted at the time of enrollment. Completion of annual mandatory training is required (See Attachment A). Must credential at the associate level within 2 years of enrollment and complete Continual Professional Development annually.

**Physician:** Licensed by the Indiana Medical Licensing Board as a Doctor of Medicine or Osteopathic Physician. Certificate of completion for physician's orientation to the First Steps Early Intervention System through the Unified Training System (UTS) must be submitted at the time of enrollment. Credentialing is not required.

**Psychologist:** Specialized individual and family counseling or psychological treatment which includes psychological counseling with the child and/or family, centering on the child's developmental needs, must be provided by a psychologist who is:

1. Licensed by the Health Professions Bureau (HSPB, IC 25-33-1 through IC 25-33-18). This would include Psychologists who do not have the HSPB endorsement and are currently practicing under the supervision of a health service provider in psychology for the purpose of qualifying for the endorsement, or a psychologist who holds a limited license issued under IC 25-33-1-18 and practices within the scope of the psychologist's limited license

Or

2. Licensed by the Professional Standards Board (Indiana School Psychologist with Private Practice Endorsement, IC 20-1-1.9-1 through IC 20-1-1.9-6), practicing within the scope of the school psychologist's license and endorsement.

Certificate of completion for orientation to the First Steps Early Intervention System (DSP 101) through the Unified Training System (UTS) must be submitted at the time of enrollment. Completion of annual mandatory training is required (See Attachment A). Must credential at the specialist level within 2 years of enrollment and complete Continual Professional Development annually.

**Service Coordinator:** A Baccalaureate degree with 12 months of case management or early intervention experience; or a Baccalaureate degree with a minimum of 30 related academic credit hours with 12 months of supervised case management or early intervention experience. Certificate of completion for orientation to the First Steps Early Intervention System (DSP 101) through the Unified Training System (UTS) must be obtained prior to providing services.

Individuals who meet the degree requirement but have not practiced as a service coordinator/case manager must work for 12 months under direct supervision.

Or

High School Diploma or GED and:

- Associate degree/equivalent training (e.g. Child Development Associate and/or Healthy Families Training) in one of the thirteen service disciplines (see page 3); or an Associate degree with a minimum of 15 related academic credit hours.

Or

- An immediate (parent/sibling) family member of a child with special needs.

Or

- A community member of an underserved population.

Each of the three options requires a certificate of completion for orientation to the First Steps Early Intervention System (DSP 101) through the Unified Training System (UTS). The second and third option will be required to provide documentation that supports their qualifications under those options.

Service Coordinator must work under direct supervision of the SPOE. Must credential at the specialist level within 2 years of enrollment and complete Continual Professional Development annually according to the SPOE credentialing date set by the State and CRO.

**Please Note:** The above educational requirements for Service Coordinator are recommended guidelines. The SPOE fiscal agent has the final hiring decision. **Once hired, all Service Coordinators must meet credentialing requirements and complete additional required Service Coordination training. All Service Coordinators must receive supervision through the SPOE.** (*Initial and Annual Credentialing grids can be found on Pages 20 and 21 with specific requirements for all Service Coordinators.*)

**Social Worker:** Social work services, which include clinical interventions such as individual/family counseling, must be provided by a licensed clinical social worker (LCSW) licensed under IC 25-23.6, or a (MSW) level social worker working toward licensure who must submit the name, address and copy of license of supervisor at time of enrollment. Certificate of completion for orientation to the First Steps Early Intervention System (DSP 101) through the Unified Training System (UTS) must be submitted at the time of enrollment. Completion of annual mandatory training is required (See Attachment A). Must credential at the specialist level within 2 years of enrollment and complete Continual Professional Development annually.

**Speech Pathologist:** Licensed as a Speech Pathologist by the Indiana Speech Pathology and Audiology Board; or those who have registered with the State of Indiana for the Clinical Fellowship Year (CFY) working toward licensure under the supervision of a licensed Speech Pathologist who must submit the name, address and copy of license of supervisor at time of enrollment. Certificate of completion for orientation to the First Steps Early Intervention System (DSP 101) through the Unified Training System (UTS) must be submitted at the time of enrollment. Completion of annual mandatory training is required (See Attachment A). Must credential at the specialist level within 2 years of enrollment and complete Continual Professional Development annually.

