

# Steps to become a Service Provider with Imagine!

## ASD & BCI Programs 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 ASD or BCI 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 applicable Program Coordinator(s) – ASD Program or BCI Program for additional information regarding:
- Name of the family requesting your services;
- Credentials and education;
- Experience serving individuals with developmental disabilities in these age groups – ASD ages 3-22, BCI ages 18 and above
- 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 1/2 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://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 **for ASD only**;
- 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; and Privacy Insurance
- 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](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.imaginefamilyservices.org>