Provider Amendments, Reapprovals, & Minor Changes



How To

- 1. Introduction
- 2. Navigation & Terminology
- 3. Minor Changes
- 4. Major Changes (Amendment / Reapproval)
- 5. Provider Approval Tab Panels
- 6. Major Changes Tabs Scenario Specific Information
- 7. Approval Request Status
- 8. Editing a Submitted or Disapproved Request





Before You Get Started: Navigation & Terminology

Provider Amendments, Reapprovals, & Minor Changes Job Aid

Introduction:

NYS DOH-approved providers (individuals, agencies, and municipalities) who deliver EIP services must keep their information current in the EI-Hub. This information is posted on the **Central Directory of Early Intervention Program Service and Resources**, is available in the provider's **EI Provider Profile**, and is utilized in the Early Intervention Program data system to authorize services to children and families. Providers can make "Minor Changes" in the EI Hub without approval by DOH, but other "Major Changes" require DOH approval and **must** be submitted for DOH approval before a provider implements these changes.

Changes that can be made to the provider record outside of an amendment request or reapproval are considered "Minor Changes." This information is located in the "Minor tabs." Minor tabs include Provider Information, Insurance Information, Quality Assurance (Agency Only), Special Pop/Languages, Professional Qualifications (Independent Providers Only), and Document.

DOH **must** approve any changes that are considered "Major Changes." Major changes are made in the Status Management, Service Logging, Services, Agency Director (Agency Only), Agency Professions (Agency Only), and Service Sites tabs. Changes in these tabs must be submitted for DOH approval through an amendment request or at the time of reapproval. Providers must receive DOH approval through EI-Hub for the change(s) before implementing the change (e.g., A provider cannot see children at a site before DOH approves that site.).

NYS DOH-approved providers (individuals, agencies, and municipalities) **must** maintain their Approval and Agreement with NYS DOH. **Approval and Agreements are in effect for five (5) years, and approved providers must submit a reapproval request at least 90 calendar days, but no more than 120 calendar days, before the expiration date of their current Agreement to allow for processing time. If providers let their Approval/Agreements expire, they will be unavailable for selection for service authorizations and unable to bill for services.**

This resource explains how providers will use El-Hub to make minor changes to their DOH approval and submit amendment and reapproval requests to DOH to review requested major changes.





Navigation Provider Lookup



How To

Navigate to the Provider Amendments, Reapprovals, & Minor changes area of Case Management.



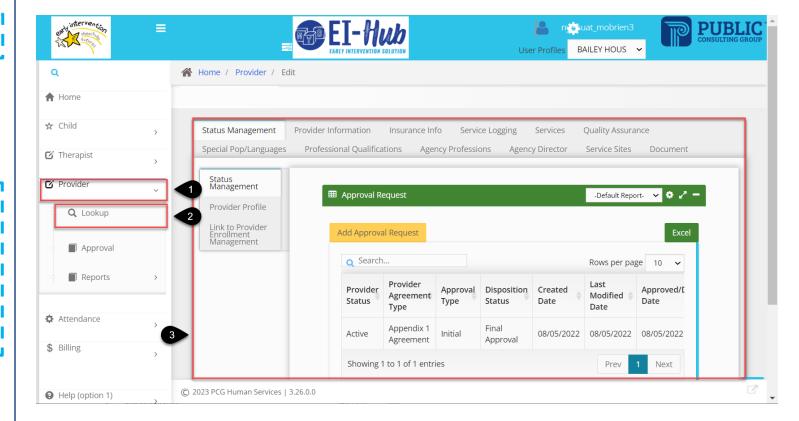
Example of a Step / Action

- Select Provider
- 2. Select Lookup
- 3. To be able to complete the topics covered in this training, navigate to this system area.

Note



- Providers must use the InProvider or UniversalProv roles to access their Provider tab.
- This document covers Agencies, Independent providers, and Municipalities.
 - Provider Approved provider (Agency, Independent, and Municipality)
 - Agency Has employees
 - Independent Individual provider, may have a DBA









Navigation and Terminology

Grids & Panels

How To

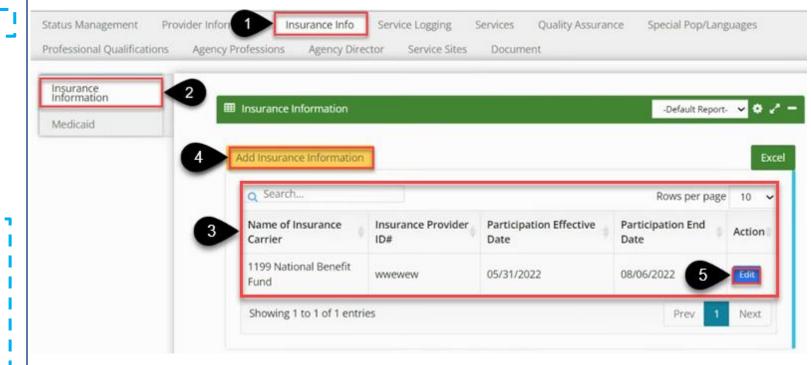
Understand terminology.



- . **Tab** located above the user interface elements and used to open panels containing topic-specific information.
- **2.** Panel there is a "left-navigation" panel on the left-hand with drop-down options. "Panels" are contained within tabs.
- 3. Grids/Tables maintain a historical record of changes
- 4. Add Button allows new row of information to be added
- **5.** Edit means to select or open a panel/record and proceed to make revisions.

Note

- P INC
 - It is best practice for providers to 'End Date' a previous entry and add current information or record instead of deleting a record.
 - **Delete** must **only** be used if data was entered for a record in error.
 - · Submit means to save information.
 - View means to open a record to see information in the panel or grid.
 - Be sure to **review all panels** under each "Tab," as the information differs.
 - Required fields are marked with an asterisk (*).
 - Select/click Submit before exiting any page after editing.









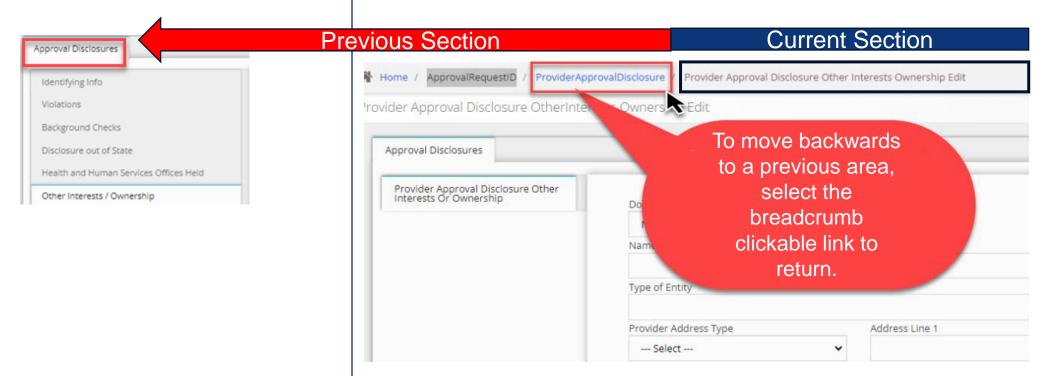
Navigation

Breadcrumbs or Returning

How To

Follow breadcrumbs or return to a previous area.

"Breadcrumbs" help users navigate backwards in the system. It is a series of steps a user has taken to get to a present position in the system.









Navigation

Resume an Amendment or Reapproval

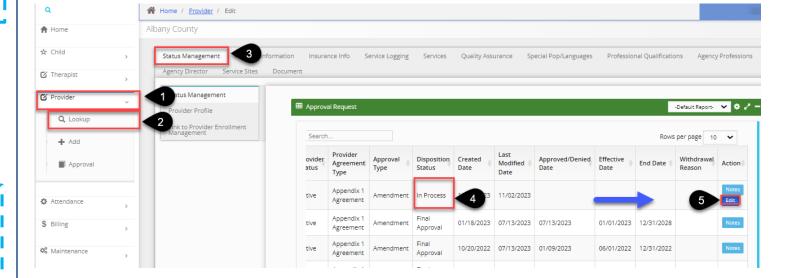
How To

Resume an in-progress Amendment or Reapproval request.

- 1. Select the Provider tab
- 2. Select the **Lookup** sub-tab
- 3. The Status Management tab will display
- 4. Navigate to the **Disposition Status column** and locate the **In-Process** request to continue
- 5. Scroll to the right using the bottom scrollbar or use the right arrow key and select **Edit**.

Note

- These are the steps to follow if the request was saved and the system exited during the process. You will use it if you need to continue working on the document later.
- The status of the **Agreement** or **Reapproval** request is displayed in the **Disposition Status** field.









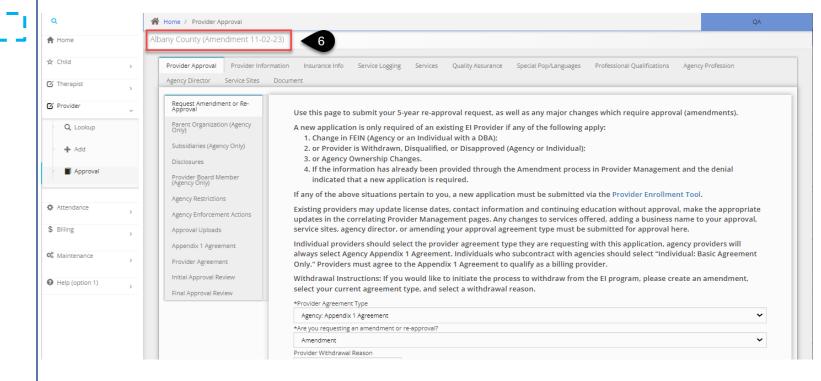
Navigation

Resume an Amendment or Reapproval

How To

Resume an **in-progress** Amendment or Reapproval request.

6. After entering the selected request, the type of request and date will appear next to the provider's name.







Minor Changes

Provider Amendments, Reapprovals, & Minor Changes Job Aid



Minor Changes

Tabs highlighted (green) in this slide can be edited anytime.