**Speech Pathologist Aide:** Must have a letter of accreditation from the Indiana Speech-Language Pathology and Audiology Board and work under the direct supervision of a licensed Speech Pathologist who has been approved by the board to supervise and aide as proved by IC 25-35.6. Must work under the direct supervision of an enrolled credentialed Speech Pathology Specialist, and submit the name, address, and copy of license of their supervisor at the time of enrollment. More detail regarding the development of a supervisory plan, documentation, and required activities is found in 880 IAC 1-2-4, Speech-Language Pathology and Audiology Board. Certificate of completion for orientation to the First Steps Early Intervention System (DSP 101) through the Unified Training System (UTS) must be submitted at the time of enrollment. Completion of annual mandatory training is required (See Attachment A). Must credential at the associate level within 2 years of enrollment and complete Continual Professional Development annually.

**Transportation Provider:** Documentation of a valid Indiana driver's license and proof of insurance is required for all parents providing transportation.

**Vision Specialist:** Vision services shall be conducted by personnel who meet state approved or recognized certification, licensing, registration, or other comparable requirements for the discipline. Certificate of completion for orientation to the First Steps Early Intervention System (DSP 101) through the Unified Training System (UTS) must be submitted at the time of enrollment. Completion of annual mandatory training is required (See Attachment A). Must credential at the specialist level within 2 years of enrollment and complete Continual Professional Development annually.

## Professional Conduct Guidelines

Each provider must adhere to a Professional Conduct guidelines set forth by the State of Indiana Family and Social Services Agency/Division of Disability and Rehabilitative Services/Bureau of Child Development Services:

### Professional Conduct

In order to maintain the highest standards and quality of care, the Division of Disability and Rehabilitative Services/Bureau of Child Development Services is outlining minimum standards of practice. Providers are expected to maintain the utmost professional behavior while representing the First Steps system.

- Providers are expected to meet and maintain all licensing, credentialing and ethical codes as established by individual licensing agencies as well as through First Steps.
- Services will only be provided when skilled intervention is necessary.
- Services may only be provided with the parent or other primary caregiver present and actively involved.
- Services provided must be designed to assist the child or family in addressing outcomes as outlined in the IFSP.
- Services should be provided as established on the IFSP and as scheduled with the parent/caregiver.
- Providers are required to notify parents/caregivers in advance of missed or late sessions. If advance notice is not possible due to unforeseen circumstances, immediate notification is required. Lack of notification of missed or late sessions, similar to a no-call, no-show, may be grounds for termination of the provider agreement.
- Providers (including the Service Coordinator) may not bring children/minors or other individuals not directly involved in the provision of care of the child, to early intervention services or the residence of the child or family. Doing so would be considered a breach in confidentiality and would interfere with the provider's ability to perform their job. Parents may not be requested to waive this policy. With prior consent of the family, therapy students gaining required practical experience, and who are supervised by the specialist level therapist, are excluded from this provision.
- No provider in the system may solicit business from parents or caregivers.
- Providers may not solicit business for their agency, other providers, spouse or immediate family.
- Providers may not sell or market products while representing First Steps.
- Providers may not lobby to families within the system, while representing First Steps.
- Conduct and attitudes must portray the values of the First Steps system and that of family centered care. Services shall be family-centered, inclusive and culturally competent.
- Providers must maintain professional relationships and boundaries with families served within the First Steps system. Providers may not provide services to members of their immediate family or individuals in which a professional relationship would be compromised.
- Providers must maintain professional conduct with providers, lead agency (including State Program Consultants), lead education agency staff, administrators, and First Steps Stakeholders.

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## Early Intervention Personnel Credentialing Process

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Early intervention specialists and associates as listed in this personnel guide, Table 1, must obtain an early intervention credential within two years of enrollment with the Early Intervention enrollment contractor. **Annually, providers must submit certification of a criminal history check conducted within the year, current insurance information, and \*copy of a current licensure (if applicable) with submission of Provider Update and Attestation Statement**

A provider may apply for their early intervention credential once the following has been completed:

- 15 points for an Early Intervention Specialist
- Or 10 points for an Early intervention Associate

You will receive either an Early Intervention Credential that matches your request, or a letter requesting clarification or additional documentation.

**Please note:** Although you may only **enroll** as either a service provider or a service coordinator, you may apply simultaneously for a **credential** in any discipline for which you qualify. Please use a separate cover sheet and a current summary of activity sheet for each credential request.

