Arizona Department of Economic Security

Arizona Early Intervention Program (AzEIP)

I-TEAMS User Manual

Version 1.0

DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

Table of Contents

1. Introduction:

I-TEAMS (*Infant-Toddler Electronic Administration and Monitoring System*) is a web-based application which allows DES/AzEIP as well as its contractors and partner agencies, including the Arizona State Schools for the Deaf and the Blind, the DES/Division of Developmental Disabilities (DDD), Raising Special Kids, and Northern Arizona University/Institute for Human Development (AzEIP TAMS) to record and view information in an easy and efficient manner.

a. Information Recorded and Accessed in I-TEAMS

11.1. Organization and Contract related information

- Add their personnel to I-TEAMS
- Assign personnel to contract regions and to roles; remove or change personnel as needed
- Record Professional Provider's information to Professional Registry
- Create and submit invoices to DES/AzEIP based on services provided under their contracts (Billing)
- Create/Manage Banner messages for their Team members and Personnel

11.2. Child related information:

a. Enter/View Referral Information of a child
b. Record/View Child Demographics information
c. Record/View Insurance Information for a child
d. Enter/View Eligibility decision and reason
e. Create and update IFSPs for a child
f. Assign and Change Team members for a child
g. Enter/View Service Delivery information
h. Record/View Transfer, Transition and Exit information for a child
i. Record/View Child Entry/Exit Indicator Summary information

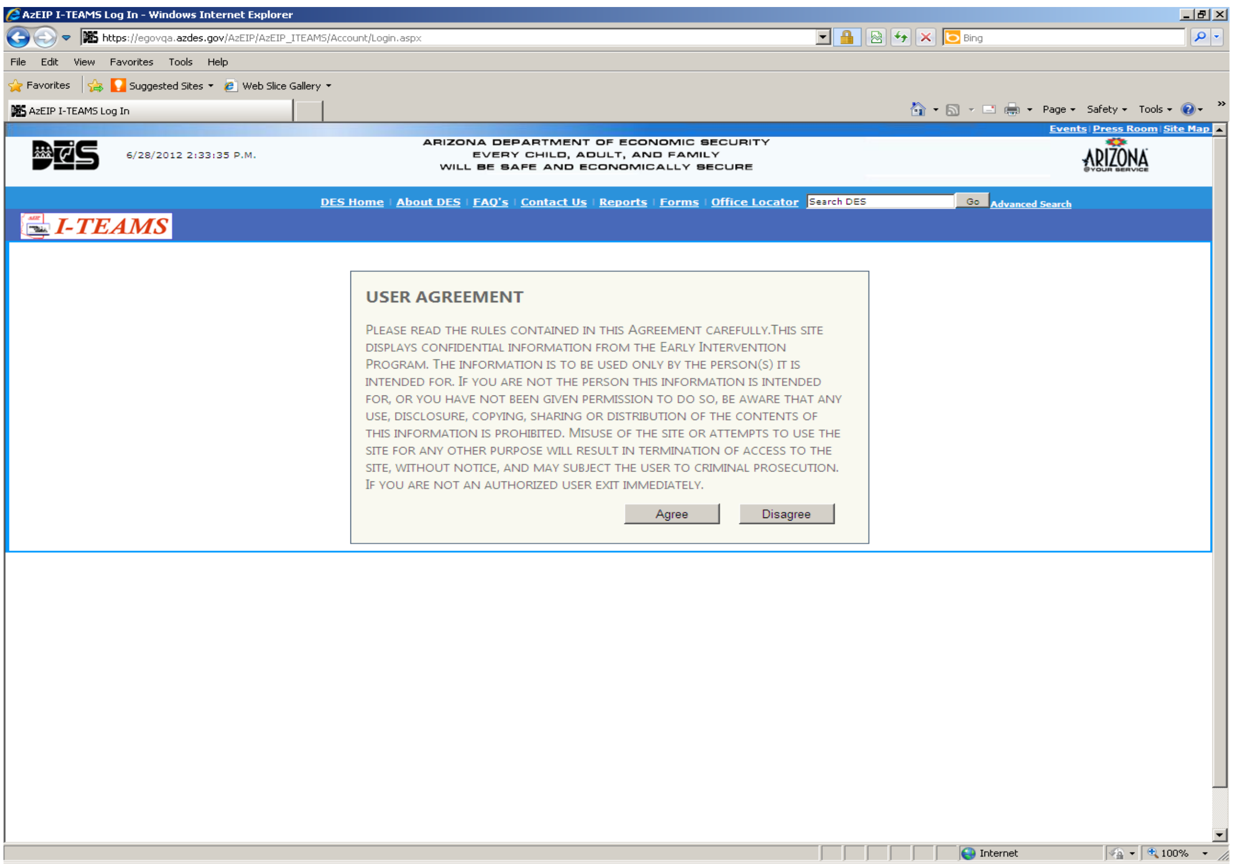
b. User Roles and Access to I-TEAMS

Access to I-TEAMS is determined by the roles assigned to the employee, including contractors and their subcontractors. Roles are assigned by the DES/AzEIP Contract Admin, Contract Admin, DDD Admin and ASDB Admin. There are three levels of access:

a. Read access- able to view, but not enter or edit, information
b. Write Access- able to enter and edit information
c. Read and Write Access- able to read, enter and edit

2. AzEIP Webpage Navigation:

To access the application, navigate to AzEIP login page using your Internet Explorer browser (Internet Explorer - 9 is recommended) or Firefox Mozilla. User will be provided the link to I-TEAMS from their administrators. In order to advance, select “Agree” button.



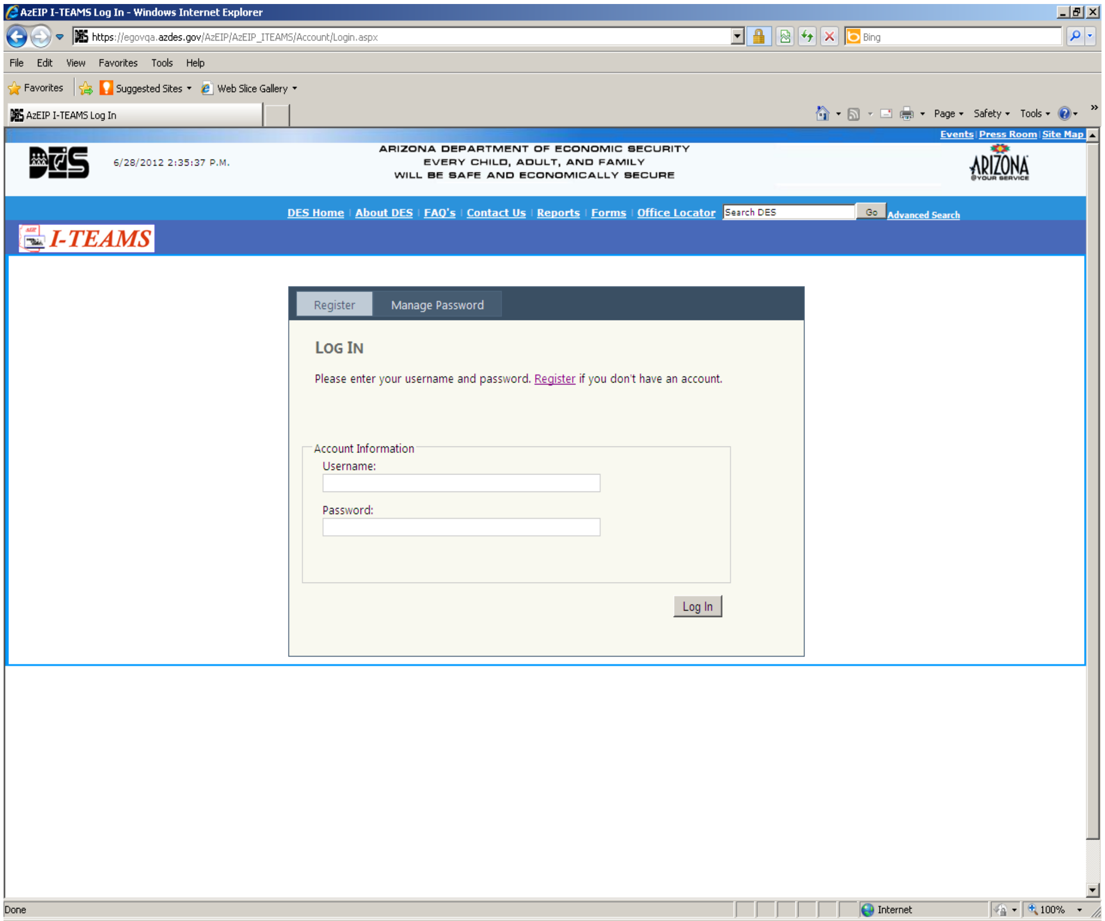
3. Log in:

Select **Agree** button from user agreement window, login page will appear. All DES employees need to fill out J-125 form in order to get access to the application; they will use their actual D account.

- ***Note:*** *All DES employees DONOT need to register their username.*
- ***Note:*** *All DES employees will contact their technical support to manage or change password. DES employees will use their D account password to login into the I-TEAMS application.*

Steps to login:

- Enter your **Username**.
- Enter your **Password**.
- Then, click on the **Log In** button.