How To

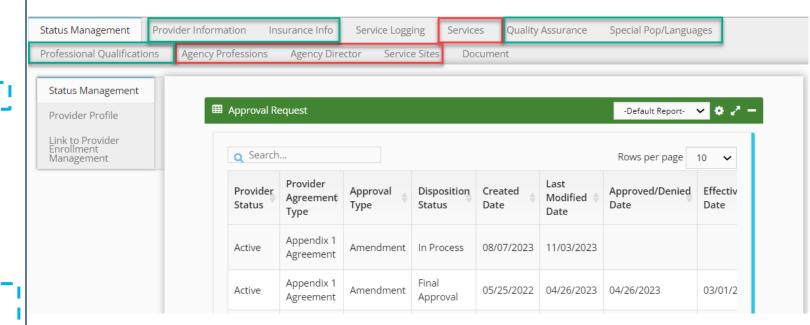
Locate and identify minor tabs.

What is a Minor Change?

A **Minor Change** refers to any change that can be made outside an **Amendment** or **Reapproval**; however, if an Amendment or Reapproval is submitted, minor changes **must** be completed prior. **Minor Change** tabs are identified in the image using **green** outlines/boxes.

Note

- Tabs highlighted in green may be reviewed and/or updated at any time and are considered minor changes:
 - **Provider Information** Demographics, NPI, address, phone number, contracted vendors, agency background
 - Insurance Info Name and participation information for private insurance companies and Medicaid
 - Quality Assurance (Agency Only) Lists Quality Assurance (QA) individuals by service and their information
 - **Special Pop/Languages-**special populations served and language(s) available by provider
 - Professional Qualifications (Independent Only) Specific profession and license information
 - **Document –** Document management is the location of a provider's approval and amendment documents.



Adding a QA person for a non-approved service:

Agencies **cannot add** a QA professional for a service that is not listed on the agency's DOH approval. An agency **must** submit an Amendment Request to add the service type or profession. After **DOH approval** of this service, the agency can **add** the **QA professional** to the **Quality Assurance** tab.







Minor Changes Making Minor Changes

How To

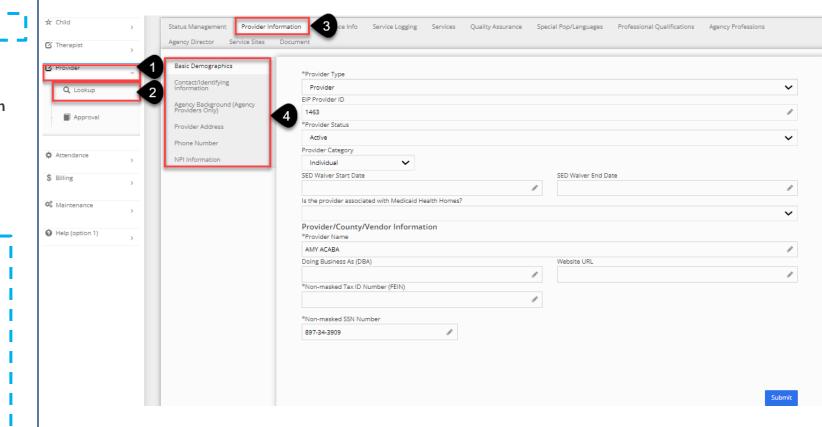
Make minor changes.

Step / Action

- 1. Select Provider.
- 2. Select Lookup.
- 3. Select the appropriate tab. In this example, **Provider Information** has been selected.
- 4. Select and update all necessary panels and main fields and select **Submit** to save. In this screenshot, for an **Individual Provider**, there are six panels available. For an **Agency Provider**, there are seven panels available.

Note

- Be sure to review all panels under each tab containing different information based on the topic.
- **Minor** changes can be made anytime in the case management system.
- Minor changes should be made before an Amendment or Reapproval submission.
- Access to some fields and tabs is restricted based on user role or provider type, such as 'Individual' or 'Agency.'
- Required fields are marked with an asterisk (*).
- Select Submit before exiting any page after making revisions.







Major Changes (Amendment or Reapproval)

Provider Amendments, Reapprovals, & Minor Changes Job Aid

Please read through all content to avoid missing any important information or guidance*



Major Changes Major Tabs (red)



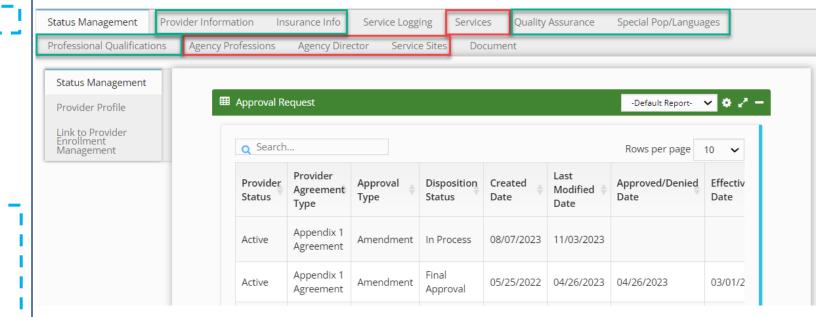
Locate and identify major change tabs.

What is a Major Change?

A **Major Change** refers to any change that requires **DOH approval**; editing will only be made available when initiating an Amendment or Reapproval request. Tabs may be viewed at any time. Major **Change** tabs are identified in the image using **red** outlines/boxes.

Note

- Some Tabs are specific to Agency and are noted below.
- Tabs highlighted in Red are considered Major Changes:
 - Services List of service/type/model/catchment area combinations the provider is approved to provide
 - Agency Professions (Agency Only) List of professions an agency has been approved to use in EIP
 - Agency Director (Agency Only) Demographic information
 - Service Sites Location information for service sites that the providers are approved to deliver services at.



*Note: Change in ownership requires a new Provider Enrollment Management (PEM) application and cannot be done through an amendment or Reapproval.

If there is a plan to switch **Service Logging Applications** (837) Loader vs EI-Hub Service Logging) please contact the call center to initiate a change request.





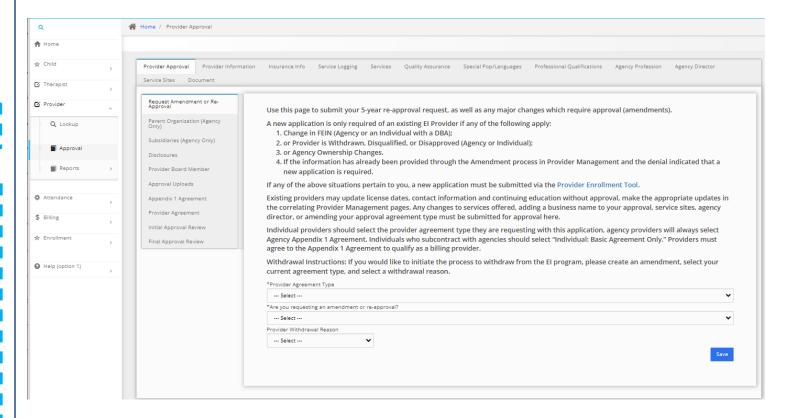
Amendment or Reapproval Information

How To

Make major changes that require submission of a new request for Reapproval, amendment, or withdrawal.

Note

- Amendments are used for all changes except for reapproval requests which are submitted every five years. A Withdrawal request is form of amendment.
- Reapproval Best Practice: If it has been 5 years, providers need to review each tab and panel containing information carefully before initiating the reapproval application.
- To start a new Amendment or Reapproval, this page must be filled out and saved
- · Required fields are marked with an asterisk (*).
- · When adding, ending, and deleting Services:
 - Providers can only add one catchment, service type, and model at a time.
 - When adding a 'Service,' providers must verify that the service is not included grid. If not, providers add a service, completing all r fields and leaving the end date field blank.
 - When deciding to end a service offered, providers select the current service, add an end date, and click submit.
 - Providers should only Delete a record when entered in error. It is important to keep a history of services offered.
- Review the Approval Uploads panel thoroughly to determine which documents are required for the amendment or Reapproval request. Requests submitted without required documentation will be denied.



Require New application:

A new application is only required of an existing El Provider if any of the following apply: Step / Action

- 1. Change in FEIN (Agency or an Individual with a DBA);
- 2. or Provider is Withdrawn, Disqualified, or Disapproved (Agency or Individual);
- 3. or Agency Ownership Changes.
- 4. If the information has already been provided through the Amendment process in Provider Management and the denial indicated that a new application is required.





Starting an Amendment or Reapproval

How To

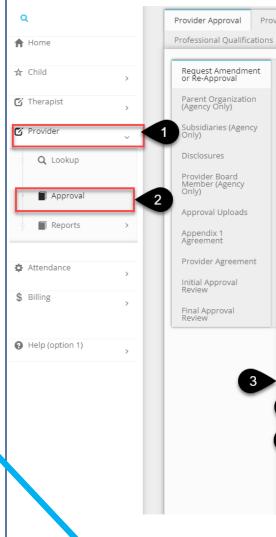
Making major changes that require submission of a new request for reapproval, amendment, or withdrawal.

Step / Action Tab

- 1. Select Provider.
- 2. Select **Approval**. The Provider Approval Tab and associated panels are displayed on the screen.
- 3. Determine if a new application is required currently. If a new application is required, it must be submitted through the Provider Enrollment Tool. If not required, continue to the next step.
- 4. Select **Provider Agreement Type** (based on your current approval. Only select a different type if you request a change).
- 5. For the field, are you selecting an amendment or reapproval? Select Amendment or Reapproval. If a withdrawal is being submitted, you select Amendment and select the dropbox choice in the Provider Withdrawal Reason field.
- 6. Select **Save**. A notification will appear confirming a successful save. The banner will indicate if users are currently "in" an amendment or reapproval with date.