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### **\*Licensed Providers:**

A copy of your specialty Indiana professional license must be in your personnel file at the CRO by the expiration date of the license along with a copy of the verification showing the exact expiration date to maintain enrollment status through First Steps.

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Do not submit this packet until you have completed the credentialing requirements. Except for a copy of your current license, proof of insurance, and criminal history inquiry. Please do not submit supporting documentation at time of credential/re-credential. The Division conducts random audits. If you are audited, you will receive a letter informing you of the procedures for the audit. Only submit supporting documentation to your credential if you are audited or if otherwise requested by the division. **Please keep all of your Continuing Education records and other required documents for 5 years.**

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## Attestation Statement

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Name: \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Rendering # \_\_\_\_\_

E-mail address: \_\_\_\_\_

I am applying as an:  Early Intervention Associate  Early Intervention Specialist

**1. I am applying for my initial credentialing in the following area/discipline:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Audiology                        | <input type="checkbox"/> Nutrition            | <input type="checkbox"/> Social Work               |
| <input type="checkbox"/> Developmental Therapy            | <input type="checkbox"/> Occupational Therapy | <input type="checkbox"/> Speech Language Pathology |
| <input type="checkbox"/> Individual and Family Counseling | <input type="checkbox"/> Physical Therapy     | <input type="checkbox"/> Vision Services           |
| <input type="checkbox"/> Medical                          | <input type="checkbox"/> Psychology           | <input type="checkbox"/> Other (Please identify)   |
| <input type="checkbox"/> Nursing                          | <input type="checkbox"/> Service Coordination | _____  |

**2.  First Year Attestation Page (Annual Update)**

**3.  I am completing my annual re-credentialing**

Date of Provider Forum attended: \_\_\_\_\_

Completed Training Times: \_\_\_\_\_

Please complete the following information and attach supporting documents:

**License#:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

\*Please include a copy of your license.

**Insurance Information Insurance Agency:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Policy#:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

\*Please include a copy of your policy.

**Date of Current Criminal History Inquiry\*\*:** \_\_\_\_\_

\*Please include a copy of the inquiry. Must be completed through Indiana State Police. If you live in one state and provide services in a neighboring state, you must submit one through each state. City and County inquiries will not be accepted.

\*\*If a violation is noted on the criminal history report, the report must be submitted with the application packet to the provider enrollment agency. Go to [www.in.gov](http://www.in.gov) (Click on Law and Justice then on Limited Criminal History Search on right side.)

**I hereby swear or affirm under the penalties of disenrollment that I understand and have met the continuing education requirements for renewal and have answered the questions true to the best of my knowledge.**

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**Signature**

**Submit to:**

**EDS Provider Enrollment  
P.O. Box 7263  
Indianapolis, IN 46207-7263**

**Date**

Do not submit this packet until you have completed the credentialing requirements. Except for a copy of your current license, proof of insurance, and criminal history inquiry. Please do not submit supporting documentation at time of credential/re-credential. The Division conducts random audits. If you are audited, you will receive a letter informing you of the procedures for the audit. Only submit supporting documentation to your credential if you are audited or if otherwise requested by the division. **Please keep all of your Continuing Education records and other required documents for 5 years.**

## Competency Areas for Direct Service Providers

The following competency areas represent bodies of knowledge and/or skills considered critical across all early intervention disciplines:

**Foundations of Early Intervention:** Information and experience that promote understanding about the history of early intervention, underlying philosophies of early intervention including family centered practices, Individualized Family Service Plans, team process skills, and early intervention service coordination. Providers will demonstrate:

1. a basic knowledge of relevant federal and state legislation and related public agency policy
2. understanding of standards and rules and their impact on services and families
3. the ability to implement procedural safeguards to ensure delivery of appropriate services
4. a basic knowledge of the history and philosophy of early intervention
5. knowledge of Indiana's First Steps system/procedures, i.e. SPOE, CRO, LPCC, service delivery, service coordination
6. knowledge of research in the area of early intervention practice and efficacy
7. the ability to describe the purpose, importance and limitations of early identification, screening and evaluation, including the issues of bias and testing
8. understanding of early intervention theories and their implications

