Instructions for completing the Kentucky Early Intervention System Enrollment Application RF 6A

General Information

A. Agency Identification

Enter basic information about the agency.

Indicate if the agency administrator or the billing contact provides early intervention services. If the answer is yes, they must be listed on page 3 of the application.

All agencies must register with the Kentucky Secretary of State office. The link to the online business registration is https://secure.kentucky.gov/sos/ftbr/welcome.aspx.

Zip code: must include the complete zip code (5 digits + the 4 digit extension). The 4 digit extension can be found at https://tolls.usps.com/go/ZipLookupAction!input.action.

All agencies must have established a referral phone number. This is the number that will be used by the POE to make referrals to the agency.

A National Provider Identifier (NPI#) for the agency and each individual working with the agency is required. A NPI # can be obtained through https://nppes.cms.hhs.gov/NPPES/Welcome.do. A copy of the agency and each provider's NPI registry must be attached to the application.
*Please note: when obtaining a NPI# for a Developmental Interventionist, search under the Respiratory, Developmental Rehabilitative and Restorative Service Provider and enter as a Developmental Therapist (code 222Q00000X).

A federal Employer ID Number (also known as an EIN or Tax ID#) is required. The application to obtain an EIN can be found at http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Employer-ID-Numbers-EINs. A copy of the IRS letter or email for the Federal Tax ID Number must be attached to the application.

B. Subcontracting

An agency can hire employees or subcontractors to provide early intervention services. Subcontracting is permissible under KEIS only with prior written approval from the State Lead Agency. A master copy of the agency's subcontract must be attached to this application for approval (do not send individual contracts).

If a provider subcontracts with an agency that is contracted with KEIS, they cannot independently contract with KEIS. (A provider can only have one contract under KEIS)

C. Insurance

The Kentucky Early Intervention System is the payor of last resort for early intervention services. With parental consent, providers are required to bill a family's insurance before billing KEIS for services. If the

agency is not currently in-network with the insurance company, the agency will be required to obtain in-network status.

TIBS is the Kentucky Early Intervention System's online insurance billing system. Please indicate if the agency is enrolled in TIBS.

Certification

Please be sure to read and sign the application.

Service Provider Detail (page 3)

This page must be included with the signed application and must list all employees or subcontractors who will have access to TOTS (billing, administration and ongoing service providers). Adding new staff is not permitted with renewal paperwork.

Please indicate if the provider is an employee of the agency or a subcontractor.

Each provider with the agency must have a unique and functioning email address. Public school emails will not be accepted.

Each provider with the agency must have a NPI# that is different from the agency NPI#. Billing staff and administrative staff NPI# will be entered in TOTS as 0000000000.

Indicate the service provider type (OT, PT, DI, SLP, PLE, LMFT, etc).

Provider's cell phone is optional. Please note that all agencies must have a referral phone line. Point of Entry staff will only use the referral phone line to distribute referrals to any provider within the agency.

Attachments Needed

A copy of the agency NPI registry along with each provider's NPI registry that shows the NPI# and taxonomy code.

A copy of IRS Letter or email for Federal Tax Identification Number.

A copy of each provider's current Kentucky professional license or certification. The copy of the licensure must show an expiration date.

A copy of the agency's professional liability insurance that shows an effective date and expiration date.

A copy of the agency's subcontract (provide only if the agency has subcontractors).

**Incomplete applications will not be processed until all required information has been provided.