Note

- To start a new Amendment or Reapproval, this screen must be completed and saved first.
- Required fields are marked with an asterisk (*).
- After making changes, you must indicate in the Provider
 Agreement panel which information was added or modified
 based on the tab or section headers and write a brief
 description or summary of the change requested for the PAU
 staff to review. The fields are indicated as required, so scroll
 through slowly. If the description boxes per section are not
 completed, the PAU may reject the application.



Use this page to submit your 5-year re-approval request, as well as any major changes which require approval (amendments).

Document

A new application is only required of an existing EI Provider if any of the following apply:

1. Change in FEIN (Agency or an Individual with a DBA);

Service Logging

Service Sites

- 2. or Provider is Withdrawn, Disqualified, or Disapproved (Agency or Individual);
- 3. or Agency Ownership Changes.

gency Director

Insurance Info

Provider Information

Agency Professions

 If the information has already been provided through the Amendment process in Provider Management and the denial indicated that a new application is required.

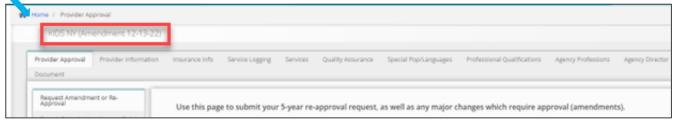
If any of the above situations pertain to you, a new application must be submitted via the Provider Enrollment Tool.

Existing providers may update license dates, contact information and continuing education without approval, make the appropriate updates in the correlating Provider Management pages. Any changes to services offered, adding a business name to your approval, service sites, agency director, or amending your approval agreement type must be submitted for approval here.

Individual providers should select the provider agreement type they are requesting with this application, agency providers will always select Agency Appendix 1 Agreement. Individuals who subcontract with agencies should select "Individual: Basic Agreement Only." Providers must agree to the Appendix 1 Agreement to qualify as a billing provider.

Withdrawal Instructions: If you would like to initiate the process to withdraw from the EI program, please create an amendment, select your current agreement type, and select a withdrawal reason.











Starting an Amendment or Reapproval

How To

Making major changes that require submission of a new request for reapproval, amendment, or withdrawal.

Step / Action Tab

- After reviewing and updating the Major Changes tabs, review and update the Provider Approval panels. For a deeper dive into each Panel, review the next section of this job aid titled Provider Approval Panels.
- 8. Once the Provider Approval panels are updated, to submit a request, select the **Provider Agreement Panel** located on the Provider Approval Screen and begin completing the agreement.

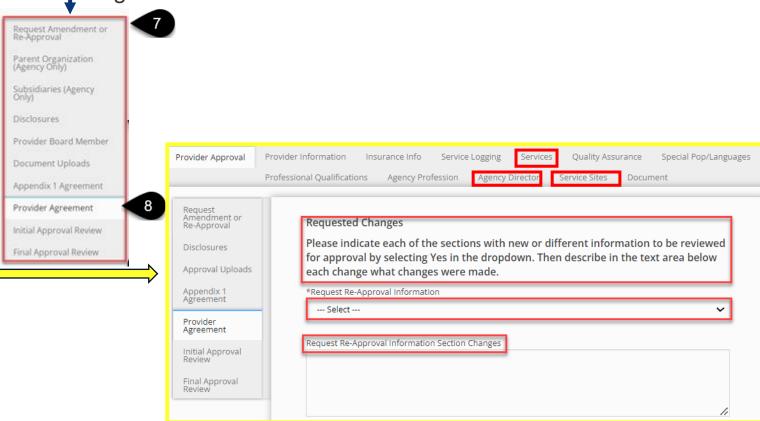
Section Changes located in the Provider Agreement: It is CRITICAL that providers submitting an amendment MUST include information in each Notes Section, noting what changes are requested. This is the only way PAU will know what is being updated and which sections to review*

- Select the Provider Approval tab. Select the blue Provider
 Agreement button to open and review. After reviewing, scroll to the
 bottom and select Close. For more detailed information see the next
 section.
- After reviewing the entire Provider Agreement, complete all sections and select the empty box to confirm reading the entire provider agreement.

Note

- Agency and Independent Agreements will automatically display correct verbiage based on Provider Type.
- If you are making changes to services, please review Major Tabs Section
- In the next section there is an amendment and reapproval requirements chart indicating what areas are required.

Provider Agreement Panels







Provider Approval Panels - Deep Dive

Provider Amendments, Reapprovals, & Minor Changes Job Aid



Starting an Amendment or Reapproval

How To

Update Major Changes - a new request for reapproval, amendment, or withdrawal.

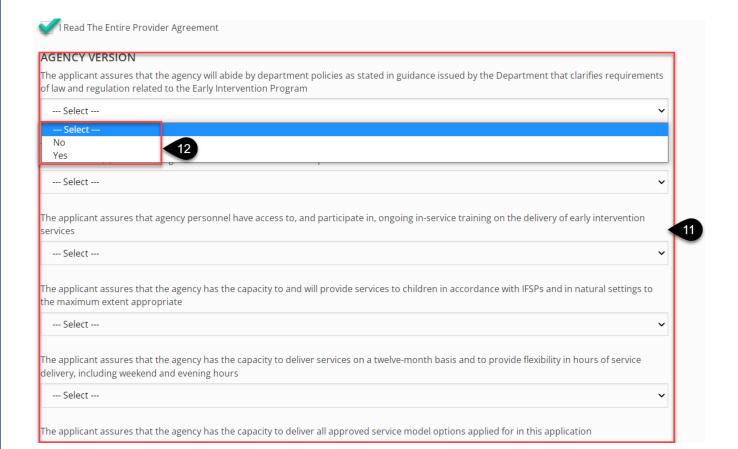
Step / Action Tab

- 11. Review and answer all of the required questions
- 12. Select **Yes** or **No**
- 13. After reading the acceptance agreement, select the **I Agree**Checkbox
- 14. Date will automatically populate
- 15. Enter the First and Last Name (Individual) or Authorized Representative (Agencies shown in screen shot)
- 16. Enter the Title
 - *BEFORE SELECTING SUBMIT*

It is CRITICAL that providers submitting an amendment MUST include information in the Notes Section as referenced in the previous slide.

17. Before submitting, carefully review for accuracy. Mistakes not be able to be corrected once submitted till after it has been disapproved. Select **Submit**. The request has been submitted for review, and the disposition status can be seen under the status management tab. **Monitor** your **Status Management** tab and **email** for any communications from the NYS Provider Approval Unit. If you need to update your request or a mistake was made, please email the PAU team at provider@health.ny.gov. The request will be disapproved by PAU so that provider can edit and resubmit the request.

- Agency and Independent Agreements will automatically display correct verbiage based on Provider Type.
- Scroll to the top of the page to verify the agreement has been completed or if an error message is indicated.







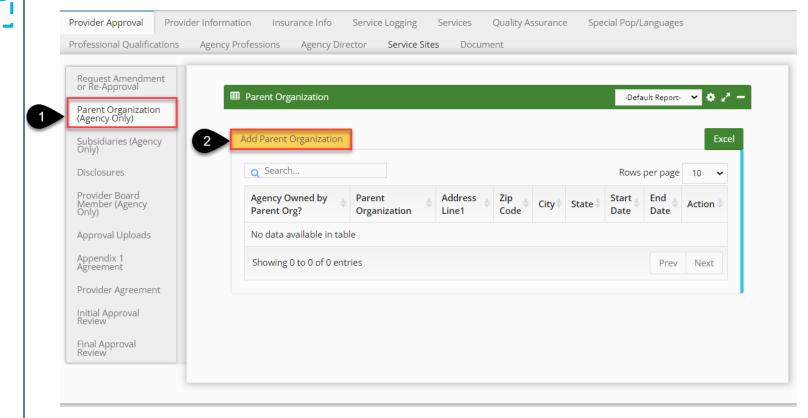




Parent Organization (Agency Only)



- 1. Select **Parent Organization** (Agency Only)
- 2. Select Add Parent Organization







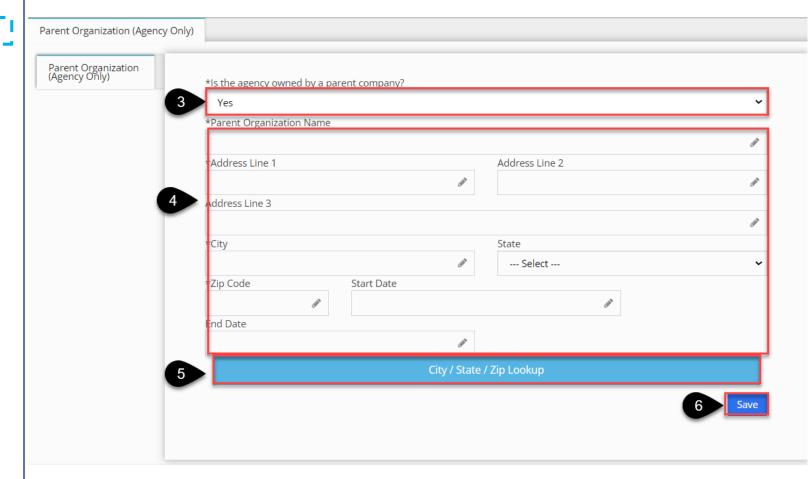


Parent Organization (Agency Only)

How To

Complete Parent Organization.