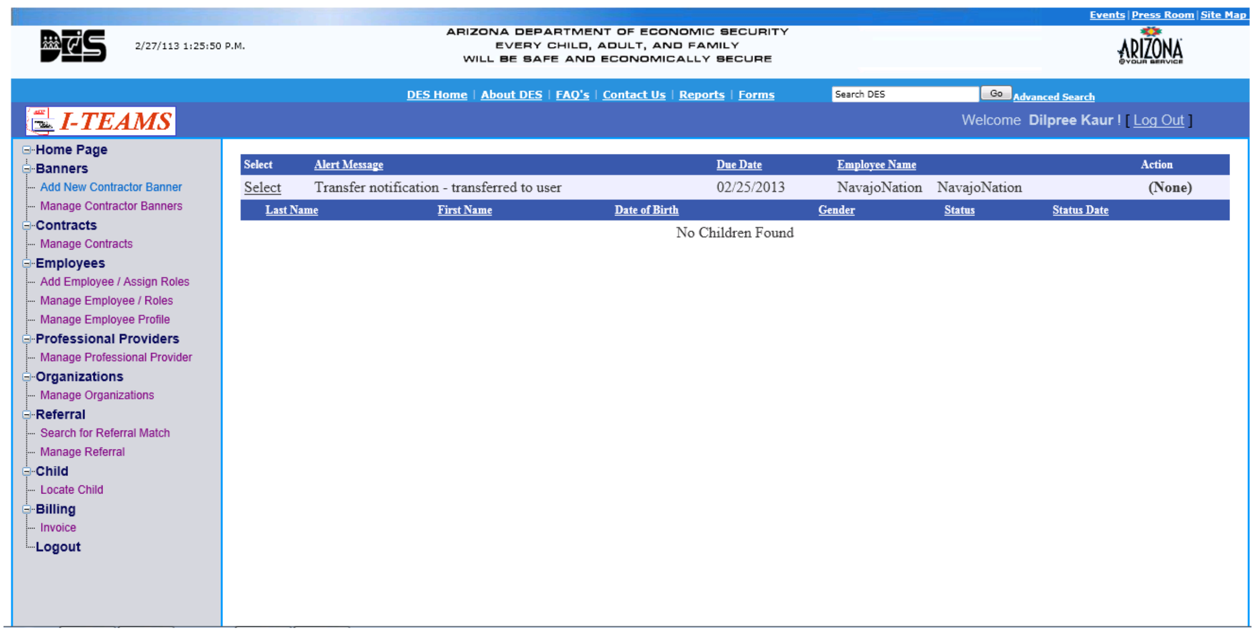

AzEIP I-TEAMS Log In - Windows Internet Explorer
https://egovqa.azdes.gov/AzEIP/AzEIP_ITEAMS/Account/Login.aspx
ARIZONA DEPARTMENT OF ECONOMIC SECURITY
EVERY CHILD, ADULT, AND FAMILY
WILL BE SAFE AND ECONOMICALLY SECURE
6/28/2012 2:35:37 P.M.
DES Home | About DES | FAQ's | Contact Us | Reports | Forms | Office Locator
Advanced Search
I-TEAMS
Register
Manage Password
LOG IN
Please enter your username and password. Register if you don't have an account.
Account Information
Username:
Password:
Log In

4. Home Page:

- ***Note:*** Wherever I-Teams throw a System error, a message will appear saying “Please save this LOG-ID for reference when communicating with the Help Desk”

User will only see children that have been assigned to him/her and list can be sorted out in ascending or descending order.

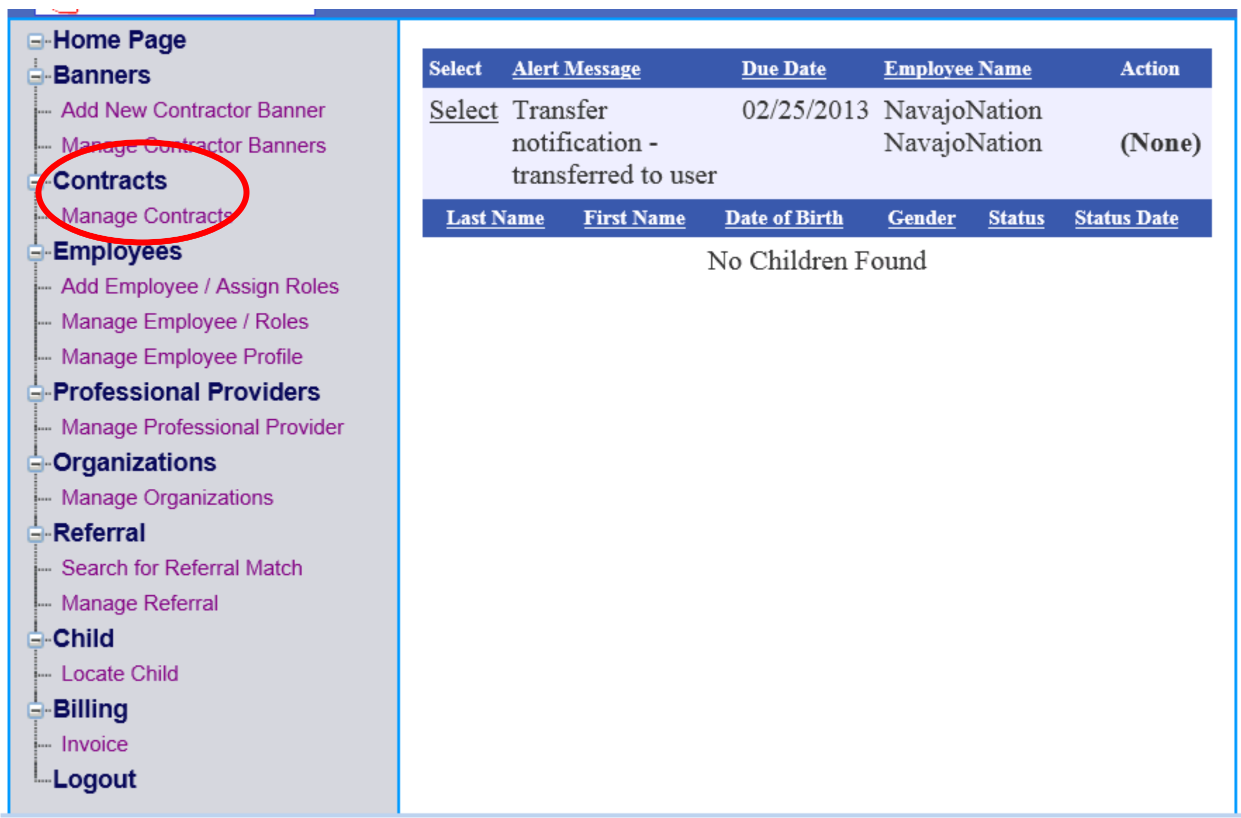
- ***Note:*** *All actors will have different roles and home page access depending on their roles.*



5. Contracts:

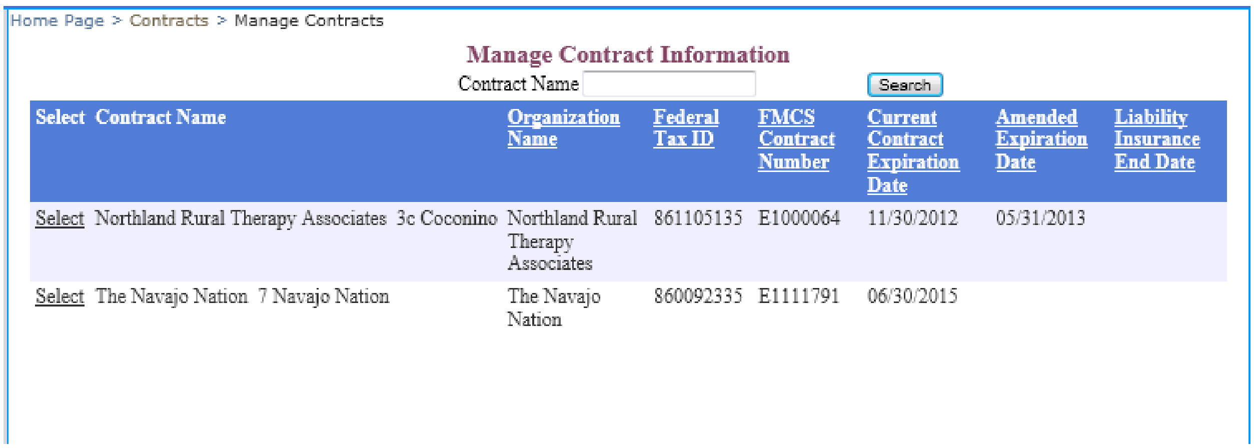
Contract is a program where an organization and employee have the agreement with the AzEIP based on their regions. Contractor Administrators will have Read only access to his/her contracts.

- ***Note:*** *One organization can have only one contract whereas one employee can have multiple contracts.*



5.1.Manage contract:

Contractor Administrators will have Read Only access to their own contracts, no modification can be made to their own contract. In order to make any changes DES AzEIP App Admin would be able to modify any information. Manage Contract can be selected using left hand menu.



