

Chapter 13: Provider Qualifications in EarlySteps

Specialty	Qualifications	Verification Requirement	Supervision Requirement
Assistant Applied Behavior Analyst	Bachelor's Degree AND Certification as an Assistant ABA	Valid diploma or transcript indication award of diploma AND Documentation of supervision arrangement with supervisor's name/qualifications	Supervised by qualified Behavior Consultant enrolled in EarlySteps
Audiologist	Master's or Ph.D. in Audiology AND Licensed by the LA Board of Examiners for Speech-Language Pathology and Audiology	Valid Louisiana License in Audiology	None
Assistive Technology Equipment Provider	Licensed OT, PT, MD, SLP, Audiologist, or Durable Medical Equipment (DME) vendor	Valid Louisiana License Verification of enrollment as DME vendor	None
Behavior Consultant	Master's or PhD degree in human service field AND: <ul style="list-style-type: none"> Licensed by the Louisiana Behavior Analyst Board 	Transcript indicating achievement of graduate level degree in human service field AND Copy of Louisiana License	None
Counselor, Licensed Professional	Master's in Counseling or Marriage and Family Therapy AND Licensed by the Louisiana Licensed Professional Counselors Board of Examiners as either an LPC or LMFT	Valid Louisiana License as a Licensed Professional Counselor (LPC) OR Valid Louisiana License as a Licensed Marriage and Family Therapist (LMFT)	None
Counselor, School setting	Masters in School Counseling AND Certification by the Department of Education as a Counselor in a School Setting or Professional Counselor in a School Setting; must be employed by a local education agency	Transcript indicating achievement of Master's Degree AND Valid Louisiana DOE Certification in Counselor in School Setting AND Proof of employment by LEA	Employment by a Local Education Agency (LEA)
Dietitian	Bachelor's Degree in Dietetics or Nutrition with internship AND Licensed by the Louisiana Board of Examiners in Dietetics and Nutrition	Valid Louisiana License in Dietetics and Nutrition	None
Early Intervention	Master's degree in one of the	Personnel Documentation Requirement at	Supervision required by

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Consultant-SPOE	<p>following: early childhood education, child development, certification in non-categorical preschool or early intervention; occupational therapy, physical therapy; speech language pathology; nursing; psychology; social work; or Master's degree in education with Early Intervention Certificate</p> <p>AND</p> <p>3 years experience as an early intervention provider, working in a developmental service delivery model for early intervention with children ages birth to five with disabilities</p> <p>AND/or</p> <p>Employed or contracted by an EarlySteps System Point of Entry</p>	<p>SPOE:</p> <ul style="list-style-type: none"> • Application/resume • Driver's license • Proof of auto insurance • Diploma/Transcript • Verification of experience • Verification of EarlySteps training • Employment begin/end date(s) • Annual evaluations by supervisor • Salary documentation • Background Check 	employing/contract agency
Evaluation and Assessment Provider	<p>Master's Degree</p> <p>AND</p> <p>Educational Diagnostician Certification by the Louisiana Department of Education</p> <p>AND</p> <p>3 years experience evaluating children ages birth to five years</p> <p>OR</p> <p>Specialist meeting the personnel qualifications of Audiology, Behavior Consultant, Licensed Professional Counselor, Early Intervention Consultant, Registered Nurse, Occupational Therapy, Physical Therapy, Physician, Psychology, School Psychology, Social Work, Speech Language Pathology, Special Instructor, Special Instructor for Children with Sensory Impairments, Vision Specialist</p> <p>AND</p> <p>Completion of BDI-2 Training (or replacement evaluation tool) and Autism Screening Training</p>	<p>Copy of appropriate transcript/license</p> <p>AND</p> <p>Verification of BDI-2 training and Autism Screening Training</p>	None