**Infant and Toddler Typical and Atypical Development:** Information and experience that promote an understanding of typical and atypical physical, cognitive, social/emotional and communication development of infants and toddlers. Providers will demonstrate:

1. understanding of content and range within child developmental domains
2. understanding of etiology and characteristics of common developmental disabilities
3. understanding of the potential impact of a disability's characteristics on a child's needs
4. understanding of child development theories and their implications
5. the ability to describe the common risk factors for developmental dysfunction

**Infant/Toddler and Family Assessments:** Information and experience that promote an understanding of the techniques and procedures for family-centered infant and toddler evaluation and assessment. Also includes activities that promote an understanding of the process by which families may be supported to identify their strengths, concerns and priorities. Providers will be able to:

1. identify valid and reliable state approved screening and evaluation procedures and instruments
2. identify valid and reliable state approved screening and evaluation tools appropriate to age, population, and physical environment
3. demonstrate ability to discuss with parents the purpose of selected screening and evaluation procedures, as well as due process and procedural safeguards as they apply to identification, screening, and evaluation
4. demonstrate the ability to administer and score a variety of approved screening and evaluation tools which measure development across the range of developmental domains
5. demonstrate competence in interpreting results of screening and evaluation in terms of a child's functional capabilities
6. demonstrate competence in gathering information through family interview as a component of the screening and evaluation of the infant and toddler, and the identification of family concerns, priorities and resources

7. demonstrate the ability to communicate with parents in a clear, concise, respectful and sensitive manner the results of screening and evaluation activities and subsequent recommendations, taking into account parental response to the information given
8. demonstrate competence in adapting the environment in which the screening and evaluation take place, using specialists when appropriate
9. demonstrate competence in referral processes and procedures to other professionals and community resources when indicated by results of screening and evaluation
10. demonstrate ability to coordinate and participate in team meetings

**Early Intervention Service Delivery Strategies:** Activities that promote familiarity with research, current trends, and best practices related to the provision of discipline specific early intervention services to young children with special needs. Providers will design, implement and evaluate appropriate services for a child within a collaborative relationship with parents/caregivers and community providers and demonstrate:

1. the ability to facilitate appropriate and stimulating learning opportunities that will enhance children's learning and positive behaviors
2. the ability to effectively communicate with children (including access to alternative communication systems when appropriate)
3. the ability to integrate therapeutic practices into learning environments in ways that support learning and encourage autonomy in children (i.e., integration of medical routines written or parents/caregiver by medical staff; integration of augmentative communication strategies; integrations of therapeutic activities)
4. positive social interactions with children
5. the ability to develop an IFSP based on assessment information, to implement and evaluate progress on IFSP goals through a variety of strategies in homes and community settings
6. the ability to embed goals/objectives into daily activities/routines at home and other natural environments
7. the ability to problem solve with the family around issues of a child's management of behaviors and environmental stimuli
8. the ability to teach parents/caregivers how to implement specific programs, routines and procedures with a child
9. the ability to use adaptive techniques/equipment as directed to promote acquisition of skills and active participation in age appropriate activities
10. developing competence in conducting home visits to serve as a source of support and a resource to families
11. competence in developing an IFSP in partnership with team members consistent with state standards and federal guidelines

**Family Partnership and Support Strategies:** Activities that promote an understanding and recognition of the family as the major long-term influence in a child's life, and support strategies for families acknowledging their diversity and individual hopes and plans for their child. Providers will demonstrate:

1. the ability to apply family guided services and work in partnership with families, mutually exploring options, soliciting input about what they want for their child, and respecting choices
2. the understanding about family relationships, including working with siblings, and how a disability can affect those relationships
3. respect, understanding and responsiveness to the family within the context of their culture, ethnicity and unique family circumstances, i.e., parents with developmental disabilities, foster parents, grandparents as parents, teen parents, gay/lesbian parents
4. leadership in supporting parents as they advocate for their children

5. an understanding of their role in sharing information with families, including philosophies of various services, in a timely manner and communicates effectively with them
6. active involvement of families in the design and implementation of policies and/or procedures which reflect a value of family guided services
7. a flexible menu of involvement/participation/support opportunities for families regarding the identification, implementation and evaluation of child and family outcomes/goals
8. the ability to assist families in assessing information and gaining skills to functions successfully within their community
9. recognition of and respect for the coping strategies that the family demonstrates
10. understanding of adult learning styles and basic skills in teaching adults
11. competence in conducting family interviews using attending and listening skills
12. knowledge of characteristics of adult mental health problems and their impact on the parent-infant relationship (e.g., substance abuse, domestic violence, psychiatric diagnoses)
13. knowledge of the effects of environmental risk factors on the parent-infant relationship (e.g., homelessness, poverty, stress)