Home Page > Contracts > Manage Contracts

Manage Contract Information

Contract Name [ ] Search

Select	Contract Name	Organization Name	Federal Tax ID	FMCS Contract Number	Current Contract Expiration Date	Amended Expiration Date	Liability Insurance End Date
Select	Northland Rural Therapy Associates 3c Coconino	Northland Rural Therapy Associates	861105135	E1000064	11/30/2012	05/31/2013	
Select	The Navajo Nation 7 Navajo Nation	The Navajo Nation	860092335	E1111791	06/30/2015		

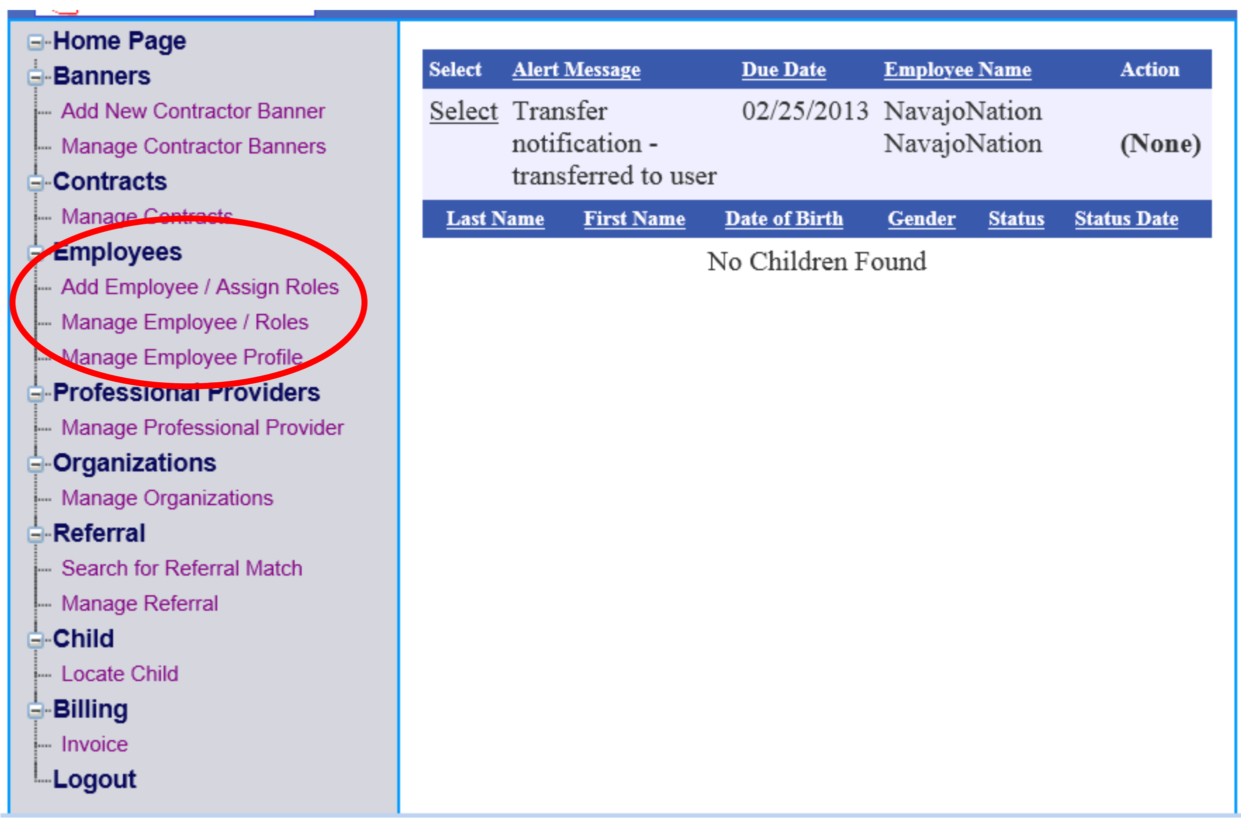
a. ***Note:*** Select the Select hyperlink to go to detail information page. All the entered information for the contract will be displayed on the page. *(Contract detail page can't be displayed due to security reason)*

- Contract Name
- Organization Name
- Regions
- Agency
- Federal Tax ID
- DES Contract Number
- FMCS Contract Number
- Original Contract Beginning Date
- Current Contract Expiration Date
- Maximum End Date: (required)
- Amended Expiration Date
- Liability Insurance End Date
- Central Registry Complete Date
- Contract Contact First Name

- Contract Contact Last Name
- Contract Contact Email
- Contract Contact Phone
- Competitive
- Competitive Solicitation #
- Comp. Issue Date
- Comp. Award Date
- Regions

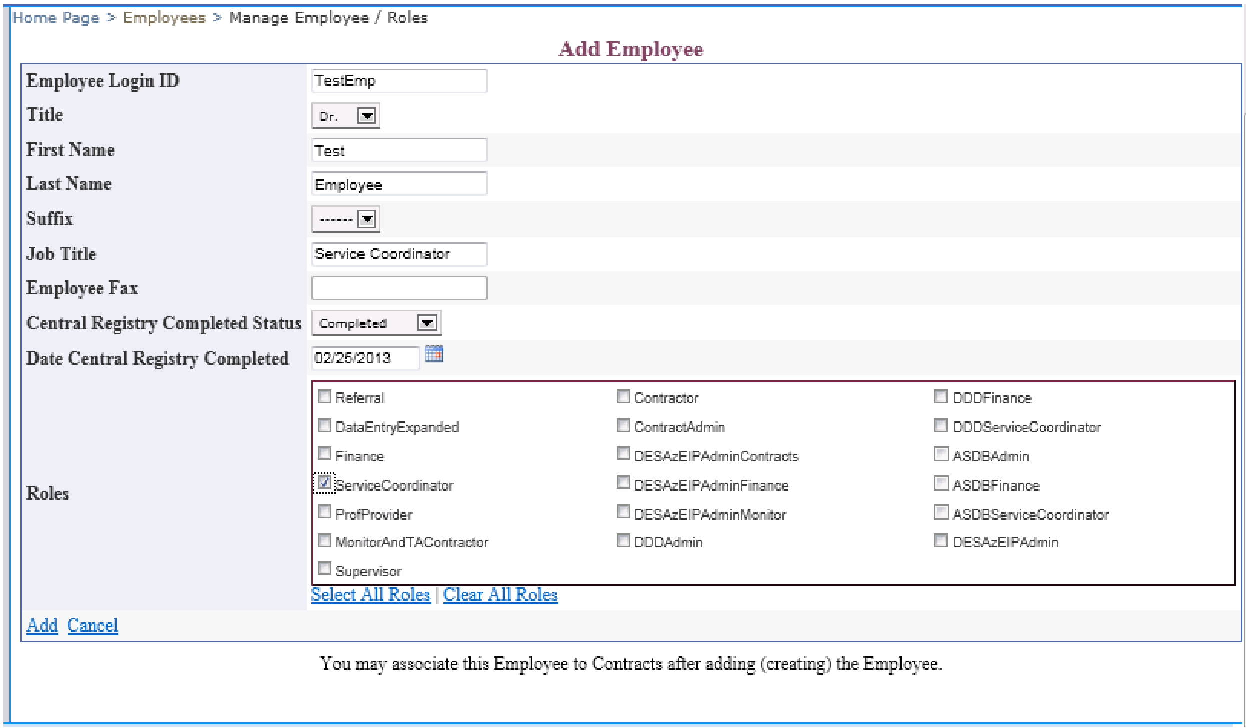
6. Employees:

Administrator will have the access to add an employee into the application, assign their roles, and add to the contracts. And make changes to the employee information if needed as well as profile.



6.1.Add Employee / Assign Roles:

Using add employee option user can add employees, assign roles (service coordinator, professional provider, Admin), and add contracts to the employees. This section is to add contractors (non-des employees) into the application.



7.2.1 Employee Login ID:

AzEIP Admin or Contract Admin must enter employee login id using the text field.

- Note: Employee Login ID can only be characters, if user selects symbols; employee will not be able to register their login ID.

7.2.2 Title:

Title can be selected between Dr., Mr., Ms. using drop down list.

7.2.3 First Name:

User must enter employee’s valid first name using text box.

7.2.4 Last Name:

User must enter employee's valid last name using text box.

7.2.5 Suffix:

User has given the option from drop down list to select one suffix for employee.

7.2.6 Employee Fax:

Employee Fax can be provided using text box.

7.2.7 Central Registry Completed Status:

User can select between completed or not completed registry information using drop down list.

7.2.8 Date Central Registry Completed:

User must enter date using calendar icon or text box when central registry completed is selected, Date Central Registry Completed will be enabled to enter dates.

7.2.9 Roles:

Roles can be selected from check box table for employee. User has the optional buttons to select all and clear all roles.

- ***Note:*** One employee can be assigned multiple roles.
- ***Note:*** *It doesn't include the role DES AzEIP Admin. If user wants to assign that role, add the employee from DES Employee located on the left hand menu.*

☐ Referral	☐ Supervisor	☐ DDDAdmin
☐ DataEntryExpanded	☐ Contractor	☐ DDDFinance
☐ Finance	☐ ContractAdmin	☐ DDDServiceCoordinator
☐ ServiceCoordinator	☐ DESAzEIPAdminContracts	☐ ASDBAdmin
☐ ProfProvider	☐ DESAzEIPAdminFinance	☐ ASDBFinance
☐ MonitorAndTAContractor	☐ DESAzEIPAdminMonitor	☐ ASDBServiceCoordinator

7.2.10 Steps to Add Employee:

9.1.1 Enter appropriate login Id for **Employee Login ID** using text box. *User can only enter letters.*
9.1.2 Select **Title** using drop down selection between Dr., Mr., Ms.
9.1.3 Enter employee's **First Name**
9.1.4 Enter employee's **Last Name**.
9.1.5 Select **Suffix** using drop down list selection between II, III, IV, Jr., Sr.
9.1.6 Enter **Job Title**.
9.1.7 Enter **DES User Fax** number if provided.
9.1.8 Select **Central Registry Completed Status** using drop down option.
9.1.9 If Completed is selected from the upper list, **Enter Date Central Registry** Completed using text box or calendar icon.
9.1.10 Select **Roles** from the list of roles provided. User may select multiple roles for employee as well.
User has the option to select all roles and clear all roles.
9.1.11 Click on **Add** button to add and save.
After adding the employee information user may assign contract(s).