- 3. Select **Yes/No** if a parent company owns the agency. If **No**, **no must be selected** and **Save**.
- 4. If Yes, complete the Parent Organization information fields
- 5. Use the blue address verification button to format the USPS mailing address correctly.
- 6. Select Save





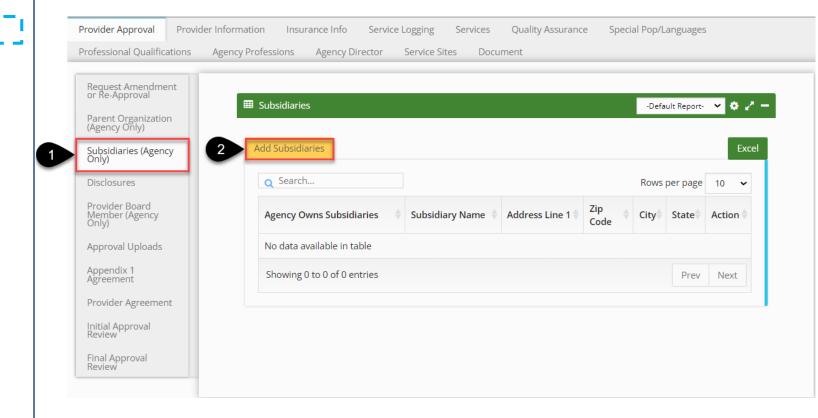




Subsidiaries (Agency Only)



- 1. Select Subsidiaries (Agency Only)
- 2. Select Add Subsidiaries







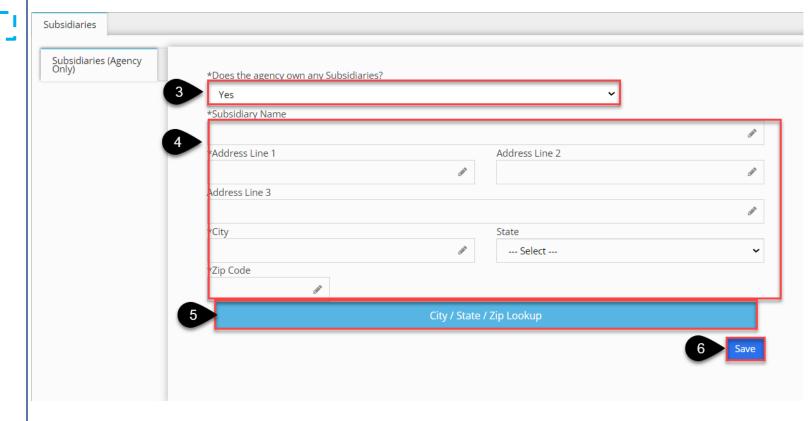


Subsidiaries (Agency Only)

How To

Update Subsidiaries.

- 3. Select **Yes/No** if the agency owns any Subsidiary. If **No**, select **No** and **Save**.
- 4. If Yes, complete the Subsidiary information fields.
- 5. Use the blue address verification button to format the USPS mailing address correctly.
- 6. Select Save.









Disclosures

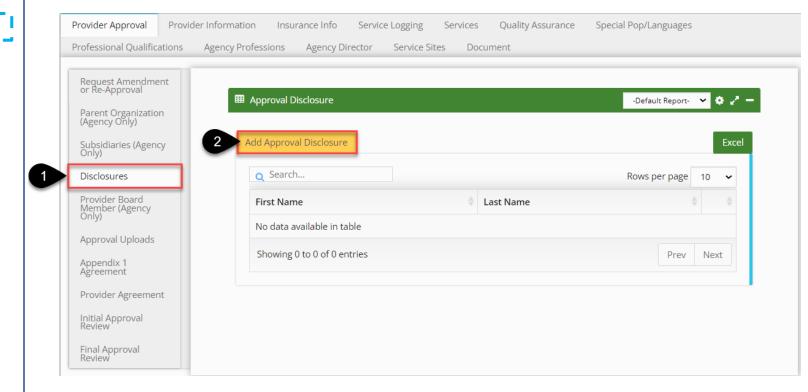


Complete Disclosures.

- 1. Select **Disclosures**
- 2. Select Add Approval Disclosure



- Disclosures must be completed at reapproval for both individuals and agencies.
- Agencies Program Directors and each agency owner must complete a Disclosure at reapproval.
- Amendments Newly appointed Program Director- Any time an agency has a new Program Director, the Individual must complete a Disclosure.









Disclosures – Identifying Info



Complete Identifying Info.

Step / Action

- 3. Start with the first panel, Identifying Info.
- 4. (Agency Only) Review the Agency instructions.
- The top screen shot is reflecting the Agency Screen. Select Yes/No if you are the Agency Director for agencies and select Agency Director.

The second screen shot is reflecting the Independent Providers screen and will only need to **Enter Name**.



Note

 Identifying Info must be completed first before moving through the panels below.





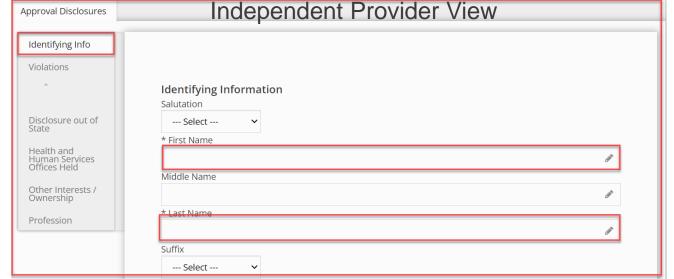
Agencies will need to complete the following Instructions:

Agency Type of Ownership: Who needs to complete the disclosures

Agency View

- Sole Proprietor: the sole proprietor and program director
- · Partnership: each partner and the program director
- Professional Limited Liability Company: each officer of the PLLC and program director, also all PLLC's members' names and dates of birth are provided in the Board Members
- Limited Liability Partnership: each partner and the program director
- Not for Profit Corporation: each officer and the program director, also all board members' names and dates of birth are provided in the Board Members
- Business Corporation: each officer and principal stockholder (10% or more), and the program director. All board members' names and dates of birth are provided in the Board Members
- Professional Corporation: each officer and the program director, also all board members' names and dates of birth are provided in the Board Members
- Limited Liability Company: each officer of the LLC and program director, also all board members' names and dates of birth are provided in the Board Members
- Government Subdivision: an authorized individual and the program director

	*Is this Person the Director?	Agency	
5	Select	~	
	Agency Director		
	Select		









Disclosures – Identifying Info

How To

Complete Identifying Info.

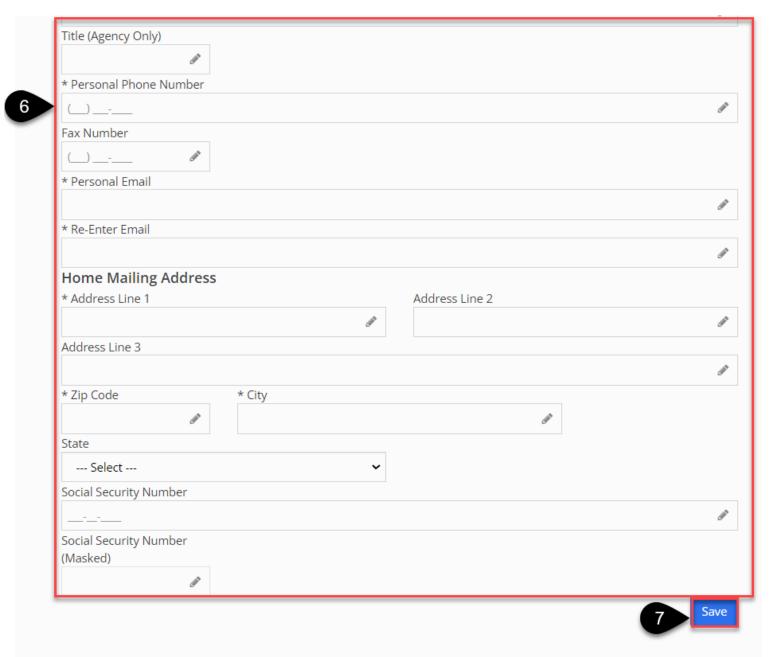
Step / Action

- 6. Complete all fields
- 7. Select Save



Note

- **Disclosures** must be completed at reapproval for both individuals and agencies.
- **Agencies** Program Directors and each agency owner must complete a Disclosure at reapproval.
- Newly appointed Program Director Any time an agency has a new Program Director, the Individual must complete a Disclosure.







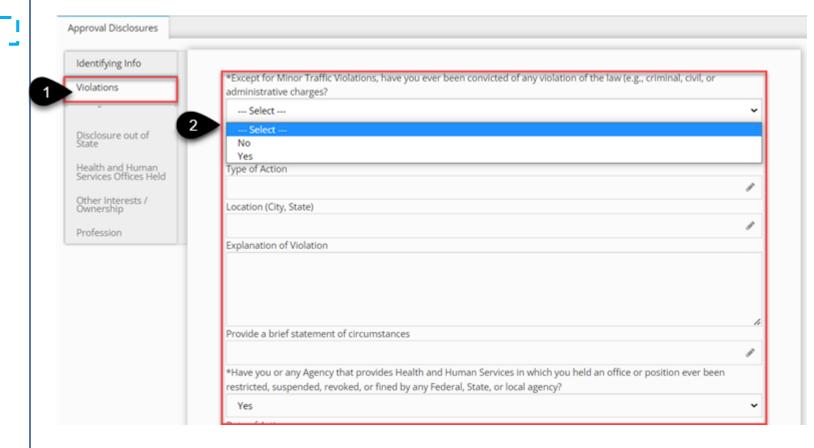


Disclosures – Violations



Complete Violations.

- 1. Select Violations
- 2. Select Yes/No regarding all violation of the law questions marked with an Asterix*. If No, select No and Save.







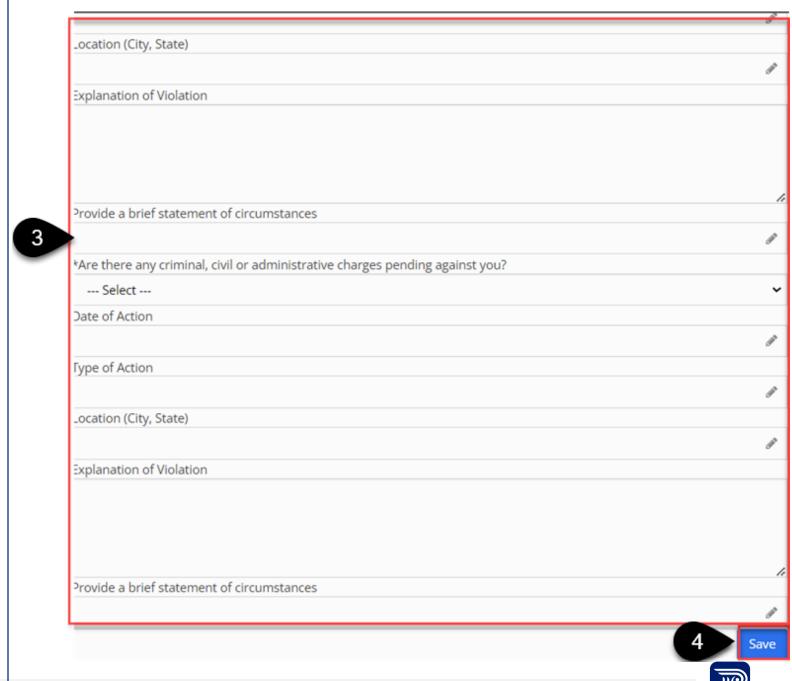


Disclosures - Violations

How To

Complete Violations continued.