**Team Relationship Skills:** Activities that promote positive team communication in a manner that ensures an unduplicated, family-centered, comprehensive, coordinated, community-based system of services. Team relationships will be in concert with the identified concerns, priorities and preferences of the family. Providers will demonstrate:

1. effective communication with a variety of audiences, i.e. families, EI providers, community providers, using jargon-free terminology to provide essential EI information
2. skills to function as a direct service provider and consultant to other disciplines and agencies
3. understanding of related service providers and community providers, their rules, regulations and requirements, and act with the ability to network to advocate and create increased options for the child and family
4. understanding of different team formats, i.e. multidisciplinary, transdisciplinary, their strengths and limitations
5. the ability to use good communication skills and productive problem solving strategies as a collaborative team member
6. the ability to negotiate divergent team expectations and resolve conflicts/crises

**Indiana's early intervention program updates:** Participation in state required trainings such as quarterly Training Times and any other training the State deems mandatory by all First Steps providers. (See Attachment A)

## Current Summary of Activity

Documentation of training and skill development in competency areas is done through a *Current Summary of Activity* sheet which documents where a provider assigns credit points earned to each of the competency areas. Although flexibility is provided to tailor learning experiences that are critical to the professional growth of each individual provider, **a minimum of one credit point must be earned and documented in each competency areas for Initial Credentialing.**

### Portfolio Activities and Credit Points

The **Current Summary of Activity** form is completed using a portfolio approach for documenting training and skill development. The following portfolio activities may be used to earn credit points:

Activity	Credit Point Equivalent	Maximum Points
Experience Birth-Three	*1 Year = 1 Point	5
<p><b>*You must prorate if you work only part time in First Steps.</b></p> <ul style="list-style-type: none"> <li>• 1-10 hours per week- .25 points</li> <li>• 11-20 hours per week-.5 points</li> <li>• 21-30 hours per week- .75 points</li> <li>• 31-40 hours per week- 1.0 point</li> </ul>		
In-service Activities	10 Contact Hours = 1 Point 1 Contact Hour= .10 Points	5
Academic Coursework	1 Academic Credit = 1 Point	Unlimited points for coursework completed less than 10 year prior to application date, or 5 points for coursework 10 years or older.
Other Proposed Tasks	1 Task = 1 Point	5
State required training	10 Contact Hours = 1 Point 1 Contact Hour = 10 Point	
Training Times	.2 points	Total of .8 points per year

**Experience** must be directly related to the provision of early intervention services for children birth to three. One year of experience may be counted for each calendar year that an individual works providing early intervention services. You must prorate if working less than full-time. Service Coordinators and Service Providers may also count relevant experience as a family member of a child with special needs or a community member of an underserved population.

**In-service credits** may be earned through attendance at conferences, workshops, seminars, and other similar activities sponsored by each county's First Steps, Indiana's Unified Training System, national, state, and local professional organizations and other training entities. The relationship of the in-service training to early intervention competency areas should be documented through written training goals and learning objectives. Personnel may document only those activities occurring within the last ten (10) years which were directly related to their individual professional development related to the competency areas. Training offered within an employing agency that focuses only on agency issues may not be used for credit points.

**Academic coursework** must be earned through formal study at an accredited post-secondary institution. Course descriptions and syllabi should reflect a cohesive body of knowledge related to one or more of the early intervention competency areas. Instructional activities must provide the equivalent of at least ten contact hours per unit of academic credit offered. A five-point maximum applies to coursework completed ten (10) years prior to the date of submission of the credentialing application. Unlimited points utilized for coursework completed less than 10 years form date of submission of the credentialing application.

**Other Proposed Tasks** include activities specific to early intervention and children, birth to three years, such as: independent study, research, conference presentations and teaching activities, development of professional products, submission of articles to professional journals and other special projects leading to increased professionalism. These tasks are worth one credentialing point.