7.2.11 Contracts Name:

User has given the option to select contract for employee at bottom of the page of employee

- ***Note:*** *User can select multiple contracts for one employee.*
- ***Note:*** *Cannot Add a Record with this Start Date as it will produce Active Contract Assignment Date Overlap.*
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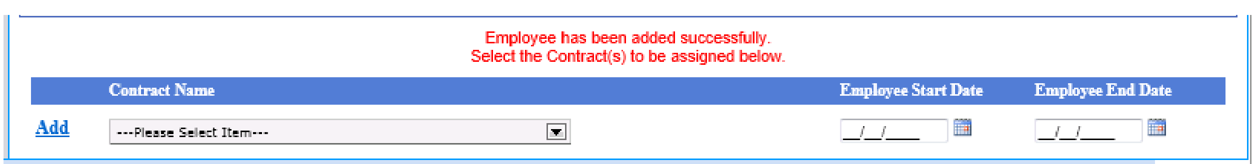

Employee has been added successfully.
Select the Contract(s) to be assigned below.

	Contract Name	Employee Start Date	Employee End Date
Add	---Please Select Item---	__/__/____	__/__/____

7.2.12 Employee Start Date:

User must enter employee start date using calendar icon or text box

7.2.13 Employee End Date:

User may enter employee end date using calendar icon or text box if there is any.

7.2.14 Steps to Assign New Employee to Contract:

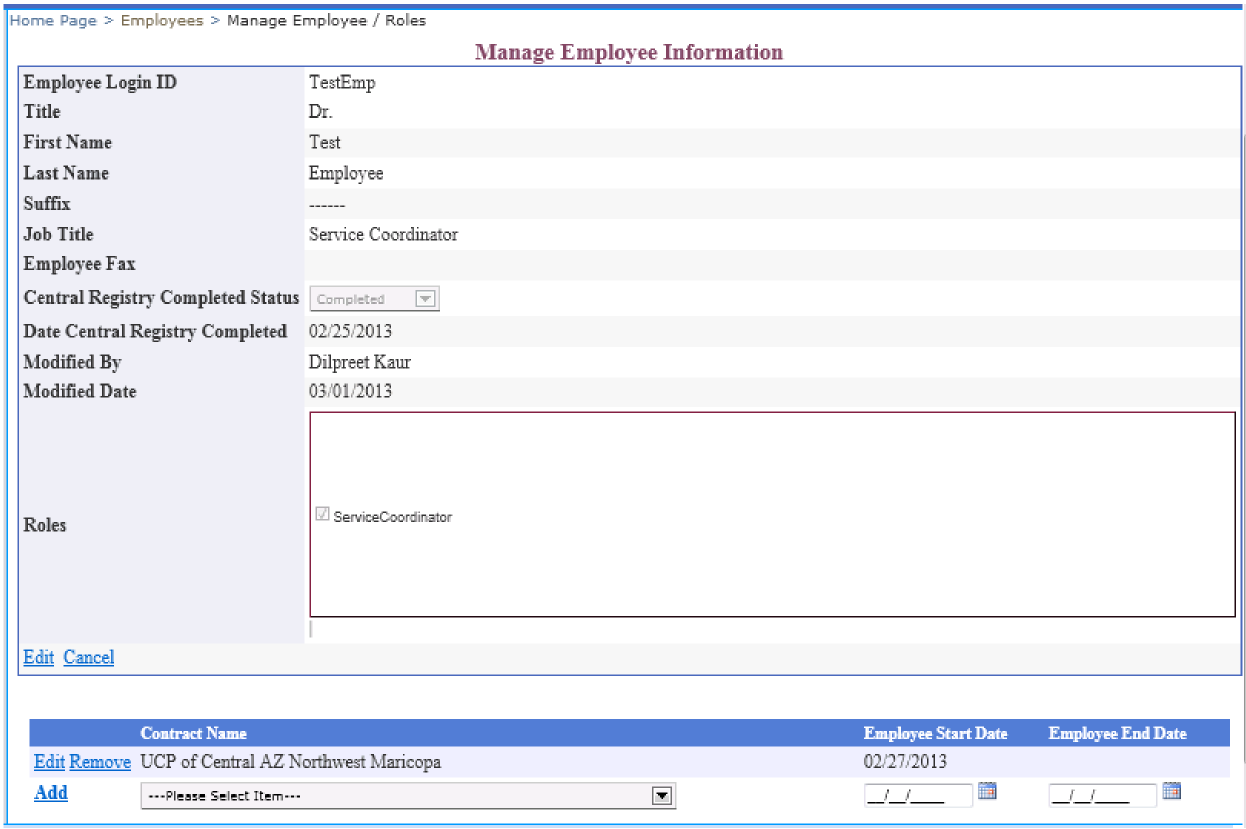
9.1.12 Select **Contract Name** for the Employee using drop down list.
9.1.13 Enter **Employee Start Date** using text box or calendar icon for date.
9.1.14 Enter **Employee End Date** using text box or use calendar icon for date.
9.1.15 Click on **Add** button to add contract for employee.

6.2.Manage Employee / Roles

Administrator have the ability to modify employee role through manage employee / roles. The table shows the list of all the active employees Employee information may be entered manually using the text box or using the select button from the list.

- ***Note:*** *It keeps the history of user who had modified information with the date.*

- ***Note:*** Select the Select hyperlink to go to detail information page. All the entered information for the employee will be displayed on the page.



7.3.1 Steps to Manage Employee / Roles:

a. Click on **Select** button to view employee information in detail. *User may manually enter information using text boxes.*

b. Click on **Edit** button to make changes.

c. Click on **Update** button to save the modified information.

User can also make changes to the contract at the bottom of the page using Edit button.

7.3.2 Steps to Manage Contract Name:

User may also edit the Contract Name for employee using Edit/ Add button. Multiple Contracts can be assigned to one employee.

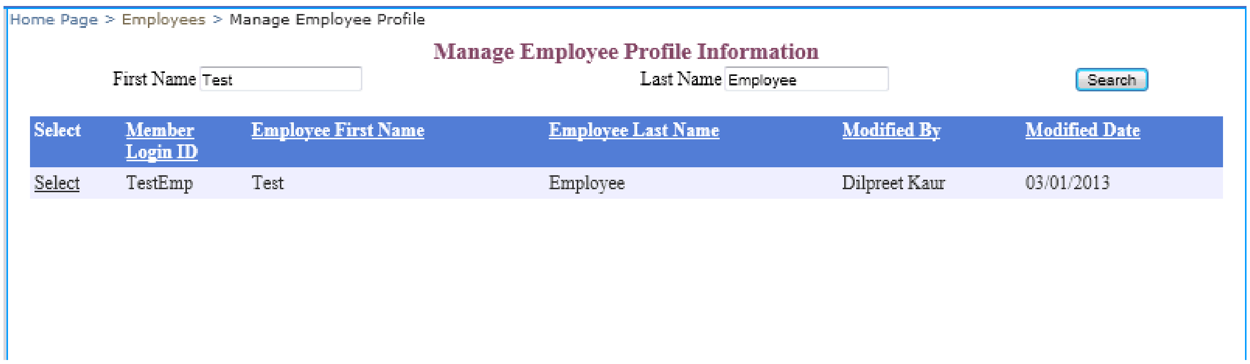
d. User can click on **Edit** button to edit contract name, employee start / end date.
New contract can be assigned using the Add button.

e. Click on **Update** button to save changes.

6.3.Manage Employee Profile:

Changes in employee profile can be made using manage employee profile option from left hand menu. The table shows the list of all the active employees Employee information may be entered manually using the text box or using the select button from the list. Address can be added using address option at the bottom of the page.

Note: *It keeps the history of user who had modified information with the date*



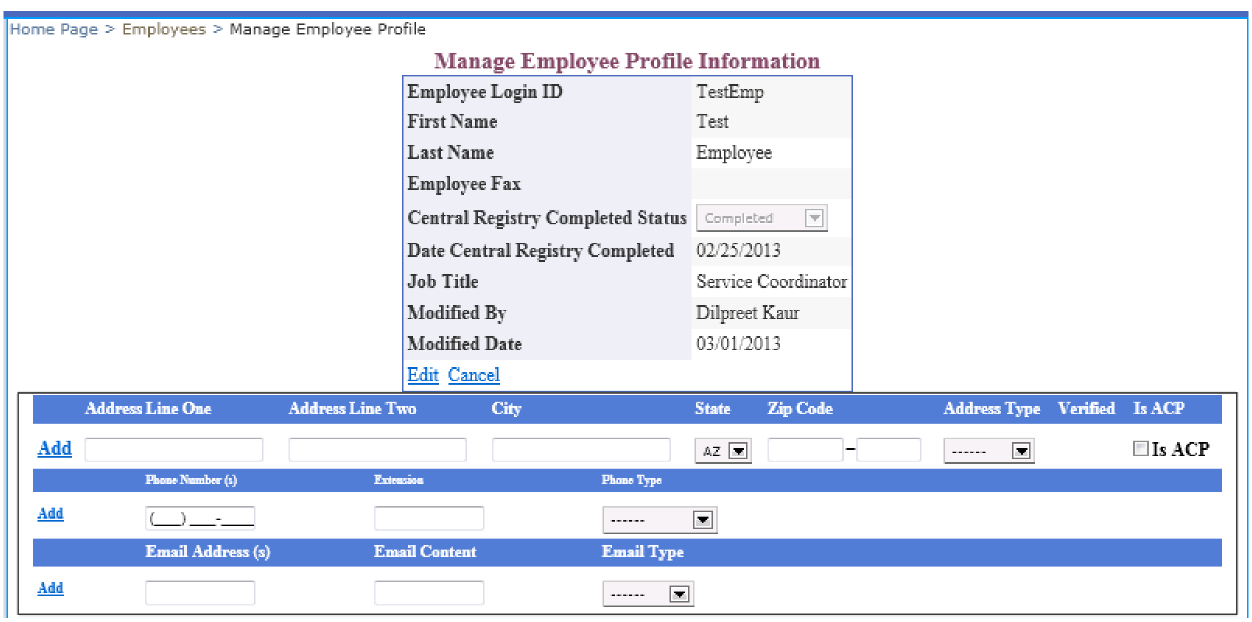
Home Page > Employees > Manage Employee Profile

Manage Employee Profile Information

First Name Test Last Name Employee Search

Select	Member Login ID	Employee First Name	Employee Last Name	Modified By	Modified Date
Select	TestEmp	Test	Employee	Dilpreet Kaur	03/01/2013

- ***Note:*** Select the Select hyperlink to go to detail information page. All the entered information for the employee will be displayed on the page.