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	Please note: assistant-level professionals are not qualified to enroll as Evaluation and Assessment Providers		
Foreign Language Interpreter	Statement of fluency in foreign language	Must be at least 18 years of age Proof of Identification AND Tax ID number	None
Interpreter for the deaf or hard of hearing	High School Diploma or GED AND Certification by and registered with the Commission for the Deaf Registry of Interpreters for the Deaf	Copy of diploma or GED certificate AND Valid Commission for the Deaf Certification as an Interpreter	None
Nurse, RN	Associate's or Bachelor's in Nursing OR, Diploma in Nursing from a Nurse Diploma Program AND License by the State Board of Registered Nursing	Valid Louisiana License in Registered Nursing	None
Occupational Therapist	Bachelors or Master's Degree in Occupational Therapy AND Licensed by the Louisiana Board of Examiners for Occupational Therapy	Valid Louisiana License in Occupational Therapy	None
Occupational Therapy, Certified Assistant (COTA)	Graduate of an Accredited Occupational Therapy Assistant Program AND Licensed by the Louisiana Board of Examiners of Occupational Therapy	Valid Louisiana License as a Certified Occupational Therapy Assistant Documentation of Supervision Arrangement with OT Supervisor from the Service Matrix, no independent enrollment as assistant Please note: COTA implements treatment plan developed by licensed OT Attends IFSP meetings to provide input May <i>not</i> participate in decision making at team meeting that results in changes to early intervention services May <i>not</i> enroll as or conduct evaluations and assessments	Supervision required by licensing board (including any updates not represented below) by supervisor knowledgeable about and enrolled in EarlySteps. Authorizations are issued to supervisor/licensed OT For "home health" settings—must practice under direction of licensed OT as follows: <ul style="list-style-type: none"> No less than 2 years prior experience in OT Supervisor has conducted an assessment of the client and established the goals and treatment plan Supervisor re-evaluates or

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			<p>treats the client no less than once every 2 weeks or every 6th session</p> <ul style="list-style-type: none"> • Face-to-face client care conference for each client no less frequently than once every 2 weeks. • Treatment provided by COTA is documented and signed by supervisor. <p>Requirements available at: www.lsbme.louisiana.gov</p>
Ophthalmologist	<p>Doctor of Medicine or Board Certified or Board eligible in Ophthalmology AND Licensed by Louisiana Board of Ophthalmology</p>	Valid Louisiana License in Ophthalmology	None
Optometrist	<p>Graduate of Approved School of Optometry (which is accredited by the Council of Optometric Education of the American Optometric Association and recommended to state board in Optometry as worthy of approval in Louisiana) AND Licensed by the Louisiana State Board of Optometry Examiners</p>	Valid Louisiana License in Optometry	None
Orientation and Mobility Specialists	<p>Bachelor's Degree in Orientation and Mobility Training AND Certification with the Academy for Certification of Vision Rehabilitation and Education Professionals OR Certification with the National Blindness Professional Certification Board (NOMC)</p>	<p>Transcript indicating Bachelor's in Orientation and Mobility Training AND Verification of Certification</p>	None
Physical Therapist	<p>Bachelor's, Master's, or Doctorate Degree in Physical Therapy AND Licensed by state Board of Physical Therapy Examiners</p>	Valid Louisiana License in Physical Therapy	None