- **3. If Yes**, complete all fields below the question (some fields may not appear to be required but should be completed in full and an error message will display if not completed).
- 4. Select Save







Disclosures - Disclosure out of State

How To

Complete Disclosure out of State.

Step / Action

- 1. Select Disclosure Out of State
- 2. Select Add Disclosure Out of State



Note

- Identifying Info must be completed first before completing this panel.
- This tab is only completed if the individual completing the disclosure has lived outside New York State in the past 5 years.







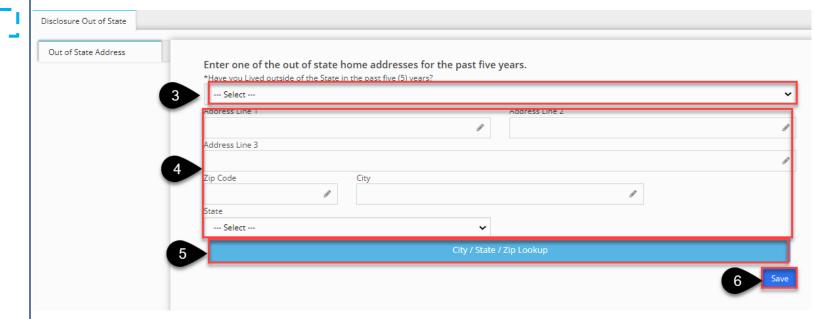


Disclosures - Disclosure out of State

How To

Complete Disclosure out of State continued.

- 3. Select Yes/No. If No, select No and Save.
- 4. If **Yes**, enter the address information.
- 5. Select the **blue address verification** button to verify the address.
- 6. Select Save









Disclosures – Health and Human Services Offices Held

How To

Add health and human service offices held.

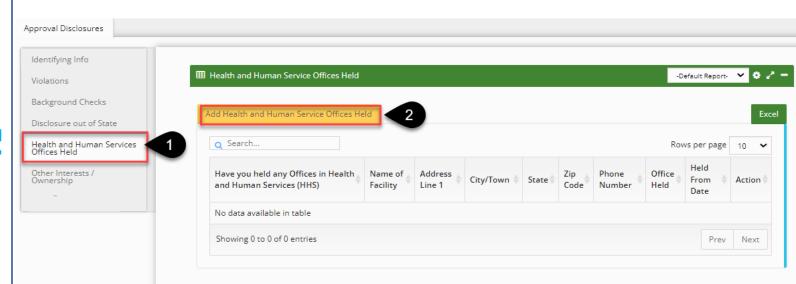
Step / Action

- 1. Select Health and Human Services Offices Held
- 2. Select Add Health and Human Services Offices Held



Note

 Identifying Info must be completed first before completing this panel.







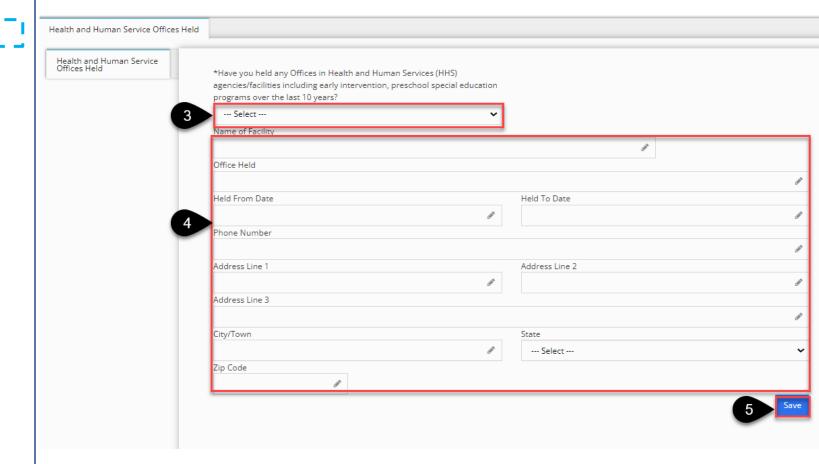


Disclosures – Health and Human Services Offices Held

How To

Add health and human service offices held.

- 3. Select Yes/No. If No, select No and Save.
- 4. If **Yes**, enter information in the fields.
- 5. Select **Save**









Disclosures - Other Interests/ Ownership

How To

Add information about other interests/ownership that individual has.

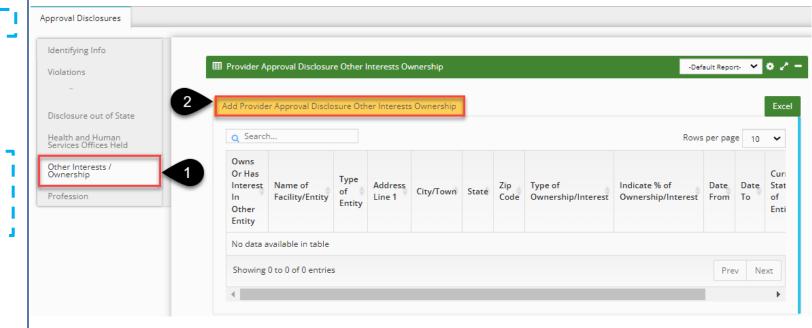
Step / Action

- 1. Select Other Interests/Ownership.
- 2. Select Add Provider Approval Disclosure Other Interests Ownership.



Note

- Identifying Info must be completed first before completing this panel.
- MUST be completed if the individual has any interest or ownership in a different business.







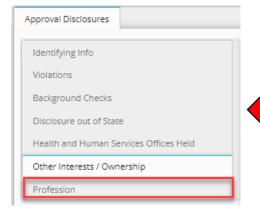


Disclosures - Other Interests/ Ownership

How To

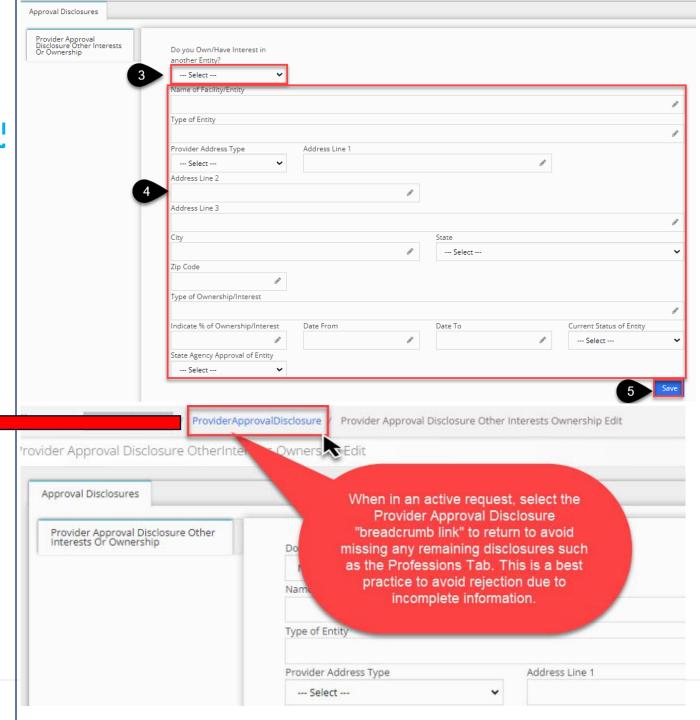
Add information about other interests/ownership that individual has.

- 3. Select Yes/No. If No, select No and Save.
- 4. If Yes, enter information in the fields.
- 5. Select Save and read the note below to avoid missing any other Approval Disclosures.





- Complete the panel or select 'No' to the "Do you Own/Have Interest in another Entity."
- After selecting Save, please use the "breadcrumb trail" to get back to the previous panel to avoid missing the Profession Subtab, which could cause a reapproval to be rejected due to incomplete information.









Disclosures - Professions

How To

Add profession.