Home Page > Employees > Manage Employee Profile

Manage Employee Profile Information

Employee Login ID	TestEmp
First Name	Test
Last Name	Employee
Employee Fax	
Central Registry Completed Status	Completed
Date Central Registry Completed	02/25/2013
Job Title	Service Coordinator
Modified By	Dilpreet Kaur
Modified Date	03/01/2013

Edit Cancel

	Address Line One	Address Line Two	City	State	Zip Code	Address Type	Verified	Is ACP
Add				AZ	-	------		Is ACP

	Phone Number (s)	Extension	Phone Type
Add	(__) __-__		------

	Email Address (s)	Email Content	Email Type
Add			------

a. Steps to Manage Employee Profile Information:

1. Click on **Edit** button to edit employee profile.
2. Update the information using text box.
3. Click on **Update** button to update the information on profile.
4. User can always cancel the update by using Cancel button.

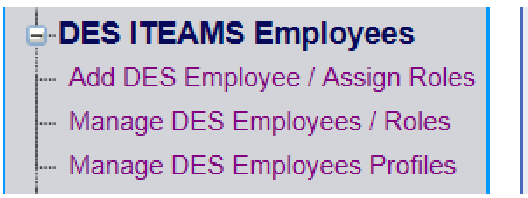
b. Steps to Update Address for Employee:

5. Enter the address using address text box for Address Line one and Address Line Two.
6. Enter City using text box.
7. Select State using drop down box.
8. Enter zip code.
9. Select Address Type from the drop down between Home, business, mailing, and billing.
10. User may also select Is ACP for employee address confidentiality
11. User may enter Phone Number with extension using text box.
12. Click on Add button to save information.

7. DES I TEAMS Employees:

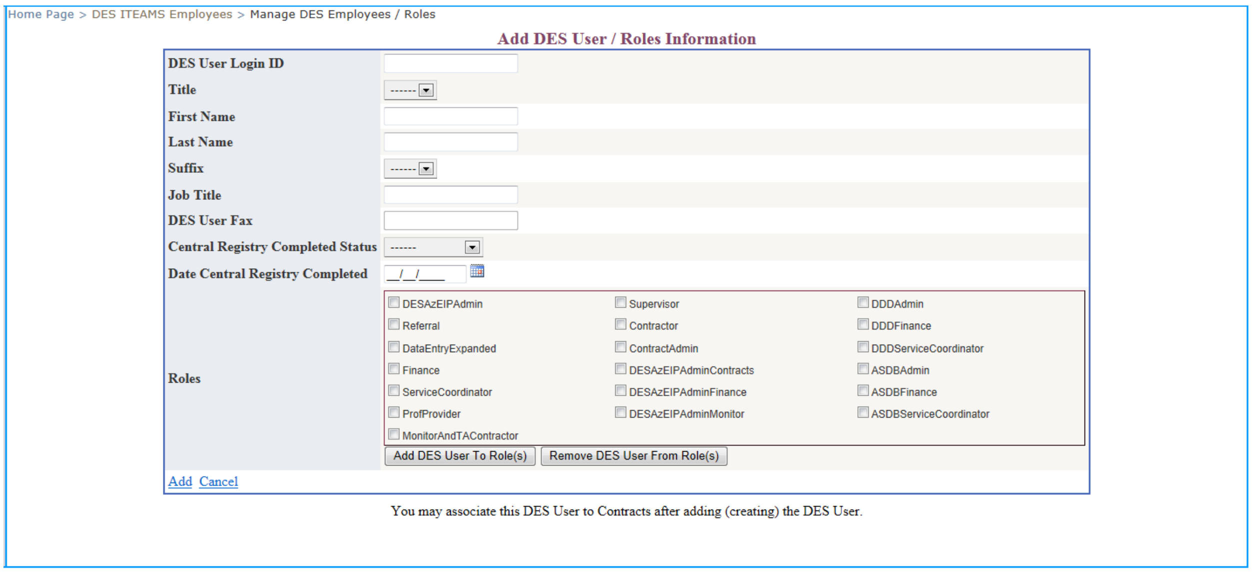
All DES Administrators will have one more option between employees and manage professional providers to add DES employee into the application. The process of adding employee, assigining roles, assigning contracts, or making changes will be same as the other employee section.

- ***Note:*** User can add D account for employee using DES I TEAMS employee option from the left hand menu. Another DES AzEIP Admin can be added using this menu option.



7.1.Add DES Employee / Assign Roles:

All DES employees will be added to the application using Add DES Employee option. Employees with D account will need to fill out J-125 form to get access.



a. DES User Login ID:

Administrators must enter employee login id using the text field and provide it to the employees.

- ***Note:*** Employee Login ID can only be characters.

b. Title:

Title can be selected between Dr., Mr., Ms. using drop down list.

c. First Name:

User must enter employee's valid first name using text box.

d. Last Name:

User must enter employee's valid last name using text box.

e. Suffix:

User has given the option from drop down list to select one suffix for employee.

f. DES Use Fax:

DES User Fax can be provided using text box.

g. Central Registry Completed Status:

User can select between completed or not completed registry information using drop down list.

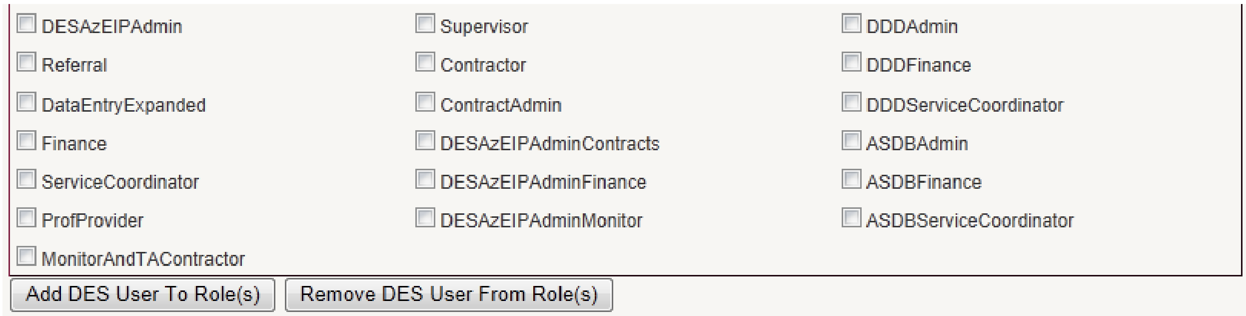
h. Date Central Registry Completed:

User must enter date using calendar icon or text box if central registry completed is selected from the above option, Date Central Registry Completed can be entered using text box or calendar icon.

i. Roles:

Roles can be selected from check box table for employee. User has the optional buttons to select all and clear all roles.

- ***Note:*** One employee can be assigned multiple roles.
- ***Note:*** *It includes the role DES AzEIP Admin so that user can set up D account for employee*



j. Steps to Add DES Employee:

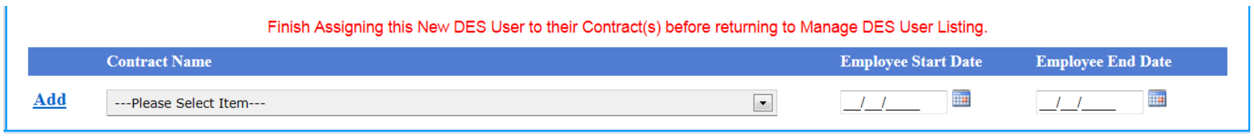
9.1.16 Fill **J-125** form for the employee to give access to I-TEAMS.
9.1.17 Enter appropriate login Id for **DES Employee Login ID** using text box. *User must enter D account.*
9.1.18 Select **Title** using drop down selection between Dr., Mr., Ms.
9.1.19 Enter employee's **First Name**
9.1.20 Enter employee's **Last Name**.
9.1.21 Select **Suffix** using drop down list selection between II, III, IV, Jr., Sr.
9.1.22 Enter **Job Title**.
9.1.23 Enter **DES User Fax** number if provided.
9.1.24 Select **Central Registry Completed Status** using drop down option.
9.1.25 If Completed is selected from the upper list, **Enter Date Central Registry** Completed using text box or calendar icon.
9.1.26 Select **Roles** from the list of roles provided. User may select multiple roles for employee as well.
9.1.27 Click on **Add DES User to Role(s)** to add role.
User has the option to select all roles and clear all roles.
9.1.28 Click on **Add** button to add and save.
After adding the employee information user may assign contract(s).

- ***Note:*** *After adding employee, added employee must go to professional page and enter the professional provider registry information.*

k. Contracts Name:

User has given the option to assign contract for employee at bottom of the page of DES employee.

- ***Note:*** User can select multiple contracts for one employee.



l. Employee Start Date:

User must enter employee start date using calendar icon or text box

m. Employee End Date:

User may enter employee end date using calendar icon or text box if there is any.

n. Steps to Assign New DES Employee to Contract:

9.1.29 Select **Contract Name** for the Employee using drop down list.
9.1.30 Enter **Employee Start Date** using text box or calendar icon for date.
9.1.31 Enter **Employee End Date** using text box or use calendar icon for date.
9.1.32 Click on **Add** button to add contract for employee.