Specialty	Qualifications	Verification Requirement	Supervision Requirement
Physical Therapist Assistant	Graduate of an Accredited Physical Therapy Assistant Program AND Licensed by state Board of Physical Therapy Examiners AND One year of work experience	Valid Louisiana License as a Physical Therapist Assistant Written supervision arrangement by physical therapy supervisor on the Service Matrix, no independent provider enrollment Letter from previous employer verifying employment dates of one year of work experience Please note: <ul style="list-style-type: none"> • Implements treatment plan (IFSP) developed by licensed PT • Attends IFSP meeting to provide input • May <i>not</i> participate in Eligibility Determination • May <i>not</i> Participate in decision-making at team meeting that results in changes to early intervention services • May <i>not</i> enroll as or perform evaluation and assessments 	Supervision required by licensing board (including any updates not represented below) by supervisor knowledgeable about and enrolled in EarlySteps. Authorizations are issued to supervisor/licensed PT Supervisor responsibilities-- In nursing/outpatient settings: <ul style="list-style-type: none"> • Supervisor must be on premises for at least ½ of the treatment hours provided by PTA • Evaluate and set up treatment plan for each patient prior to treatment • Be accessible (beeper/phone) within 25 miles and 30' travel time of facility • Assess final treatment and write discharge summary In home health/school settings: <ul style="list-style-type: none"> • Be readily accessible by beeper/phone • Evaluate and set up treatment plan on each client prior to treatment • Treat and assess on at least every 6th visit, not less than 1 x month • Conduct 1x week face-to-face conference with PTA to review and modify treatment plan • Assess final treatment and write discharge summary Information available at www.lptaboard.org
Physician	Doctor of Medicine and either Board Eligible or Board Certified in an appropriate medical specialty AND	Valid Louisiana License as a Physician	None

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	Licensed by the Louisiana Board of Medical Examiners as a Physician		
Psychologist	Doctorate in Psychology AND Licensed by the State Board of Examiners in Psychology	Valid Louisiana License in Psychology	None
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School Psychologist	Master's Degree or PhD in School Psychology AND Louisiana Department of Education Level A or Level B Certification in School Psychology OR Licensed Specialists in School Psychology under the authority of the Louisiana State Board of Examiners of Psychologists (LSBEP).	Transcript indicating achievement of Master's Degree in School Psychology AND Valid Louisiana Department of Education Level B Certification in School Psychology AND Proof of LEA employment	
Associate to a Psychologist (ATAP)	Master's Degree in Psychology AND Must be employed by a state agency (such as the Office for Citizens with Developmental Disabilities) which also employs and/or contracts with a licensed psychologist for required supervision. The licensed psychologist must also enroll as an EarlySteps provider.	Transcript indicating Master's Degree in Psychology AND Verification of employment with OCDD	
Intake Coordinator Supervisor	Bachelor's or Master's Degree in one of the following human service fields, from an field-specific accredited institution: <ul style="list-style-type: none"> • Social Work • Nursing (RN currently licensed—one year paid experience will substitute for degree) • Psychology • Education • Counseling 	Transcript indicating Bachelor's or Master's in Human Service Field as listed AND/OR License as appropriate to discipline AND Employment Documentation <ul style="list-style-type: none"> • Application/resume • Driver's license • Proof of auto insurance • Diploma/transcript • Employment begin/end dates verifying paid post-degree case 	SPOE Agency must provide required supervisor with activities documented according to EarlySteps and Medicaid requirements if supervisor also carries a caseload. Supervision meets requirements of DHH Health Standards: <ul style="list-style-type: none"> • Individual, face-to-face supervision at least 1 time per week for minimum of 1 hour

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	<ul style="list-style-type: none"> • Child life/family studies, child development • Family and Consumer sciences • Criminal Justice • Social services or sociology • Philosophy • Substance abuse • Vocational rehabilitation <p>OR Bachelor's degree in liberal arts or general studies with 16 hours on a field listed above.</p> <p>AND Two years of paid post-degree experience in providing case management services</p>	<ul style="list-style-type: none"> • management experience • Training verification according to EarlySteps and Medicaid requirements prior to case assignment • Annual evaluation by supervisor • Salary documentation • Background check 	<ul style="list-style-type: none"> • Face-to-face sessions with all case management staff to problem-solve, provide feedback and support • Sessions in which supervisor accompanies case manager are required <p>Review of at least 10% of each case manager's records conducted each month.</p>
Specialty	Qualifications	Verification Requirement	Supervision Requirement
Family Support Coordinator	<p>Bachelor's or Master's degree in a human services field, from a field-specific accredited institution including:</p> <ul style="list-style-type: none"> • Social Work • Nursing (RN currently licensed—one year paid experience will substitute for degree) • Psychology • Education • Counseling • Child life/family studies, child development • Family and consumer sciences • Social services or sociology • Philosophy • Substance abuse • Rehabilitation 	<p>Transcript indicating Bachelor's in Human Service Field as listed</p> <p>AND/OR License as appropriate to discipline</p> <p>AND Employment Documentation</p> <ul style="list-style-type: none"> • Application/resume • Driver's license • Proof of auto insurance • Diploma/transcript • Employment begin/end dates • Training verification according to EarlySteps and Medicaid requirements prior to case assignment • Annual evaluation by supervisor • Salary documentation • Background check 	<p>FSC Agency must provide required supervisor that meets qualifications with supervision activities documented according to EarlySteps and Medicaid requirements</p>

