



# Jacquie Hoffman

Admin Team  
Early Intervention

**Title:**

*Admin Team: EI*

**Start date of employment:**

*February 25, 2019*

**What do you handle in EI Admin:**

*I do scanning and electronic filing.*

**Contact me if:**

*you have a query on e-files.*

**Contact info and preference:**

*jhoffman@imaginecolorado.org*

**Regular work day:**

*8am – 1pm M-T.*

**Your favorite pass time/hobby/reading material/skills:**

*Being with friends or family, playing cards, reading, movies.*

**Given the choice of being anywhere in the world, where would you be?:**

*Home.*



# Patti Showman

Admin Team  
Administrative Assistant II

**Title:**

*Admin Team: Administrative Assisant II*

**Start date of employment:**

*February 8, 2016*

**What do you handle in EI Admin:**

*I am the main contact for the monthly EI Billing, which runs from the 1st until about the 10th. I process all of the emails that come in from each provider, and I get them ready to be processed for the Business Office. If there are any problems with the content of the billing, I will email the provider to get the correct answers so that their billing can be processed. I also process all of the service authorizations for the IFSP Reviews, Annuals, Parent Coaching/Travel, Non-Reimbursed Medicaid, & Teaming. I also keep track of the all of MOA's and DOE's that come in for the month so that they can be attached to the billing and processed when it's billing time again. I also keep track of the Trust Fund kiddos, make sure they have 45 visits and keep track of all the funds that are sent from the State for the Trust Fund. I also do the 1st and 2nd Referral Status Updates and either email them or fax them to the provider who has sent the referral.*

**Contact me if:**

*billing questions; email me for setting up the Non-Reimbursed Medicaid for your kiddo, Teaming needs to come through funding (and have 2 providers), and Parent Coaching/Travel needs to be requested via email as well.*

**Contact info and preference:**

*Email: Pshowman@imaginecolorado.org; Telephone: 720-274-5451.*

**Regular work day:**

*8:30 to 2:30.*

**Describe the special skills you bring to EI Admin:**

*Organization, follow through on everything that I take on, and pride in what I do. I represent Imagine! and strive to do a great job every day for our kiddos.*

**Your favorite pass time/hobby/reading material/skills:**

*Reading, singing, playing the piano and organ*

**Given the choice of being anywhere in the world, where would you be?:**

*Right where I am, I have a very blessed life and wouldn't change it for anything.*



## Amy Montanari

Admin Team  
Data Specialist

**Title:**

*Admin Team: Data Specialist*

**Start date of employment:**

*October 23, 2017*

**What do you handle in EI Admin:**

*I do billing, scanning, and archiving. I also assist with data entry in both Unicorn and Imagine! internal databases, including service authorizations.*

**Contact me if:**

*you have a query on.... a service authorization for EI services or need to return a vendor insurance sheet to the admin team.*

**Contact info and preference:**

*My email is amontanari@imaginecolorado.org. I prefer email communication so that I can research provider requests in our Imagine! database. My direct line is 720-274-5441.*

**Regular work day:**

*I typically work Monday through Friday 8:00am-4:00pm.*

**Describe the special skills you bring to EI Admin:**

*I worked in education for over 8 years prior to coming to Imagine! I support Early Intervention and the long lasting results that it has for children and families.*

**Your favorite pass time/hobby/reading material/skills:**

*I love watching football and basketball.*

**Given the choice of being anywhere in the world, where would you be?:**

*My husband and I traveled to Italy for our honeymoon, and I would love to go back and further explore the country.*



## So Rosenblum

Admin Team  
Lead Data Specialist

**Title:**

*Admin Team: Lead Data Specialist*

**Start date of employment:**

*August 15, 2011*

**What do you handle in EI Admin:**

*I do billing, service authorizations and vendor insurance sheets*

**Contact me if:**

*you have questions on billing or service authorizations.*

**Contact info and preference:**

*e-mail: srosenblum@imaginecolorado.org*

**Regular work day:**

*8:30am-4:30pm M-F.*

**Describe the special skills you bring to EI Admin:**

*detail oriented, diligent, a team player.*

**Your favorite pass time/hobby/reading material/skills:**

*hiking, card making.*

**Given the choice of being anywhere in the world, where would you be?:**

*I love living in Colorado, but would love to explore other parts of the world, such as Australia, Japan & Israel.*



## Ally Joel

Early Intervention  
Service Coordination Supervisor

**Title:**

*Service Coordination Supervisor*

**Start date of employment:**

*August 4, 2011*

**What do you handle in EI Admin:**

*I supervise the administrative team and carry a caseload as a service coordinator.*

**Contact me if:**

*you have questions regarding program funding, or if you'd like to provide feedback to our program.*

**Contact info and preference:**

*Office Line: 303-457-5687,  
Email: ajoel@imaginecolorado.org*

**Regular work day:**

*Monday-Friday 9am-5pm.*

**Describe the special skills you bring to EI Admin:**

*I bring an understanding of EI funding and overarching EI processes, as well as creativity in problem solving.*

**Your favorite pass time/hobby/reading material/skills:**

*I love to garden, hike, refurbish furniture, play music, dance and spend quality time with the people I love.*

**Given the choice of being anywhere in the world, where would you be?:**

*Given the choice, I would be in Thailand sitting in the sun near water, eating mango sticky rice.*



## Morgan Slaski

Admin Team  
Business Support I

**Title:**

*Admin Team: Business Support I*

**Start date of employment:**

*November 12, 2018*

**What do you handle in EI Admin:**

*Insurance verification for Dayspring/EI SCs, data entry, scanning, and assist with billing (specifically invoice/PN matching).*

**Contact me if:**

*you cannot get ahold of other admin members.*

**Contact info and preference:**

*Email mslaski@imaginecolorado.org*

**Regular work day:**

*avg 7:30 am – 4 pm M-T; 7 am – 2 pm F.*

**Describe the special skills you bring to EI Admin:**

*Attention to detail.*

**Your favorite pass time/hobby/reading material/skills:**

*Reading, mountains, good food, and baking new goodies!*

**Given the choice of being anywhere in the world, where would you be?:**

*Close to those who matter most.*