You may also read books and watch videos relevant to Birth to Three and claim the amount of time used to complete the task and apply it towards your credentialing. You are required to write a one-page report summary and keep as supporting documentation. Supporting documentation to verify the activity must be kept on file with the provider for a period of 5 years. These activities are only worth the actual time spent completing the task.

**State required training** includes activities such as quarterly Training Times or other training the state deems mandatory by all First Steps providers. (See Attachment A.)

### **Supporting Documentation**

**Experience:** A resume must be kept on file with the provider outlining experience pertaining to the birth to three, early intervention population in the field in which the provider is credentialing.

**In-service Credits:** Certificate of attendance or agenda outlining topics relating to early intervention and the birth to three population in which the provider is credentialing.

**Academic Coursework:** A copy of the provider's transcript

**Other Proposed Task:** Documentation must include a detailed task description and supporting documentation. Include the date, persons involved, and activities. Keep copies of supporting documentation such as agendas, written article, and summary of activity... a maximum of 5 points may be earned in Other Proposed Tasks) Other proposed tasks might include: independent study, research, conference presentations and teaching activities, development of professional products, submission of articles to professional journals and other special projects leading to increased professionalism. **All activities to be included as an Other Proposed Task must be specific to early intervention and children birth to three.**

Do not submit this packet until you have completed the credentialing requirements. Except for a copy of your current license, proof of insurance, and criminal history inquiry. Please do not submit supporting documentation at time of credential/re-credential. The Division conducts random audits. If you are audited, you will receive a letter informing you of the procedures for the audit. Only submit supporting documentation to your credential if you are audited or if otherwise requested by the division. **Please keep all of your Continuing Education records and other required documents for 5 years.**

# Current Summary of Activity for Direct Service Providers Initial Credentialing

Name: \_\_\_\_\_ Credential Date: \_\_\_\_\_ to \_\_\_\_\_  
 Address: \_\_\_\_\_ Rendering #: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

To earn an early intervention credential, a minimum of one point must be earned in each competency area, with the exception of the provider forum which must total .3 points for each year. The total points must equal 10 points for an Early Intervention Associate, or 15 points for an Early Intervention Specialist. **\*Please use a sheet for each year.**

	Date	Activity (name of conference, course, task or experience)  <b>Early Intervention Competencies Year:</b>  _____	Brief description	Competency Points (please check all that apply) (For complete descriptions, please refer to page)						Total Points
				Foundations	Development	Assessments	Family Partnership	Team Relations	EI Strategies	
<b>Experience</b> (max. 5 points)										
<b>State Training</b>		Annual Provider Training/Meeting								
		Training Times (list test dates for the year)								
		Training Times (list test dates for the year)								
		Training Times (list test dates for the year)								
<b>In-service</b> (max. 5 points)										
<b>Education</b> (max. 5 points for credits over 10 years)										
<b>Other Proposed Task</b>										



# Current Summary of Activity for Early Intervention Service Coordinators

## INITIAL CREDENTIAL

A minimum of one point must be earned in each of the following competency areas with a total of 15 points to become an Early Intervention Specialist in Service Coordination. \*\* Please use one sheet for each year.

### Competency Areas for Service Coordination

- I. Knowledge of community resources including the ability to obtain information based upon individual family needs.
- II. Knowledge and understanding of the principles and practices of family centered care.
- III. Ability to communicate in written and oral manner.
- IV. Knowledge of early intervention assessment/evaluation instruments that are designed to assess family needs, resources, priorities and concerns.
- V. Knowledge of Indiana's due process and procedural safeguards, regulations, policies and practices regarding infants and toddlers eligible for Early Intervention.
- VI. Knowledge of Part B regulations.
- VII. Knowledge of transition including but not limited to the transition from Part C to other services when eligibility for Part C terminates.
- VIII. Knowledge of financial resources available for individuals participating in the Part C program.
- IX. Participation in the quality review of the cluster's Early Intervention records in collaboration with the Quality Review-Focused monitoring process.
- X. Attendance of Annual Provider Training/Meeting and Training Times.

	Date	Activity (Name of conference, course, task, or position)	Brief Description  Early Intervention Competencies Year: _____	Total										Section Total	
				I	I	I	I	V	V	V	V	I	X		
Experience															
Provider meetings/ E.I. Meetings															
In-services/Conferences															
Academic Credit															
Other															
				<b>Total:</b>											

## Current Summary of Activity for Early Intervention Service Coordinators Annual Re-Credentialing

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Rendering #: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

A minimum of one point must be earned in each of the following competency areas with a total of 15 points to become an Early Intervention Specialist in Service Coordination.

