

WELCOME EMAIL

We are very excited that you are now a credentialed and added provider with RMHS!



Who is who?

- **Therapy Manager:** [Danielle Castle \(SLP\)](#) – Oversees our in-house clinical team and all subcontractor operations. Reach out if wanting to add providers to your contract, if there are business operational issues, major concerns, etc. Please also reach out to regarding AT and AAC questions. (TM can assist with some billing questions).
- **EI Support Specialist:** [Lisa Abrams \(OT\)](#) – Also here for subcontractor support with IFSP development, opportunities for training and observations, help with referral pickups, transdisciplinary teaming, primary service provider and role expansion questions, etc.
- **Other billing, contracts, and credentialing contacts are all found on the [website](#). Just scroll to the bottom to the [+ contact information](#) section !**

Resources and Quick Links:

1. There are many links to resources on the [EI provider page](#) and in the **manual** which is always up to date on the website – find it by scrolling to the section of [this page](#) called “Information for Early Intervention Providers” and then clicking the button: **EI PROVIDER AND INVOICE MANUAL**
2. **TRANS TEAMING:** You can read more about our transdisciplinary teaming in the EI Provider Manual. Please reach out to [Lisa Abrams](#) if you would like to know more and join one. This is highly encouraged!
3. Refer to EICO’s “EI Training and Technical Assistance Catalog” ([click here](#)) and navigate through the tabs to “Provider Resources” (This is all found on the [EICO website](#) in the “Training & TA” section).
4. EICO’s “Training & TA” section on the [EICO website](#) also includes information about the TEAM EI Colorado Workgroup which is a state initiative to move us more in line with a Primary Provider Service Approach as well as Teaming.

REFERRALS:

**Note: Some providers (i.e., vision, hearing) may receive referrals differently so please talk with your agency about how you'll be receiving referrals.*

- Referral spreadsheets come through a secure email via mimecast. This goes directly to independent solo contractors, or to the main agency email for your organization.
- The spreadsheet comes out in 2 ways.
 - **1:** One spreadsheet has families that were JUST evaluated and need their initial IFSP developed. This is the first meeting with the family and SC. The team (SC, clinician, and family) goes through the SAFER (rating of daily routines), global outcomes, decision tree, and develops the outcomes. Do you need more learning/training support with this part of EI? Reach out to Lisa! It is wonderful for families when the provider at the IFSP can continue with the family as their most likely provider (fewer touch points!) but we know that sometimes that doesn't work out. If that provider does not continue on as the ongoing provider, that family goes on our referral spreadsheet of families needing services.
 - **2:** The main referral spreadsheet includes families who already have their IFSP developed and are needing YOU to start services ASAP! You can filter the spreadsheet per discipline, zip code, etc. Directions on how to respond to that email for referral pickup are in the referral email.

NOTE: These spreadsheets come out on different days. If you have any questions about referrals, please reach out to us and/or our EI Provider Referral email.

- **Receiving Referral Spreadsheet:**
 - If you are an independent contractor, the referrals will be coming to your email, or the referral email you've given us.
 - If you work for an agency, the referral spreadsheet will be going to that established referral email for your agency and might not come directly to you.
- **If referral emails (or anything) ever needs to change, let us know! Please contact us and complete an agency or practitioner change forms [from the website](#) when changes occur (found in the [+Application Forms...](#) section)**
- For information on mimecast, see here:
 1. *Here is the link to set up your Mimecast Account.*
 2. [Mimecast User Guide – Rocky Mountain Human Services \(zendesk.com\)](#)

Trainings, Office Hours, and VIDEOS:

1. Review the section called [+EI Resources and Global Outcomes](#) including the EI Provider Expectation Document. Lisa Abrams (Support Specialist) can review this with you over a quick phone call.
2. **TAKE A LOOK** at the [office hours and training videos](#) we have [on the website](#) in the [+Videos](#) section. **The password is: e@rlyintervention99457**
3. Billing resources are also found [on the website](#) under [+Billing Resources](#)

Pease reach out to us, our Referral Coordinators, and billing at RMHS if you have any clinical/referral/billing questions!

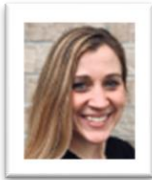
- Referrals: EI Provider Referral EI-Provider-Referral@rmhumanservices.org
- Billing: Billing Questions billingquestions@rmhumanservices.org
- Clinical / Processes – Therapy Manager: Danielle Castle
dcastle@rmhumanservices.org; OR DBH Mailbox DBH@rmhumanservices.org

GET YOUR UPDATES!

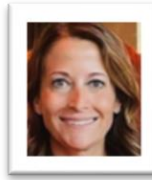
PLEASE SIGN UP FOR OUR NEWSLETTER AND LET US KNOW WHICH EMAIL YOU'D LIKE US TO USE TO GET UPDATES. *(FYI-Typically for agencies, we send the newsletter to one main email and then that administrator would email to all the RMHS EI providers on the team)*

- Use the following link to subscribe to the future newsletters: [Rocky Mountain Human Services \(list-manage.com\)](https://list-manage.com).

We so look forward to working with you.. and you helping us support our amazing Denver families! Thank you!



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