

# NORTH CAROLINA INFANT-TODDLER PROGRAM

## PROVIDER AGREEMENT FAQ

The answers to these *frequently asked questions* will provide helpful information and guidance to community service providers interested in becoming service providers to the children and families served by the N.C. ITP.

### **Q1. What is the purpose of the N.C. ITP Provider Agreement?**

The N.C. ITP Provider Agreement is a legally binding document that establishes the relationship between the N.C. ITP/Children's Developmental Services Agency (CDSA) and a service provider. The Provider Agreement is required to enable a provider to serve families with infants and toddlers through the N.C. ITP and requires providers to implement services as written in the Individualized Family Service Plan (IFSP). Providers who sign this document must comply with N.C. ITP policies and procedures and provide services that meet both federal regulations and state requirements. Policies related to the N.C. ITP can be found at: [bearly.nc.gov](http://bearly.nc.gov).

### **Q2. What are the steps to my becoming a N.C. ITP Provider?**

- a. Potential providers must complete and return the ITP Provider Application to the CDSA(s) for whom they wish to provide services. The application and local CDSA contact information can be obtained at: [bearly.nc.gov](http://bearly.nc.gov).
- b. The CDSA evaluates the applications to select qualified providers based on the information submitted.
- c. Potential providers will be notified of their application status by the CDSA within 30 days of application receipt.
- d. Selected providers will receive the Provider Agreement for completion.
- e. Provider Agreements are in effect for the fiscal year (July 1 – June 30) and renewed or resubmitted annually on July 1.

### **Q3. If I am accepted as a Provider for the N.C. ITP, what is the process to begin working with children and families in the N.C. ITP?**

Selected providers are eligible to receive referrals once they have enrolled in N.C. Medicaid. However, CDSAs may require additional local orientation.

**Q4. What type of orientation will be provided for N.C. ITP providers?**

Local CDSAs will provide an orientation for all providers which includes, but is not limited to, billing protocol specific to the ITP, documentation requirements, and confidentiality laws.

**Q5. Am I guaranteed to receive referrals when I become a provider for the N.C. ITP?**

The N.C. ITP services are individualized to the developmental needs of the children and families we serve. The choice of a specific service provider is made by the family. Therefore, we are unable to determine whether and how often we will need specific providers to serve our children and families.

**Q6. What are the steps I would need to follow if I decide I no longer want to be a N.C. ITP provider?**

You must provide at least 30 days' notice before terminating this agreement. If you provide services for more than one CDSA, you must inform all CDSAs when you plan to terminate your agreement.