- ***Note:*** *User may assign multiple contracts to the employees*

o. Additional - Steps to give DDD Service Coordinator access to I-TEAMS by DDD Admin:

- ***Note:*** All users must fill form J-125 to get access to I-TEAMS. AzEIP App Admin can add DDD Admin with the role of DDD Admin and then DDD Admin will add other employees under him/her.

9.1.33 Fill **J-125** form for the employee to give access to I-TEAMS.

9.1.34 Enter appropriate login Id for **DES Employee Login ID** using text box. *User must enter D account.*

9.1.35 Select **Title** using drop down selection between Dr., Mr., Ms.

9.1.36 Enter employee's **First Name**

9.1.37 Enter employee's **Last Name**.

9.1.38 Select **Suffix** using drop down list selection between II, III, IV, Jr., Sr.

9.1.39 Enter **Job Title**.

9.1.40 Enter **DES User Fax** number if provided.

9.1.41 Select **Central Registry Completed Status** using drop down option.

9.1.42 If Completed is selected from the upper list, **Enter Date Central Registry** Completed using text box or calendar icon.

9.1.43 Select **Roles** from the list of roles as **Service Coordinator** and **Professional Provider**

9.1.44 Click on **Add DES User to Role(s)** to add role.
User has the option to select all roles and clear all roles.

9.1.45 Click on **Add** button to add and save.
After adding the employee information user may assign contract(s).

9.1.46 Select **Contract Name** related to DDD regions for the Employee using drop down list.

9.1.47 Enter **Employee Start Date** using text box or calendar icon for date.

9.1.48 Enter **Employee End Date** using text box or use calendar icon for date.

9.1.49 Click on **Add** button to add contract for employee.

9.1.50 Go to **Professional Provider Page**.

9.1.51 Click on **Profile** button to view profile information.

9.1.52 Click on **Edit** button to modify.

9.1.53 Select the drop down list of **Professional Discipline** and select **service coordinator**.

9.1.54 Click on **Update** button to update and save information.

7.2.Manage DES Employee / Roles

AzEIP Admin and Contract Admin has the ability to modify employee role through manage employee / roles. The table shows the list of all the active employees Employee information may be entered manually using the text box or using the select button from the list.

- ***Note:*** *It keeps the history of user who had modified information with the date.*
- ***Note:*** *Page can't be displayed due to security reason. All the steps are similar to manage employee / role.*

- **Steps to Manage DES Employee / Roles:**

f. Click on **Select** button to view employee information in detail. *User may manually enter information using text boxes.*
g. Click on **Edit** button to make changes.
h. Click on **Update** button to save the modified information.
User can also make changes to the contract at the bottom of the page using Edit button.

- **Steps to Manage DES Contract Name:**

After editing roles for employee, user may also edit the Contract Name for employee using Edit/ Add button. Multiple Contracts can be assigned to one employee.

i. User can click on **Edit** button to edit contract name, employee start / end date.
New contract can be assigned using the Add button.
j. Click on **Update** button to save changes.

7.3.Manage DES Employee Profile

AzEIP Admin and Contract Admin has the ability to modify DES employee profile information through manage employee profile. The table shows the list of all the active employees Employee information may be entered manually using the text box or using the select button from the list. Address can be added using address option at the bottom of the page.

- ***Note:*** *It keeps the history of user who had modified information with the date.*
- ***Note:*** *Page can't be displayed due to security reason. All the steps are similar to manage employee / role.*

- **Steps to Manage DES Employee Profile:**

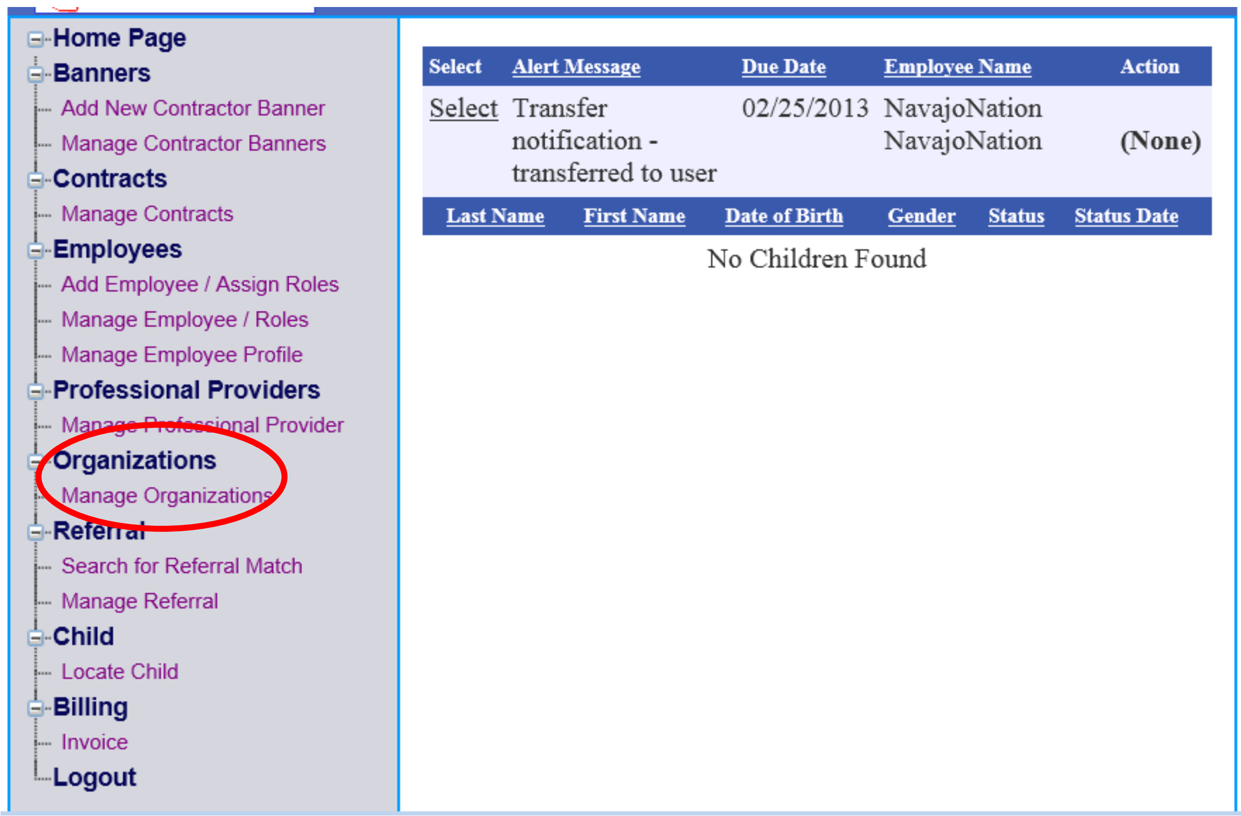
13. Click on **Edit** button to edit DES Employee Profile
14. Update the information using text box.
15. Click on **Update** button to update the information on profile.
16. User can always cancel the update by using Cancel button.

- **Steps to Update Address for Employee:**

    - Enter the address using address text box for **Address Line one** and **Address Line Two**.
    - Enter **City** using text box.
    - Select **State** using drop down box.
    - Enter **zip code**.
    - Select **Address Type** from the drop down between Home, business, mailing, and billing.
    - User may also select **Is ACP** for employee address confidentiality
    - User may enter **Phone Number** with extension using text box.
    - Click on **Add** button to save information.

8. Organizations:

Organization is a vendor name created by DES AzEIP App Admin only. DES AzEIP App Admin is the only person who has the access to this page.



8.1.Manage Organizations:

Contract Administrators will have Read Only access to manage organization page. If any change is required in organization page DES AzEIP App Admin is the only one can make the modification to the organization.

- **Organization Name:**

Using organization name field user can search for organization that is contracted to him/her.

- **First Name:**

Enter first name of organization contact to search using text field.

- **Last Name:**

Enter last name of organization contact to search using text field.

