

WELCOME EMAIL

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



Who is who?

- **Program Management & Clinical Oversight:** With Danielle Castle transitioning out of her role as Program Manager, program oversight and support will be collaboratively maintained. Lisa Abrams (program support specialist) will assume many of the day-to-day responsibilities, including subcontractor support, clinical guidance, and operational coordination.
- Additional program management support will be provided by Lindsay Kuznicki (E.I. Program Manager) and Gabby Dulanto (DES Program Manager) as needed.
- **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 (see more information on this below). 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, please navigate to the [provider section of the website](#) and navigate to the buttons for "Mimecast Secure Message Portal" to login and "Mimecast User Guide" for information.
 - Please note: Receiving a secure email from someone at RMHS will trigger you to setup your Mimecast account. If you need a secure email sent to you, please contact [Lisa Abrams](#).

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 –Program Support Specialist: Lisa Abrams-labrums@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 \(list-manage.com\)](#).

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



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