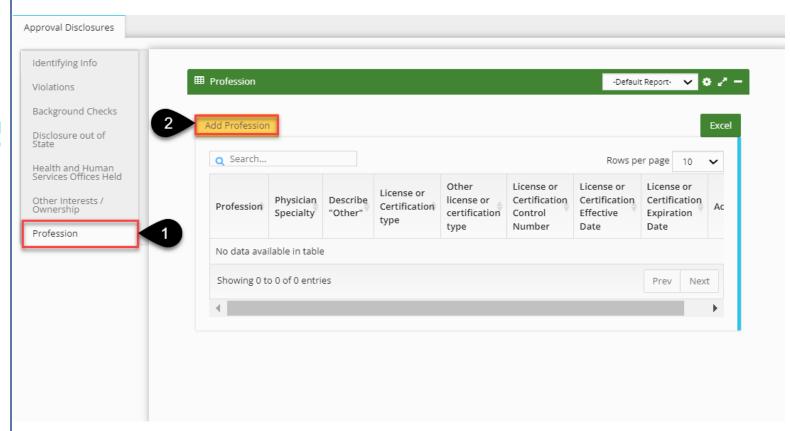
Step / Action

- 1. Select Profession
- 2. Add Profession



Note

 Must complete identifying information panel first to be able add





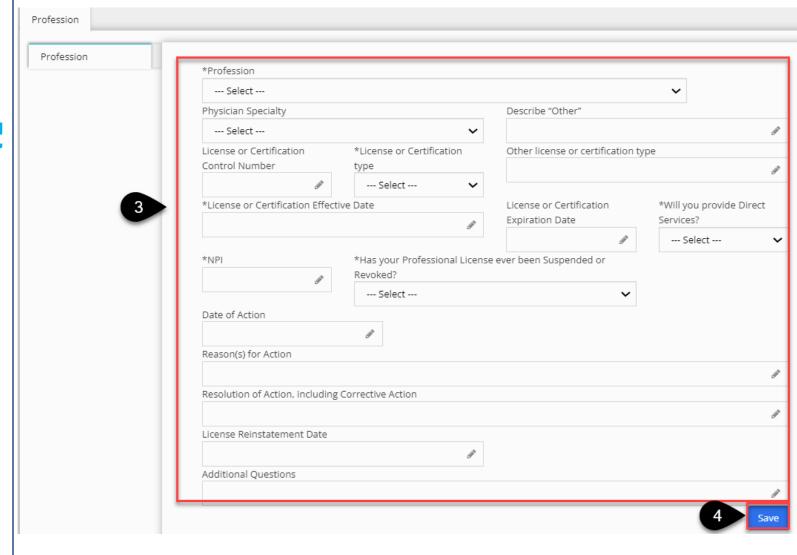




Disclosures-Professions



- 3. Complete all fields marked with an asterisk.
- 4. Select Save.







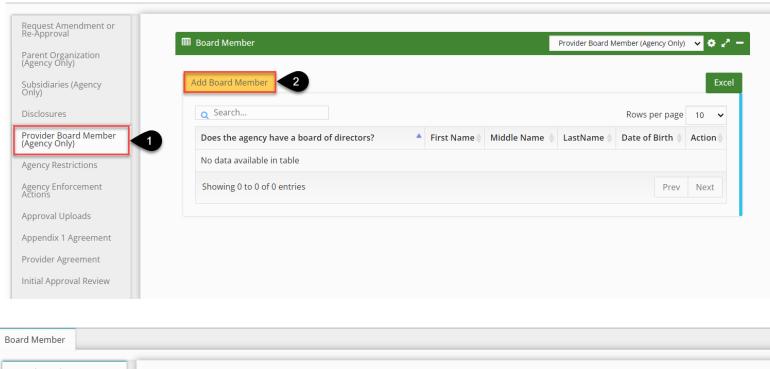


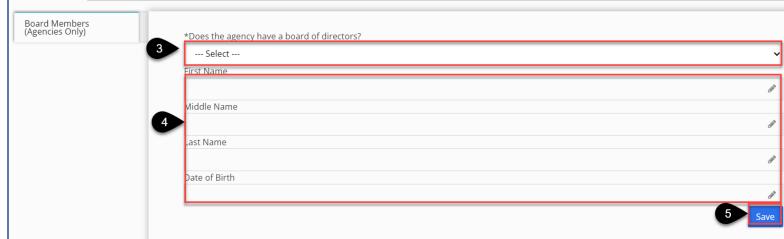
Provider Board Member (Agency)



Add a Provider Board Member.

- 1. Select Provider Board Member (Agency Only)
- 2. Select Add Board Member
- 3. If the agency has a board of directors select **Yes**. If **No**, select **No** and move to step 5.
- 4. Enter the board of directors' information. These steps can be repeated, and Multiple directors can be added.
- 5. Select Save











Agency Restrictions (Agency Only)

How To

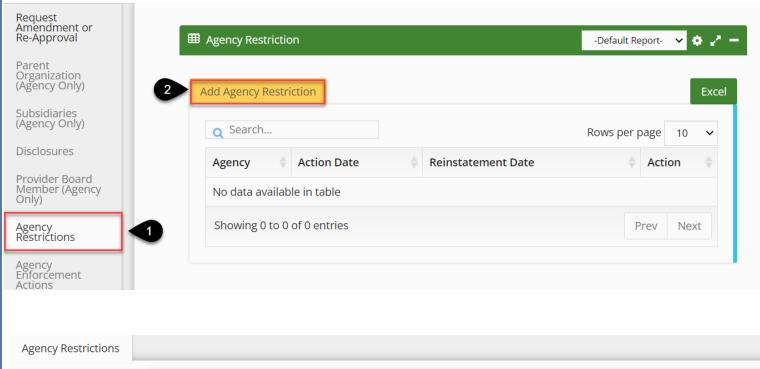
Add an agency restriction.

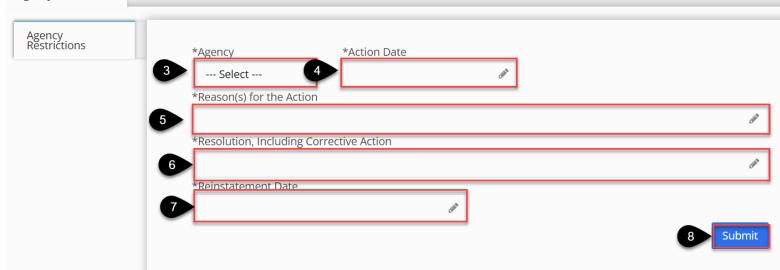
Step / Action

- 1. Select Agency Restriction (Agency Only)
- 2. Select Add Agency Restriction
- 3. Select Agency
- 4. Enter Action Date
- 5. Enter Reasons for the action
- 6. Enter Resolution/corrective action
- 7. Enter Reinstatement Date
- 8. Select Submit

Note

- This section is to list any restrictions against license
 - Restrictions impacting only one license can be indicated











Agency Enforcement Actions (Agency Only)

How To

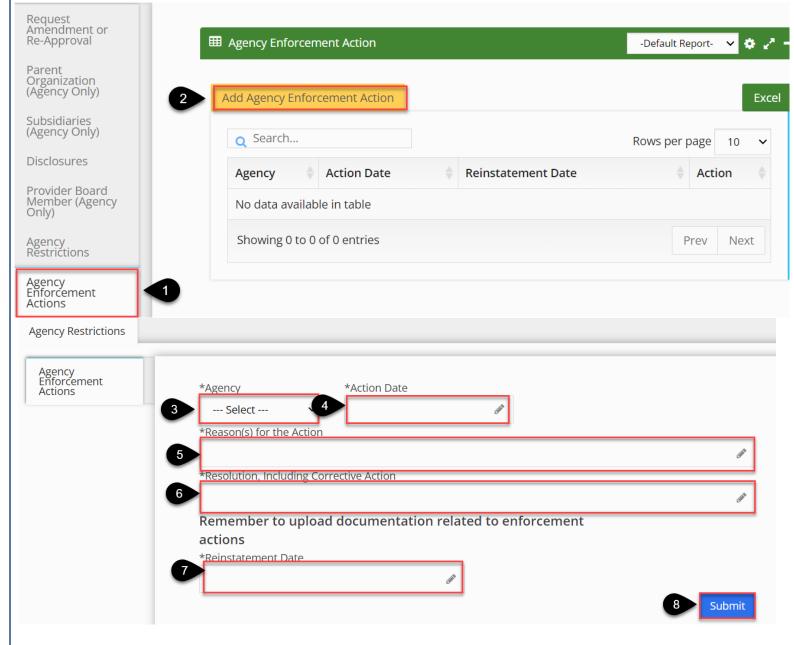
Add an agency enforcement action.

Step / Action

- 1. Select Agency Enforcement Actions (Agency Only)
- 2. Select Add Agency Enforcement Action
- 3. Select Agency
- 4. Enter Action Date
- 5. Enter Reasons for the action
- 6. Enter Resolution/corrective action
- 7. Enter Reinstatement Date
- 8. Select Submit

Note

 Remember to upload documentation related to enforcement actions in the uploads section







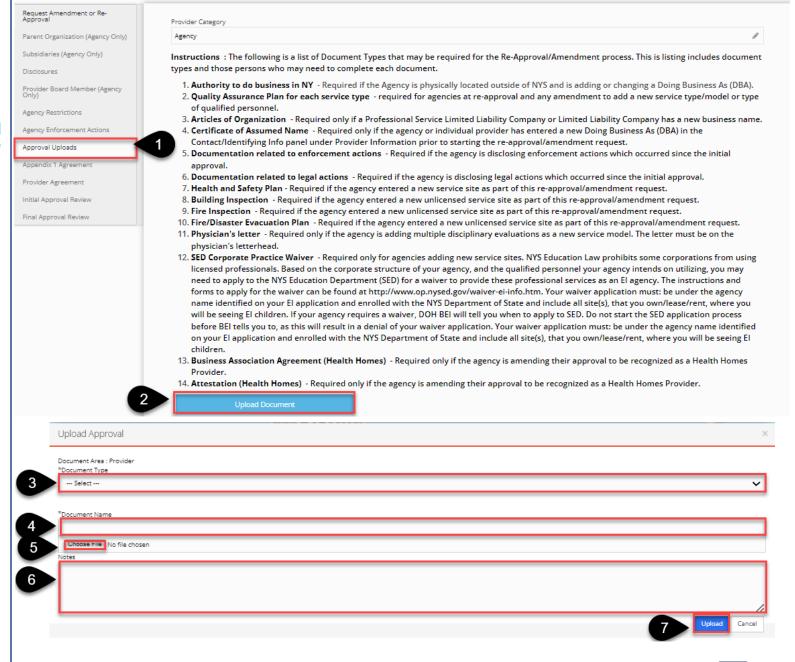


Major Changes *Approval Uploads*



Step / Action

- 1. Select Approval Uploads
- 2. Select Upload Document
- 3. Select **Document Type**
- 4. Enter unique identifying **Document Name**
- 5. Select Choose File to select file
- 6. Enter Notes
- 7. Select **Upload**. Repeat steps to upload multiple documents.









Major Changes Appendix 1 Agreement

How To

Request an Appendix 1 Agreement.