- **Steps to Manage Organization:**

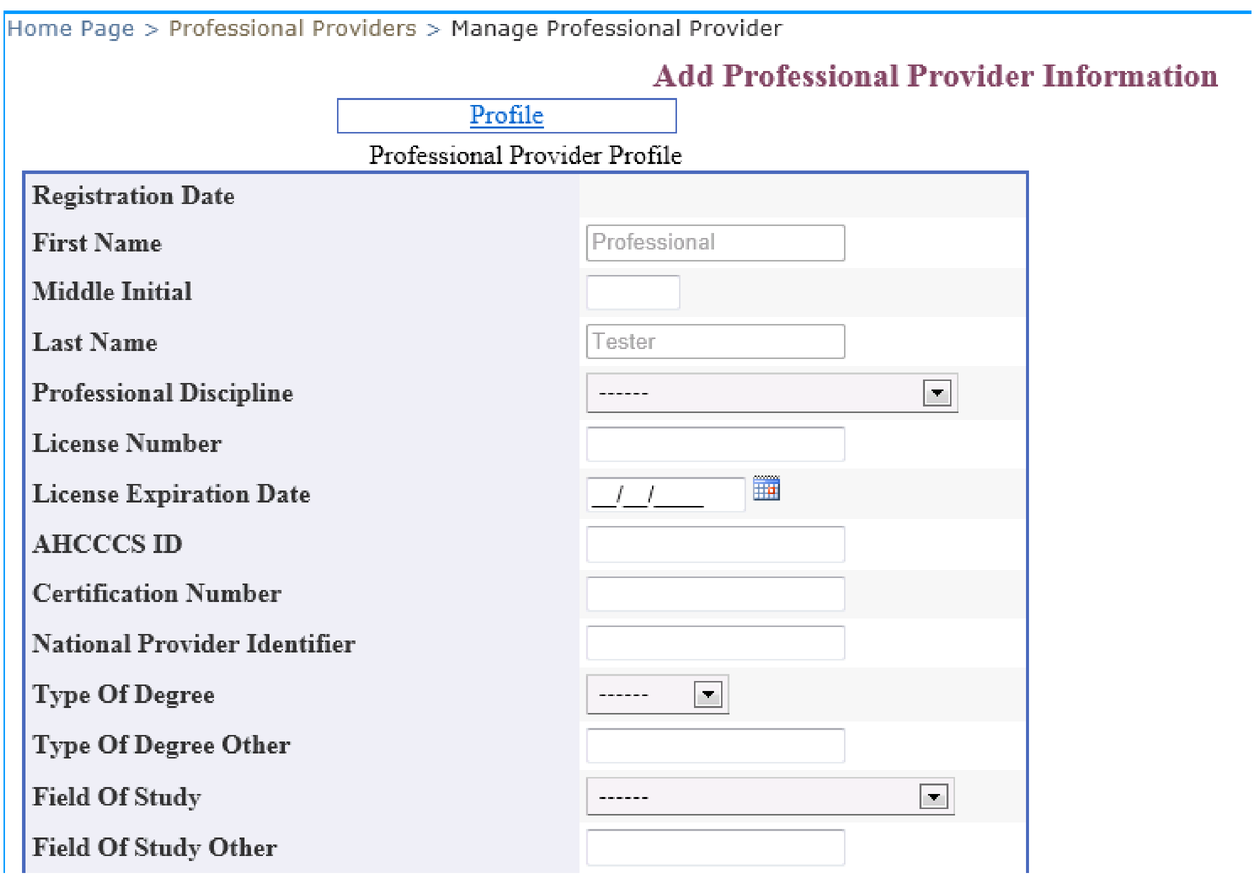
- Enter one field to search for organization.
- Select **Select** hyperlink to view organization information in detail.

  Address can be entered using address table at the bottom of the page.

9. Professional Providers:

Professional Providers include: service coordinators (whether AzEIP contractors, DDD service/support coordinators or ASDB service coordinators), occupational therapists, physical therapists, speech-language pathologists, social workers, psychologists, teachers of the deaf and hard of hearing, and teachers of the visually impaired. Professional Providers will have access to the child records that are assigned to them. A contract administer assigns a Professional Provider to a contract on the Add/Manage employee page.

A Professional Provider must register themselves into I-TEAMS just like other users of I-TEAMS to create a password. After registering, a Professional Provider logs in and completes their professional provider profile. This is done by clicking on the ‘Manage Professional Provider” link on the left-hand navigation bar.



The Professional Provider fills the fields that are required depending on the 'Professional Discipline' chosen.

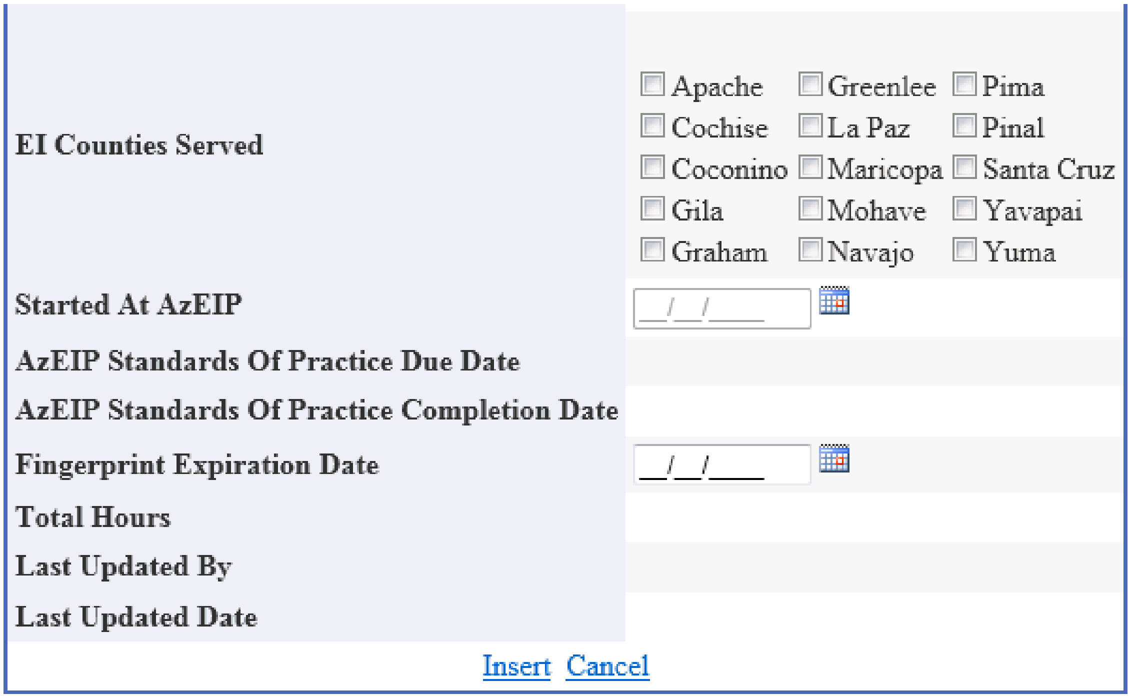
- Registration Date auto populates after the user saves the Profile
- 'First Name' and 'Last Name' fields auto-populate and are read-only
- Professional Provider chooses their 'Professional Discipline', and the required fields will change depending on this selection
- In the next two fields, the Professional Provider enters the Professional License number (if required) and the expiration date of that professional license
- If the provider has an AHCCCS ID #, Certification Number and National Provider Identifier #, it is entered here

The Professional Provider selects the 'Type of Degree' –

- Bachelor
- Doctorate
- Masters
- Other

If 'Other' is chosen, the field "Type of Degree Other" must be entered.

Field of study is then chosen. If Field of Study is not in the drop down, 'Other' is chosen, and the Field of Study is entered in the field labeled "Field of Study Other."

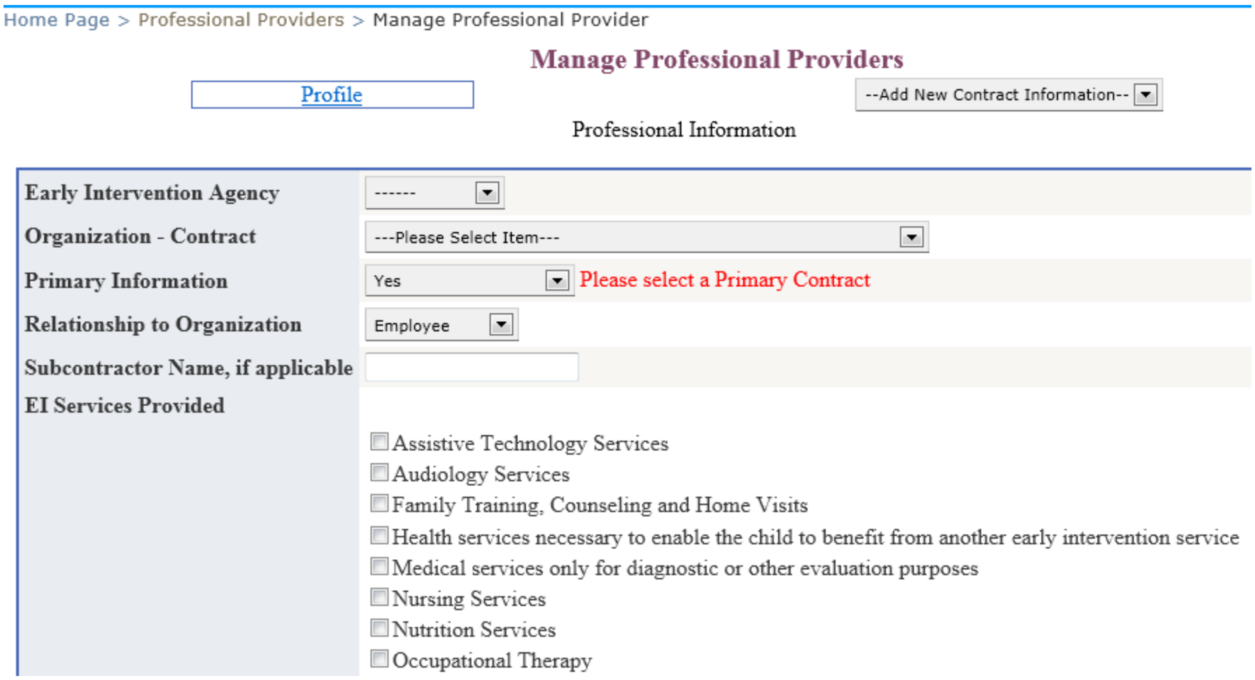


The next fields on the same page are:

- EI Counties Served – the professional provider selects which counties s/he will provide services.
- Started At AzEIP – this is the date the professional first started working with AzEIP as a Professional Provider.
- AzEIP Standards of Practice Due Date – this field auto-populates three years from the date of the Professional Provider's start with AzEIP.
- AzEIP Standards of Practice Completion Date – If completed, this date will be entered by a representative of the NAU/AzEIP Staff Development and Training Project.
- Fingerprint Expiration Date – the expiration date of Fingerprint is entered in this field. The Professional Provider can also click on the calendar icon to select the date.
- Total Hours – This is the total hours per week that the Professional Provider works in early intervention. It is the total of the hours per week the provider works on the contract.
- Last Updated By – This field auto-populates and is a read-only field that notes the name of the I-TEAMS user who updated this page last.
- Last Updated Date – This field auto-populates and is a read-only field that notes the date and time the update was done.