### Competency Areas for Service Coordination

- I. Knowledge of community resources including the ability to obtain information based upon individual family needs.
- II. Knowledge and understanding of the principles and practices of family centered care.
- III. Ability to communicate in written and oral manner.
- IV. Knowledge of early intervention assessment/evaluation instruments that are designed to assess family needs, resources, priorities and concerns.
- V. Knowledge of Indiana's due process and procedural safeguards, regulations, policies and practices regarding infants and toddlers eligible for Early Intervention.
- VI. Knowledge of Part B regulations.
- VII. Knowledge of transition including but not limited to the transition from Part C to other services when eligibility for Part C terminates.
- VIII. Knowledge of financial resources available for individuals participating in the Part C program.
- IX. Participation in the quality review of the cluster's Early Intervention records in collaboration with the Quality Review-Focused monitoring process.
- X. Attendance of Annual Provider Training/Meeting and the completion of Training Times.

Date	Activity (Name of conference, course, task, or position)	Brief Description  Early Intervention Competencies Year: _____	Total Points										Section Total	
			I	I	I	I	V	V	V	V	I	X		
<b>Totals:</b>														

## **Attachment A**

### State Required Trainings

Professional Development for Associate and Specialist level for Direct Service Providers:

1. Attend an annual Provider Training/Meeting
2. Complete 4 quarterly "Training Times" through UTS (.8 points)
3. Attend other state approved trainings to complete your 10 or 15 points for initial credentialing or 3 points for re-credentialing.

**Provider with an Established First Steps Facility  
Enrollment Checklist**

1. Name of provider: \_\_\_\_\_  
Name of Facility: \_\_\_\_\_  
(Please be sure that all required information below is returned complete in order to expedite your enrollment with First Steps.)

2. ( ) Completed Schedule G of the Provider Enrollment Packet  
3. ( ) Rider A (**All Providers must have a signed Rider A on file at CRO**)

**\*\* If Associate or Specialist requiring supervision (DT will require supervision unless they can provide a letter from a previous employer documenting 1 year DT experience with children 0-3):**

- ( ) **Service Provider Supervisor Agreement**  
( ) Copy of Supervisors License/ Credential letter (DT)
4. ( ) Copy of your **current** Indiana State License if required or a copy of your diploma and transcripts signifying you meet the entry level qualifications for Early Intervention Personnel. Your diploma/transcripts must show area of degree i.e., Elementary/Early Childhood, etc.
5. ( ) Copy of an Indiana State Police Inquiry-must be ran within the last 12 months. (County and City Police Checks are not acceptable.)
6. ( ) Proof of professional& general liability insurance policies for all disciplines with the exception of translators and parent transportation providers
7. ( ) Copy of the Orientation to First Steps Certificate of Completion
8. ( ) E-mail address
9. ( ) Completed IHCP Provider Agreement (Medicaid/Private Insurance Providers)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail all checked items along with this coversheet to the address below. We cannot accept photocopies of signed documents or signed documents via fax. Documents with original signatures must be submitted. Please submit to:

**CRO Provider Enrollment  
C/O EDS  
P. O. Box 7263  
Indianapolis, IN 46207-7263**

Please be aware that all enrollment packets that are received incomplete will be returned with a letter requesting the missing required documents.

**New First Steps Facility  
Enrollment Checklist**

1. Name of provider: \_\_\_\_\_  
Name of Facility: \_\_\_\_\_  
(Please be sure that all required information below is returned complete in order to expedite your enrollment with First Steps.)
2.  Completed Provider Enrollment Packet
3.  W-9
4.  Central Reimbursement Office (CRO) Provider Agreement
5.  Rider A (**All providers must have a signed Rider A on file at CRO**)
6.  Copy of your **current** Indiana State License if required or a copy of your diploma and transcripts signifying you meet the entry level qualifications for Early Intervention Personnel. Your diploma/transcripts must show area of degree i.e., Elementary/Early Childhood, etc.
7.  Copy of an Indiana State Police Inquiry-must be ran within the last 12 months. (County and City Police Checks are not acceptable.)
8.  Proof of professional& general liability insurance policies for all disciplines with the exception of translators and parent transportation providers
9.  Copy of the Orientation to First Steps Certificate of Completion
10.  E-mail address
11.  Completed IHCP Provider Agreement (Medicaid/Private Insurance Providers)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail all checked items along with this coversheet to the address below. We cannot accept photocopies of signed documents or signed documents via fax. Documents with original signatures must be submitted. Please submit to:

CRO Provider Enrollment  
C/O EDS  
P. O. Box 7263  
Indianapolis, IN 46207-7263

Please be aware that all enrollment packets that are received incomplete will be returned with a letter requesting the missing required documents.

