

Glossary of Terms

Enrollment Application Form: The form first used to initiate the enrollment process.

Enrollment: The process needed to be eligible to receive authorizations and reimbursement for services provided through the First Steps Program.

Initial enrollment date: The date used for the **first** data entry of enrollment in First Steps and date from which two-year countdown towards credentialing begins.

Central Reimbursement Office (CRO): Name given to the project from which First Steps handles payment for services. (billing issues handled through 1-866-339-9595 opt #1)

Systems Point of Entry: (S.P.O.E.): Central location of county or group of counties that provide contact point for determination of eligibility for children residing in that county area.

Orientation: Workshop or self-study with background history of First Steps / it's process and philosophy. Is a portion of what will be required for the completion of total enrollment, but does not establish eligibility for reimbursement or authorizations in and of itself. (Training handled through the UTS office 1-800-887-1467)

Credential: State required process to document knowledge of Early Intervention services to be completed within a two year period after initial enrollment date or sooner if points are already in place.

Continual Professional Development: (re-credential) After initial Credential date you are required to annually gain and document continued knowledge within your service discipline area.

Matrix: Three page form completed by each enrolled provider to give information regarding themselves for the families to look at and make a choice for a service provided for their child. This is a part of the enrollment process, but in and of itself does not complete an enrollment or allow for authorization or reimbursement.