After the Professional Profile has been successfully created and the page has been refreshed, the provider will see the screen as shown above. This screen can also be accessed by clicking on the 'Manage Professional Provider' link on the left-hand navigation panel. Click on 'Select' to go back to the Profile page of the Professional Provider where the provider is able to edit and update their profile, and also will be able to indicate on which contracts they are available to work (See next image).

Here, the provider must select 'Add New Contract Information' and indicate (i) that they are available to work for a contract, and (2) the services they will provide. The following page loads when 'Add New Contract Information' is selected.


Home Page > Professional Providers > Manage Professional Provider

Manage Professional Providers

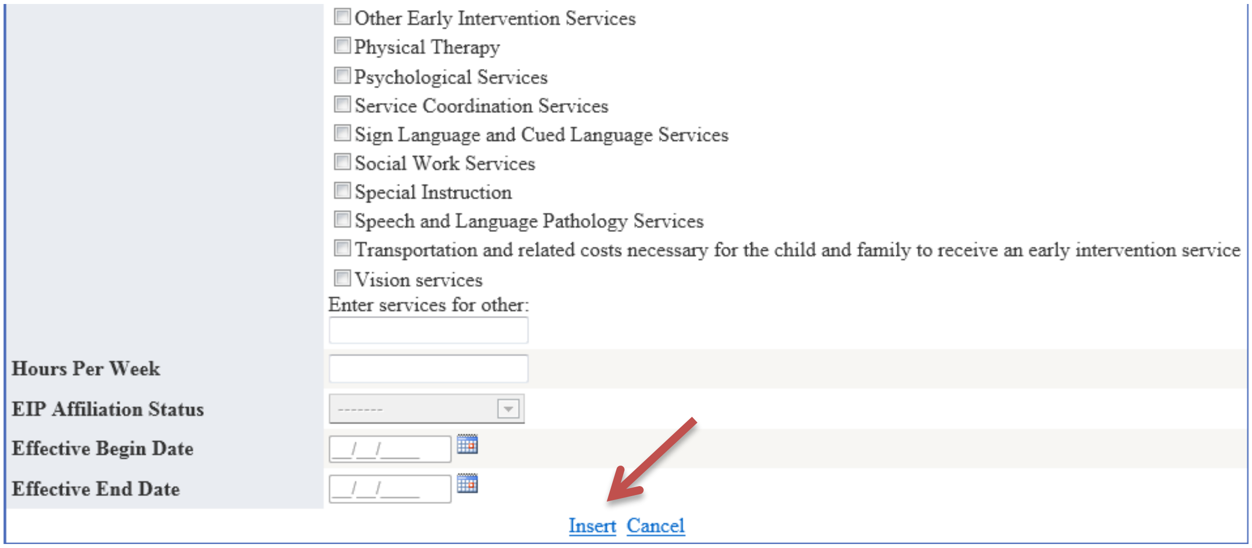
Profile | --Add New Contract Information--

Professional Information

Early Intervention Agency	------
Organization - Contract	---Please Select Item---
Primary Information	Yes — Please select a Primary Contract
Relationship to Organization	Employee
Subcontractor Name, if applicable	
EI Services Provided	☐ Assistive Technology Services ☐ Audiology Services ☐ Family Training, Counseling and Home Visits ☐ Health services necessary to enable the child to benefit from another early intervention service ☐ Medical services only for diagnostic or other evaluation purposes ☐ Nursing Services ☐ Nutrition Services ☐ Occupational Therapy

The Professional Provider must fill out the following fields:

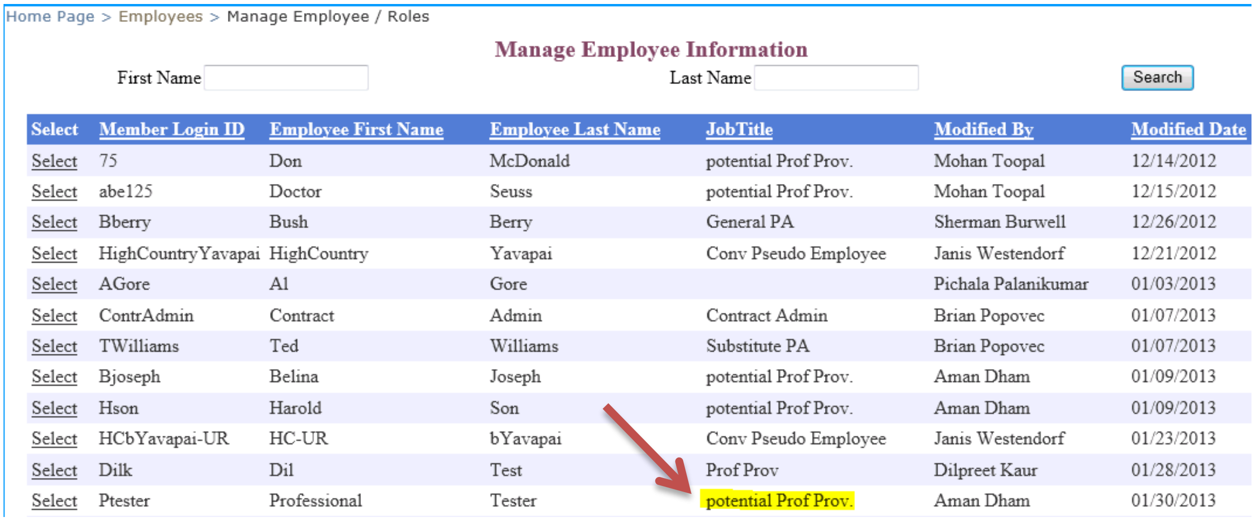
- Early Intervention Agency – For this field, the Professional Provider must choose the Agency for which s/he will be providing services (AzEIP, DDD and ASDB).
- *Note: ASDB Service Coordinators, Teachers of the Deaf/Hard of Hearing and Teachers of the Visually Impaired will select ASDB. While AzEIP Service Coordinators, Occupational Therapists, Physical Therapists, Developmental Specialist Instructionists, Speech-Language Pathologists, Social Workers, and Psychologists will choose AzEIP.*
- Organization - Contract – This provides the dropdown of contracts, from which the provider will select the one for which s/he wants to indicate availability.
- Primary Information – The provider indicates in this field if the contract information being entered is primary or not.
  Note: *A Professional Provider can only have one Primary contract.*
- Relationship to Organization – Provider selects from drop down what the relation of the provider is to the Organization (employee, subcontractor, other).
- Subcontractor Name, if applicable – If subcontractor is chosen from the drop down list above, the name of the subcontractor is noted in this field.
- EI Services Provided – The provider indicates all of the services that s/he wants to provide according to their education and qualifications.
  Note: *If the service you are providing is not one of the options on the list, 'Other Early Intervention Services' has to be selected, and the field box below must be completed with the service that is being provided.*



- Hours Per Week – This is a numeric field where the Professional Provider enters the number of hours that can be provided for this contract (on a weekly basis).
- EIP Affiliation Status – The provider selects pending, active and inactive
- Effective Begin Date – The provider enters the date that s/he can begin work
- Effective End Date – The provider enters the date when they end working in EI

Provider MUST click on 'Insert' to save and update the information, as shown in the previous image.

Once this process is complete, the Contract Admin for the contract indicated by the Professional Provider must log in, go to the 'Manage Employee Information' link on their account, and then they will see this Professional Provider as a 'Potential Professional Provider' (See next image).



Home Page > Employees > Manage Employee / Roles

Manage Employee Information

First Name Last Name Search

Select	Member Login ID	Employee First Name	Employee Last Name	JobTitle	Modified By	Modified Date
Select	75	Don	McDonald	potential Prof Prov.	Mohan Toopal	12/14/2012
Select	abe125	Doctor	Seuss	potential Prof Prov.	Mohan Toopal	12/15/2012
Select	Bberry	Bush	Berry	General PA	Sherman Burwell	12/26/2012
Select	HighCountryYavapai	HighCountry	Yavapai	Conv Pseudo Employee	Janis Westendorf	12/21/2012
Select	AGore	Al	Gore		Pichala Palanikumar	01/03/2013
Select	ContrAdmin	Contract	Admin	Contract Admin	Brian Popovec	01/07/2013
Select	TWilliams	Ted	Williams	Substitute PA	Brian Popovec	01/07/2013
Select	Bjoseph	Belina	Joseph	potential Prof Prov.	Aman Dham	01/09/2013
Select	Hson	Harold	Son	potential Prof Prov.	Aman Dham	01/09/2013
Select	HCbYavapai-UR	HC-UR	bYavapai	Conv Pseudo Employee	Janis Westendorf	01/23/2013
Select	Dilk	Dil	Test	Prof Prov	Dilpreet Kaur	01/28/2013
Select	Ptester	Professional	Tester	potential Prof Prov.	Aman Dham	01/30/2013

If the Contract Admin wants the Professional Provider to be able to work in their contract, s/he clicks on ‘Select’ next to the Professional Provider, and goes to the bottom of the page to add the person to their contract. After this, the Contract Admin may assign children to this Professional Provider on the ‘Assign/Change Team Members’ page so that the Professional Provider can login and see the children assigned to them on their home page.

If all of these steps are not successfully completed, the Professional Provider cannot be associated with an open IFSP. This will prevent the Professional Provider from being assigned to an IFSP, listed as providing services per an IFSP and prevent the contractor from generating any invoices related to services provided by the professional provider.