



Dear Child Care Partner,

To best comply with your program's policy around obtaining background checks and proof of liability insurance for individuals coming into centers, Indiana First Steps respectfully submits this letter as confirmation of its personnel requirements prior to enrollment and delivery of early intervention services to infants, toddlers, and their families.

First Steps is Indiana's early intervention program under Part C of the Individuals with Disabilities Education Act. The purpose of Part C is to provide a coordinated, comprehensive system of early intervention services for children under the age of three who are experiencing developmental delays or disabilities. Early intervention services are provided in collaboration with each child's family in the child's natural environment. Each state participating in Part C of the IDEA must establish a comprehensive system of personnel development as illustrated in the graphic below. This includes personnel standards—discipline specific knowledge, skills and competencies for the early intervention workforce—to ensure that persons providing early intervention services are appropriately and adequately prepared and trained. The State of Indiana's Division of Disability and Rehabilitative Services' Bureau of Child Development Services oversees and certifies the enrollment of individuals providing early intervention services.

To become a First Steps provider or service coordinator, individuals must:

- Obtain a limited criminal history check through the Indiana State Police;
- Provide proof of liability insurance policy with a minimum of \$250,000;
- Sign a provider or service coordinator agreement with the Division of Disability and Rehabilitative Services;
- Meet the entry level educational and licensure qualifications;
- Obtain a National Provider Identifier (service coordinators excluded); and
- Submit an enrollment application and any required supporting documentation as indicated.

To get an initial credential within the first year of enrollment, providers and service coordinators must:

First Steps State Administration

Bureau of Child Development Services
Division of Disability and Rehabilitative Services
Indiana Family and Social Services Administration

402 W. Washington St.
W453, MS-51
Indianapolis, IN 46204-2739

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- Take the trainings required for an initial credential described in the section on initial credential requirements;
- Comply with any first-year supervision requirements as applicable; and
- Submit an initial credential application and any required supporting documentation as indicated.

To renew a credential after the first year of enrollment, providers and service coordinators must:

- Complete annual professional development in accordance with the sections on credential renewal requirements and early intervention core competencies;
- Re-sign the provider or service coordinator agreement on an annual basis;
- Obtain a limited criminal history check through the Indiana State Police on an annual basis;
- Provide proof of liability insurance policy with a minimum of \$250,000;
- Comply with any ongoing supervision requirements as applicable; and
- Submit an annual credential form and any required supporting documentation as indicated on the form.

Indiana First Steps appreciates its partnership with your child care and looks forward to continuing to work together to assist children in learning and achieving developmental milestones.

Sincerely,

Christina M Commons

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