Step / Action

- 1. Select Appendix 1 Agreement.
- 2. Select Yes/No, are you are requesting an Appendix 1 **Agreement** consistent with the initial request selection. If basic agreement was selected select No.
- 3. Select the blue Appendix 1 Agreement button to open the agreement document pop-up. It can optionally be printed. When finished reading the agreement select close.
- 4. Select the empty box to indicate the Entire Appendix 1 Agreement has been read.
- 5. Select Yes/No to Would you like to enter into the Appendix 1 Agreement. Your response should be consistent with first response.
- 6. Enter Reason and qualifications for entering into the **Appendix 1 Agreement**
- 7. Select Save



Note

• If you are requesting an Appendix 1 Agreement, to ensure your request can be fully considered, please provide as much information regarding direct experience with billing and claiming as possible.









Major Changes Provider Agreement

How To

Complete the provider agreement.

Step / Action

- 1. Select Provider Agreement
- 2. There are several sections to be completed. Each section has the same format.
 - Request: Has a request been made
 - Section Changes: Notes on what section changes have been made
 - Panel Changes: Auto-generated notification that a Panel has been edited. This notification is a reminder that a change was made in that particular section.

For Example

- 3. The Request ReApproval Information Panel Changes field indicates that changes have been made in the section. This means that yes will need to be selected in step 4 and that change notes must be entered in step 5. In this example the Request Reapproval Information Panel Changes is indicated changes were made and who it was updated by.
- 4. If changes were made, select Yes. If no changes are shown in step 3 and no changes were made select No.
- 5. If changes were made, information and reference to changes must be noted.

Note

 These steps will repeat for every section such as: parent organization, subsidiaries, identifying information, violations, disclosures, health and human services offices held, other interests/ownership, profession, board members, uploads documents, appendix 1 agreement, services, etc. Section Changes located in the Provider Agreement: It is CRITICAL that providers submitting a change include information in each Notes Section, noting what changes are requested. This is the only way PAU will know what is being updated and which sections to review*

Provider Approval Provider Information Insurance Info Service Logging Services Quality Assurance Professional Qualifications Agency Professions Special Pop/Languages Agency Director Service Sites Document Request Amendment or Requested Changes Re-Approval Please indicate each of the sections with new or different information to be Parent Organization (Agency Only) reviewed for approval by selecting Yes in the dropdown. Then describe in the text area below each change what changes were made. Subsidiaries (Agency Only) Disclosures *Request Re-Approval Information Provider Board Member (Agency --- Select ---Only) Request Re-Approval Information Section Changes Approval Uploads Appendix 1 Agreement Provider Agreement Request Re-Approval Information Panel Changes Initial Approval Review Panel: Request Re-Approval was last updated by Matthew OBrien on 11/3/2023. Parent Organization (Agency Only) Final Approval Review --- Select ---







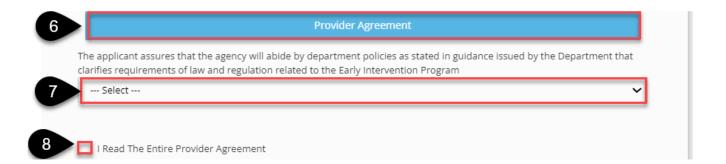
Major Changes Provider Agreement

How To

Complete the provider agreement.

Step / Action

- After completing all the requested changes sections, select the blue provider agreement button. Read the agreement. When finished it can be printed or just select Close.
- 7. Select **Yes** to agree to abide by policies as stated.
- 8. Select the empty box after carefully **reading the entire provider agreement** to agree.



Provider Agreement

×

Early Intervention Provider Agreement

This Provider Agreement is entered into by and between the New York State Department of Health (hereinafter referred to as the "Department"), and (ID "") (hereinafter referred to as the "Provider"). Provider acknowledges that this agreement is made by and between the Department and Provider, as Provider is currently organized and constituted or presented. The Department reserves the right to terminate this agreement should the Provider reorganize or otherwise substantially change the character of its corporate or other business structure or presentation.

Purpose of Agreement

The purpose of this Agreement is to set forth the terms and conditions for participation in the Early Intervention Program (EIP) and to establish the obligations, expectations and relationship between the Department, municipalities within the State and the Provider.

Providers intending to receive service authorizations for early intervention services directly from a Municipality and payment from the Municipality for such services rendered must complete and comply with the attached **Appendix 1** - Payee Provider Agreement/Service Authorizations and Payment. Appendix 1 sets forth the terms and conditions for such authorizations and payment.

<u>Definitions</u>

When used herein, the following terms shall have the following meanings:

- Applied behavior analysis or "ABA" means the design, implementation, and evaluation of environmental modifications, using behavioral stimuli and consequences, to produce socially significant improvement in human behavior, including the use of direct observation, measurement, and functional analysis of the relationship between environment and behavior.
- "Early Intervention Official" or "EIO" shall mean an appropriate municipal official designated by the chief executive officer of a municipality and an appropriate designee of such official.
- "Early Intervention Program" or "EIP" means the program established pursuant to Title II-A of Article 25 of the Public Health Law
- "Family/Caregiver Support Group" is the provision of early intervention services to a group of parents, caregivers (foster parents, daycare staff, etc.) and/or siblings of eligible children for the purposes of enhancing their capacity to care for and/or enhance the development of the eligible child and providing support. education, and guidance to such individuals relative to the child's unique developmental needs.







Provider Agreement

How To

Complete the provider agreement.

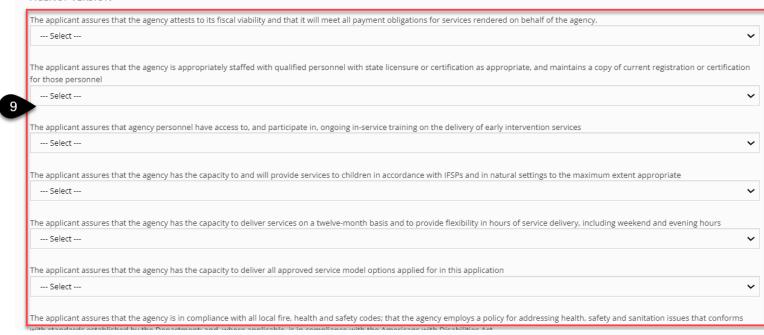
Step / Action

- 9. Complete all agreements. **Yes** is required to be considered for approval.
- 10. Select the empty box to agree
- 11. Enter Date
- 12. Enter Name of Applicant or Authorize Representative
- 13. Enter Title of Applicant or Authorized Representative.
- 14. Select Submit

Note

• This is an example or an Agency Version but is very similar to an individual provider.

AGENCY VERSION



I agree, and it is my intent, to sign this record/document by checking this box and clicking the "Submit" button, and thereby electronically submitting this record/document to the New York State Department of Health. I understand that my signing and submitting of this record/document in this fashion is the legal equivalent of having placed my handwritten signature on both the submitted record/document and this attestation. I do hereby certify under penalty of perjury, that I am duly authorized to subscribe and submit this application, enter into agreement with the New York State Department of Health, and request modifications to such agreement with the New York State Department of Health. I further affirm under penalty of perjury that all information contained herein and uploaded hereto is accurate, true, and complete in all material aspects. I further acknowledge that the application will be processed pursuant to the provisions of Title II-A of Article 25 of the Public Health Law, and the pertinent regulations adopted thereto.

10	I Agree *Date	
1	This are Applicant or Authorized Powercetative	₽ [®]
12	*Name of Applicant or Authorized Representative	(A)
13	*Title of Applicant or Authorized Representative	
		G A







Provider Agreement



Complete the provider agreement.

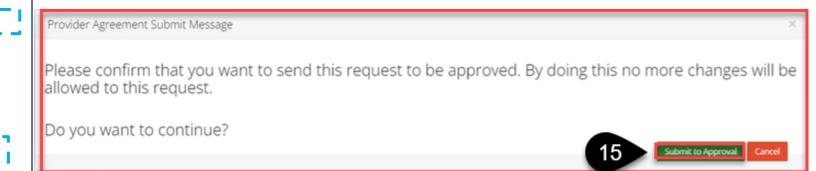
Step / Action

15. Select the **Submit to Approval** button to submit



Note

• Errors identified after submission will require a new amendment to be completed.









Reapproval Requirements (Quick Look)

How To

Identify required panels necessary to complete during a reapproval.

Reapproval	Individual/Agency	Required?	User Manual Location
Parent Organization	Agency Only	Required Field (Yes/No must be selected)	Unit 10 User Guide Pg.21
Subsidiaries	Agency Only	Required (Yes/No)	Unit 10 User Guide Pg.25
Disclosures	Individual/Agency	All panels Required	Unit 10 User Guide Pg.28
Provider Board Member	Agency Only	Required (Yes/No)	Unit 10 User Guide Pg.55
Approval Uploads	Individual/Agency	Required if changes are made. If no changes made not required	Unit 10 User Guide Pg.58
Appendix 1 Agreement	Individual/Agency	Required	Unit 10 User Guide Pg.62
Provider Agreement	Agency & Individuals Must Complete and indicate section changes to report and highlight changes to PAU team.	Required	Unit 10 User Guide Pg.64







Amendment Requirements (Quick Look)

How To

Identify required panels necessary to complete during an amendment.

