

Steps to become a Service Provider with Imagine!

ASD Program in Family Services

NOTE: Imagine!'s fiscal year runs from July 1 to June 30. Contracts are renewed each June for the upcoming fiscal year. Provider applications must be submitted by March 1 to be processed for the current fiscal year. Applications received after March 1 will be held for the next fiscal year.

Step 1

A provider must be requested by a family enrolled in the ASD program to be considered a candidate for the contract process. Please complete the online Provider Application form at:

<http://www.imaginecolorado.org/services-provider-app>

Please complete the entire 2 page form (generally Type 1 or 2):

- Be sure to attach Resume or CV when you email the completed form to Imagine!'s Contract Administrator, Kit Peiffer.
- You will be contacted by the ASD Program Coordinator for additional information regarding:
 - Name of the family requesting your services;
 - Credentials and education;
 - Experience serving individuals with intellectual and developmental disabilities for ages 3-22;
 - Languages spoken;
 - Cities where you work;
- Brief description of each service to be offered to Imagine! families. Please note: each service offered must be itemized in order to be listed on the web store; Rate per hour or ½ hour for each service provided.

Step 2

Upon review, an Imagine! contract packet is mailed to the provider. This step requires the following information:

- Signed Contract, including all applicable exhibits and completed HIPAA addendum;
- Completed W-9 with Employer Identification Number (EIN) & proof of business registration with CO Secretary of State:

<http://www.sos.state.co.us/pubs/business/businessHome.html?menuheaders=2>

- Imagine! Exhibit 1 - "Services to be performed";
- Pinnacol "Declaration of Independent Contractor Status" Form or Worker's Compensation Insurance - current certificate;
- Central Registry of Child Protection Form;
- Release Authorization for criminal background check;
- Proof of General Liability and Professional Liability Insurance (Current Certificate of Insurance) in the amounts of \$1,000,000 for each;
- If Applicable, for vehicles used to transport clients, submit proof of *Automobile Liability Insurance* with a minimum combined single limit of \$1,000,000 for each accident for any **company** vehicle or minimum liability insurance coverage of \$300,000 per accident for any **personal** vehicle;
- Copy of Licensure or Professional Certification (Current license);
- 2 Letters of Recommendation;
- See also: http://www.imaginecolorado.org/PDFs/PROVIDER_PROCESS/ProviderAssurances.pdf

Step 3

Upon successful completion of Imagine!'s contract process, the provider receives a welcome letter outlining:

- Service Authorizations
- Billing procedures
- Submission of progress notes & recommendations to the family

<http://www.imaginecolorado.org/ASD>