



MDPH EARLY INTERVENTION CERTIFICATION TRACKING FORM



A. Program Number and Name: Choose an item

Staff Name: NPI #:

Date of Hire: Hours per week: Discipline: Choose an item.

Attach copy of current license for any discipline licensed by the MA Division of Professional Licensure or Division of Health Professions Licensure Board. License # Exp. Date:

If a Speech/Language candidate is completing a Clinical Fellowship, submit a completed Supervised Professional Practice Plan

If applying for Provisional Certification in any discipline not licensed by the MA Division of Professional Licensure boards, attach copy of resume and transcripts.

Check below if applying for the following certification categories:

B. Full Early Intervention Specialist Certification CEIS #

C. Provisional Certification with Advanced Standing (PCAS) PCAS#

D. Limited Provisional Certification as a Specialty Service Provider *

***This certification does not authorize the recipient to function as an Early Intervention Service Coordinator**

DISPOSITION: (DPH ONLY)

Provisional Certification awarded Limited Provisional Certification awarded

Date awarded: Discipline: Choose an item

State code: Choose an item. Internal Code: Choose an item Credentials:

Does this person already hold Provisional Certification in the Massachusetts EI system? Yes No

If yes, name of program:

Is this person currently working in other programs? Yes No

If yes, total hours per week? List names of programs:

Additional documentation required. Please submit the following item(s):

Provisional Certification denied Limited Provisional Certification denied
(Applicant does not meet the credentialing requirements as stated in the current MDPH Early Intervention Operational Standard)

DPH Staff Signature Date:

Instructions for completion:

A Certification Tracking Form and all required documentation is submitted to DPH prior to date of hire for all newly hired and returning billable staff working at a certified EI program or Specialty Service Provider program (approved specialty service provider programs are located in the first drop down box in section A of the form). This is required for everyone who will be providing direct service to children and families in the MA EI system, regardless of the number of hours per week they work. Certification allows DPH to ensure:

1. That all EI services for children and families are provided by qualified and credentialed personnel.
2. That all services submitted for reimbursement to payers, commercial insurers, and Mass Health are being provided by fully credentialed individuals who meet the Early Intervention Operational Standards for personnel.

Processing time for Certification Tracking forms may take up to two weeks from the time the tracking form and all required documentation is received by DPH in a readable format. EI and SSP staff members may not provide direct service or bill for any EI service until certification status has been granted by the Department (per MDPH Operational Standards).

At the time of approval the signed Tracking Form will be returned to the program for their personnel file. Programs should have a system for filing and saving Tracking Forms. If the staff person is working as a Specialty Service Provider (SPP) at a specialty service program, the specialty service program should provide the local EI program with a copy of the Tracking Form when contracted services begin. EI programs should maintain a copy of the Tracking Form for their records; provisional certification, CEIS, PCAS, and Limited provisional certification. All personnel working a total of 20 hours or more per week will have three years from their date of hire to apply for full certification. Licensed Therapy Assistants and SSP's working in the MA EI system are exempted from this requirement.

*The credentials box in the disposition section is used by DPH to determine what credentials the wide variety of Specialty Service Providers we approve are. This information is documented and used in our internal staff database. This should not be confused with discipline, which is what programs should use when determining how a provider should bill for services. This box may also be filled out for those providers who hold dual disciplines. In those cases providers will be awarded provisional certification in a specific discipline with additional credentials in a secondary discipline. *

- A. Complete Section A with required documentation for all staff.
- B. If the candidate has been awarded full CEIS (Certified Early Intervention Specialist), check Section B. Please include a copy of the certificate as Certified Early Intervention Specialist.
- C. If the candidate has been awarded PCAS (Provisional Certification with Advanced Standing), check Section C. Please include a copy of the Certificate of Provisional Certification with Advance Standing
- D. If the candidate meets criteria to be a Specialty Service Provider check Section D. NOTE: An SSP who is working a total of 20 hours or more in Early Intervention programs will be required to participate in the mandatory DPH orientation within one year of hire and are exempt from completing full CEIS. If the individual wishes to become a service coordinator (defined by their role at the EI program) and obtain their CEIS the individual must take the required childhood courses required by the Massachusetts EI Operational Standards so they qualify as an EI discipline. If such applicants meet requirements in one of the recognized EI disciplines, they will be granted Provisional Certification in that discipline (e.g., a music therapist who has sufficient coursework to be approved as an LMHC or Specialty Service Provider who was sufficient coursework to be approved as a DS-d.)

TIPS:

- Refer to wording in the EI Operational Standards for credentialing requirements for all disciplines.
- If sending professional license, be sure it is a Massachusetts license, is current and is as listed in the EI Operational Standards.
- Only send required documentation as noted on the tracking form – you may not need to send transcripts, résumé.
- Please use care when completing tracking form – Double check spelling of candidate's full name. If incorrect, we may not be able to locate her/him in personnel data base. If candidate is licensed, the spelling of the name on the tracking form must be the same on as the license.
- Whenever possible, scan all necessary documentation (transcripts, résumé, and license) and attach to email along with the tracking form. Do NOT scan the tracking form, fill it out as a Word document.
- Transcripts do not have to be official but MUST:
 1. Be legible.
 2. Contain name of institution AND name of candidate (do not hand-write these in).
 3. Contain date and degree conferred.
- If the last name on the persons transcripts is different than the name on the tracking form please reference name change from _____ to _____ in the email when making a tracking form request.
- If the candidate graduated from outside the 50 United States, you must submit an equivalency per a service from an educational translation service
- When interviewing for Developmental Specialist request ALL transcripts, including Associates degrees. ⇒ The experience grid is now required for all potential Developmental Specialists.
- When submitting forms for all Non-licensed mental health disciplines resume and transcripts must be submitted.
- If an independent specialty service provider (someone not working at an approved specialty service provider program) is contracted to work with a family by an EI program, it is that EI programs responsibility to submit a tracking form for that individual provider.
- BCBA and BCaBA positions, can only bill as a paraprofessional until licensed.
- Staff that meet requirements in more than one discipline will be awarded provisional certification in a primary discipline and will hold the credentials needed to meet as a second discipline. These providers can and should identify as both disciplines when working with families, making sure that all families are aware of both disciplines present. When conducting services that require the use of a multidisciplinary team, a discipline different from the two that the dual discipline provider holds must be present.