	Amendment	Individual/Agency	Required?	User Manual Location
	Parent Organization	Agency Only	Required (Yes/No)	Unit 10 User Guide Pg.21
	Subsidiaries	Agency Only	Required (Yes/No)	Unit 10 User Guide Pg.25
	Disclosures: For Agencies, if a new director is added, disclosures must be completed for the new director.	Individual/Agency	Required (Yes/No)	Unit 10 User Guide Pg.28
	Provider Board Member (Agency Only)	Agency Only	Required (Yes/No)	Unit 10 User Guide Pg.55
	Approval Uploads	Individual/Agency	Required if changes are made. If no changes made not required	Unit 10 User Guide Pg.58
	Appendix 1 Agreement	Individual/Agency	Required always for Agencies and only required for individuals if you have an Appendix 1 or are requesting an Appendix 1	Unit 10 User Guide Pg.62
	Provider Agreement	Agency & Individuals Must Complete and indicate section changes to report and highlight changes to PAU team	Required	Unit 10 User Guide Pg.64





Major Changes Tabs – Scenario Specific Information (Amendment or Reapproval)

Provider Amendments, Reapprovals, & Minor Changes Job Aid



To Avoid Impact to Service Authorizations

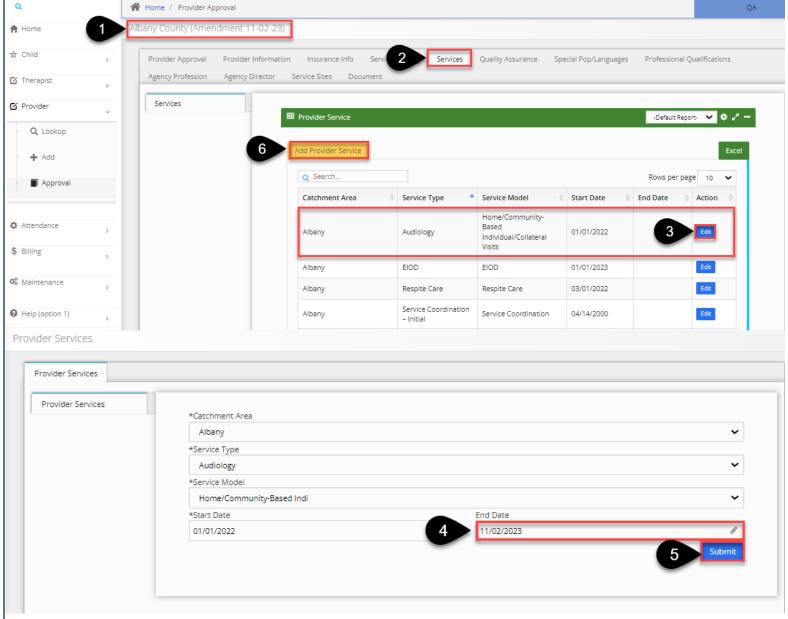


Note

- Updating a Catchment Area, Service Type or Service Model is a two-step process.
 - 1st Step Users must end date an existing method or model no longer offered. (Absolutely no changes to catchment area, service type or service model should be made.)
 - 2nd Step Users must add and start date a new provider service with an updated method or model.
- If a new catchment area, model or method will need to be added, the service will be added through the amendment or reapproval request
- This is required when in an active amendment or reapproval request. Users should not make other changes outside of a request to an existing service. Service type and Model should not be changed.
- To avoid impacting Service Authorizations and billing/claiming, the steps below **must** be completed.

Step / Action

- **1. Make sure** you have navigated and entered an **in-progress** request.
- 2. Select the Services Tab
- 3. Select the service to **End Date** when the method or model is no longer offered
- 4. Select the End Date
- 5. Select **Submit.** To navigate to the previous screen, you should use the **Provider Information** hyperlink.
- 6. Add a **new Provider Service** with the updated **Service Model** or **Method**.







Approval Request Status

Provider Amendments, Reapprovals, & Minor Changes Job Aid



Provider Approval

Approval Request Status

How To

Review approval request status and view provider profile.

Users need to monitor the processing of Amendments and Reapprovals. The **Disposition Status** indicates if approved or disapproved.

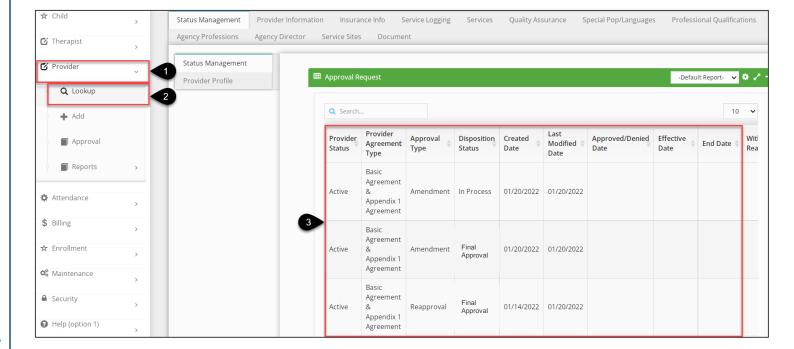
PAU comments and notes can be found by selecting **Notes** next to the appropriate Amendment or Reapproval request (scroll to the right to view notes)

Step / Action

- 1. From the homepage left toolbar, select **Provider**
- 2. Select **Lookup** (Provider page will automatically populate)
- Status Management defaults is the default landing view. Approval Requests can be reviewed. Once approved, the Disposition Status, Approval/Denial Date, and Effective/End Date fields will be updated for review

Note

- Provi
- Provider Profile provides approved providers with a summary of their approval
- Status Management is a record of agreements and any amendments submitted by providers
- For **Amendments**, the end date should mirror the original end date of the agreement being amended
- The **approval** or **denial date** field will populate after a secondlevel approver has reviewed the request.









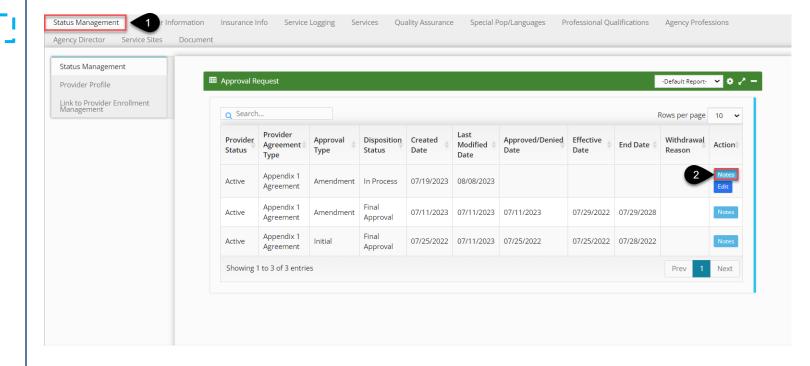
Provider Approval Viewing Notes

How To



Step / Action

- 1. From the homepage left toolbar, select **Status Management**.
- 2. Select Notes









Provider Approval Viewing Notes

How To

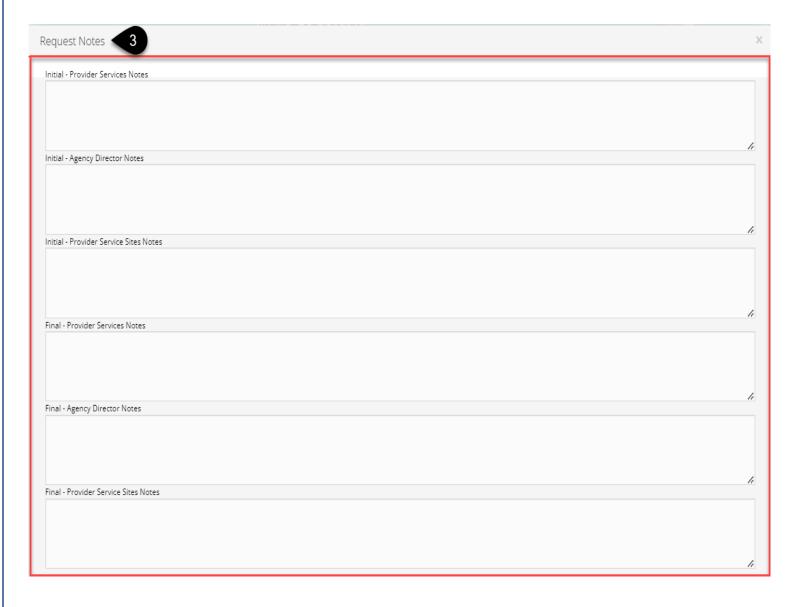
View notes continued

Step / Action

3. Review the **Request Notes**. Notes if available will be displayed.

Note

DOH PAU will provide you with specific information about your request, including any reasons for the denial of your request in this note section. If you have specific questions about the information in this section, contact PAU at provider@health.ny.gov or 518-473-7016 (select Option 1)







Editing a Submitted or Disapproved Request

Provider Amendments, Reapprovals, & Minor Changes Job Aid



Provider Approval

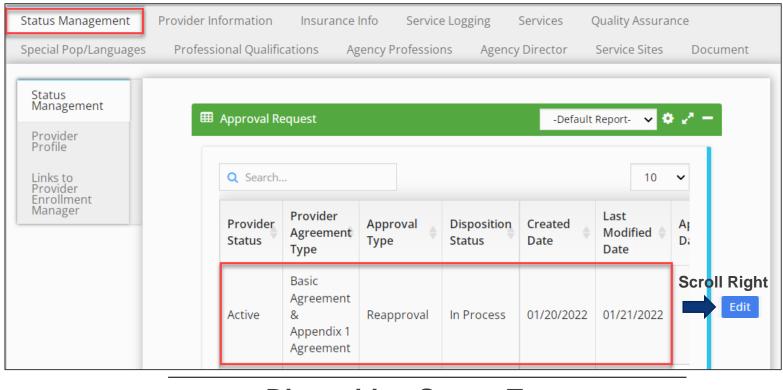
Editing a Submitted or Disapproved Request

How To



Note

- To edit and complete a non-submitted request, users may scroll right to select **Edit**
- Once a request has been submitted, it may not be edited.
- After DOH review and 'Approved/Denied,' the Disposition Status, Approval/Denial Date, and Effective/End Date fields will be updated.
- The approval or denial field will only be updated after a secondlevel DOH approver has approved or denied the request.
- If denied (disapproved), you can edit the request by selecting the Edit button, updating it with the required information, and resubmitting.
- DOH will include information in the "Notes" section of your request, which explains the denial and what information is needed.



Disposition Status Types

Conditional	Limited time approval until the provider resubmits application with additional information required
Disapproved	Denied request
Final Approval	Approved Request
In Process	Unsubmitted request
Migrated	Migrated from NYEIS
Submitted	In the review process; ready to be reviewed by DOH for approval
Withdrawn	Provider has left the program