### Independent Provider Enrollment Checklist

1. Name of provider: \_\_\_\_\_  
(Please be sure that all required information below is returned complete in order to expedite your enrollment with First Steps.)
2.  Provider Enrollment Packet
3.  W-9
4.  Central Reimbursement Office (CRO) Provider Agreement
5.  Rider A (**All providers must have a signed Rider A on file at the CRO**)

**\*\*If Associate or Specialist requiring supervision (DT will require supervision unless they can provide a letter from a previous employer documenting 1 year DT experience with children 0-3):**

- Service Provider Supervisor Agreement**
- Copy of Supervisors License/ Credential letter (DT)
6.  Copy of your **current** Indiana State License if required or a copy of your diploma and transcripts signifying you meet the entry level qualifications for Early Intervention Personnel. Your diploma/transcripts must show area of degree i.e., Elementary/Early Childhood, etc.
7.  Copy of an Indiana State Police Inquiry-must be ran within the last 12 months. (County and City Police Checks are not acceptable.)
8.  Proof of professional& general liability insurance policies for all disciplines with the exception of translators and parent transportation providers
9.  Copy of the Orientation to First Steps Certificate of Completion
10.  E-mail address
11.  Direct Deposit form and voided or cancelled check.
12.  Completed IHCP Provider Agreement (Medicaid/Private Insurance Providers)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail all checked items along with this coversheet to the address below. We cannot accept photocopies of signed documents or signed documents via fax. Documents with original signatures must be submitted. Please submit to:

CRO Provider Enrollment  
C/O EDS  
P. O. Box 7263  
Indianapolis, IN 46207-7263

Please be aware that all enrollment packets that are received incomplete will be returned with a letter requesting the missing required documents.

**Annual Re-Credentialing Checklist**  
**First Steps Direct Service and Service Coordinators**

1. Name of Provider: \_\_\_\_\_  
Rendering #: \_\_\_\_\_

Please be sure all required information below is returned complete in order to expedite your annual credentialing with First Steps.

- 2. ( ) Completed Attestation Page/Annual Update (Page 14 of Personnel Guide)
- 3. ( ) Copy of Current License if applicable
- 4. ( ) Copy of Liability Insurance Certificate
- 5. ( ) Current Criminal History Inquiry
- 6. ( ) Completed Grid documenting your 3 points (Page 21 for Direct Service Providers)  
(Page 23 for Service Coordinators)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail all checked items along with this cover sheet to the address below. We cannot accept photocopies of signed documents or signed documents via fax. Documents with original signatures must be submitted. Please submit to:

CRO Provider Enrollment  
C/O EDS  
P.O. Box 7263  
Indianapolis, IN 46207-7263

Please be aware that all enrollment packets that are received incomplete will be returned with a letter requesting the missing required documents.

SPOE Service Coordinator Enrollment Checklist  
Cluster: \_\_\_\_\_

1. Name of Provider: \_\_\_\_\_

Please be sure that all required information below is returned complete in order to expedite your enrollment with First Steps.

- 2.  Schedule G
- 3.  Rider B Agreement
- 4.  Copy of Indiana State Police Inquiry. This must be run within last 12 months.
- 5.  Copy of Orientation to First Steps
- 6.  Copy of Resume or Degree
- 7.  E-mail Address

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail all checked items along with this cover sheet to the address below. We cannot accept photocopies of signed documents or signed documents via fax. Documents with original signatures must be submitted. Please submit to:

**CRO Provider Enrollment**  
**C/o EDS**  
**P.O. Box 7263**  
**Indianapolis, IN 46207-7263**  
**Telephone: 1-877-707-5750**

**Please be aware that all enrollment packets that are received incomplete will be returned with a letter requesting the missing required documents.**