

## WHAT'S NEW/WHAT'S DIFFERENT UNDER THE 2018-19 N.C. ITP PROVIDER AGREEMENT

### *Responsibilities of the CDSA*

What Was	What Has Changed
<p>1. The N.C. ITP retains the right to monitor all Service Providers. Such monitoring may take place in a variety of ways, including but not limited to: review of notes, billing, family pay records and other receipts for services, direct observation of service provision, and review of licensure and/or certification.</p>	<p>1. The CDSA shall give Service Providers <b>three (3) business days' notice prior</b> to conducting an on-site visit. Service Providers shall provide requested documentation to support licensure or certification pursuant to this Agreement, as well procedures and policies for billing and collecting family fees, proof of insurance, criminal background verification, or any other reasonable request, including but not limited to financial records needed by the Office of Inspector General ("OIG"), the Office of the Attorney General, the North Carolina State Auditor or the North Carolina Early Intervention Branch staff.</p>
<p>2. The CDSA may terminate this Contract without cause by giving 30 days written notice to the Contractor.</p>	<p>2. The CDSA may terminate this Agreement without cause by giving 30 days written notice to the Service Provider. The CDSA may remove an employee/subcontractor of the Service Provider Agency from the Service Provider Roster for failing to fulfill obligations under this Agreement without terminating the Agreement with the Service Provider Agency.</p>

### *Responsibilities of the Service Provider*

What Was	What Has Changed
<p>3. Service Provider Agencies sign all required forms accompanying Provider Agreement; review and signature by Service Provider Agencies' employees/contractors not required for any documents.</p>	<p>3. All Service Provider Agencies shall provide and review the "North Carolina Infant-Toddler Program Requirements for Service Provider Agency Employees/Subcontractors" with all agency employees/subcontractors. This document must be signed by both the service provider agency employee/subcontractor and supervisor and submitted to the CDSA prior to the provision of any N.C. ITP services.</p>
<p>4. Service Providers shall make available any and all records generated by the provider for any infant, toddler or family served in the N.C. ITP program upon request.</p>	<p>4. Service Providers shall make available, within <b>ten (10) business days of a request from the CDSA</b> or any N.C. ITP staff, any and all records generated by the provider for any infant, toddler, or family served in the N.C. ITP Program.</p>
<p>5. Providers shall submit progress notes to the CDSA <b>the tenth (10<sup>th</sup>) day</b> of the following month.</p>	<p>5. Providers shall submit progress notes and/or monthly summaries to the CDSA no later than the <b>fifteenth (15<sup>th</sup>) day</b> of the following month.</p>
<p>6. Service Providers <b>must conduct and submit copies</b> of criminal record investigations prior to the provision of any direct early intervention services. Independent practitioners who enroll as a Service Provider (i.e., individuals who enroll as providers) shall submit documentation evidencing that there is no history of any offense by means of submitting a current (within 6 months) North Carolina statewide criminal record check.</p>	<p>6. Following the completion of the background check, the provider agency must sign, have notarized, and submit the Verification of Acceptable Criminal Record Check form found in Appendix A of Attachment 1 and retain copies of criminal record investigation reports at the agency prior to the provision of any direct early intervention services.</p> <p>Independent practitioners who enroll as a Service Provider (i.e., individuals who enroll as providers) <b>and agency owners who provide direct services</b>, shall submit a current (i.e. obtained within 6 months) North Carolina statewide criminal record check report.</p>

<p>7. Any Service Provider that refuses to apply the same billing procedures to both public and private insurance entities, with parent consent, shall be referred to the appropriate entity for consideration of further appropriate action, which may include legal action.</p>	<p>7. Any Service Provider that refuses to apply the same billing procedures to both public and private insurance entities, with parent consent, shall be referred to the appropriate entity for consideration of further appropriate action, which may include legal action. <b>Failure to accept public and private insurance clients may be cause for termination of this Provider Agreement.</b></p>
<p>8. Services on an IFSP shall not be <b>modified</b> except through the CDSA’s Early Intervention Service Coordinator (“EISC”) and through an appropriately scheduled IFSP review meeting that includes the family and other appropriate members of the IFSP Team.</p>	<p>8. Services on an IFSP shall not be <b>modified or ended</b> except through the CDSA’s Service Coordinator and through an IFSP review meeting that is scheduled with appropriate prior notice and includes the family and other appropriate members of the IFSP Team.</p>
<p>9. All Service Providers shall participate in at least one (1) provider meeting, training, or CDSA activity per year. I understand that a CEO’s attendance alone, unless directly providing services, is not sufficient if there are other employees or subcontractors who are providing direct services to infants, toddlers and families enrolled in the N.C. ITP.</p>	<p>9. Meet with each CDSA with whom they have an agreement at least once per year if requested by the CDSA Director.</p>
<p>10. If a Service Provider requests any changes (e.g., services provided, staff, areas of service), the Provider must submit a Change Request Form (Attachment 4) to the CDSA for each time a change is needed.</p>	<p>10. A Change Request Form found in Appendix A of Attachment 1 must be submitted to the CDSA <b>detailing any changes</b> to the service provider roster or any agency details.</p>
<p>11. Not previously addressed.</p>	<p>11. Conflict of Interest Policy Acknowledgement is applicable for all service provider agencies unless agency is a government entity.</p>