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	services/Vocational rehabilitation <ul style="list-style-type: none"> • Criminal Justice • Gerontology OR Bachelor's degree in liberal arts or general studies with 16 hours on a field listed above.		
Family Support Coordinator Supervisor	Bachelor's or Master's Degree in one of the following human service fields, from an field-specific accredited institution: <ul style="list-style-type: none"> • Social Work • Nursing (RN currently licensed—one year paid experience will substitute for degree) • Psychology • Education • Counseling • Child life/family studies, child development • Family and Consumer sciences • Criminal Justice • Gerontology • Social services or sociology • Philosophy • Substance abuse • Vocational rehabilitation/rehabilitation services OR Bachelor's degree in liberal arts or general studies with 16 hours on a field listed above. AND Two years of paid post-degree experience in providing case management services	Transcript indicating Bachelor's or Master's in Human Service Field as listed AND/OR License as appropriate to discipline AND Employment Documentation <ul style="list-style-type: none"> • Application/resume • Driver's license • Proof of auto insurance • Diploma/transcript • Employment begin/end dates verifying paid post-degree case management experience • Training verification according to EarlySteps and Medicaid requirements prior to case assignment • Annual evaluation by supervisor • Salary documentation • Background check 	FSC Agency must provide required supervisor with activities documented according to EarlySteps and Medicaid requirements if supervisor also carries a caseload.

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Social Worker	<p>Master's Degree in Social Work AND Licensed by the Louisiana Board of Social Work Examiners as a LMSW or LCSW OR Certified Social Worker (CSW) employed by an agency and working under supervision (Must pass exam after 3 years)</p>	<p>Valid Louisiana License in Social Work AND Transcript indicating graduate degree in Social Work License as LCSW—only SW license allowing independent enrollment. AND Proof of salaried employment (i.e., notarized letter from employer, W-2 forms, etc.) of an agency (LMSW) AND/OR Documentation of supervision arrangement with licensed social worker (LMSW) under a LCSW on Service Matrix</p> <p>GSW level:</p> <ul style="list-style-type: none"> • Must be employed by an agency • May perform practice activities allowable by license • May <i>not</i> enroll as Evaluation and Assessment provider or participate in eligibility determination • May <i>not</i> participate in decision-making at team meeting that results in changes to early intervention services. 	<p>Supervision required by licensing board by supervisor knowledgeable about and enrolled in EarlySteps-- at www.lasbswe.org for supervision requirements</p>

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Speech/Language Pathologist	<p>Master's Degree in Speech-Language Pathology or Communication Disorders AND Licensed by the Louisiana Board of Examiners for Speech-Language Pathology and Audiology</p>	<p>Valid Louisiana License in Speech Language Pathology</p>	<p>None</p>
Speech/Language Pathologist Assistant	<p>Bachelor's Degree in Speech/Language Pathology AND Licensed by the Louisiana Board of Examiners for Speech-Language</p>	<p>Valid License issued by the Louisiana Board of Examiners for Speech-Language Pathology and Audiology Documentation of Supervision arrangement</p>	<p>Supervision according to license requirements for provisional SLP, provisional/restricted SLP, (including any updates not represented below). Supervisor must be knowledgeable</p>

	Pathology and Audiology	<p>by licensed SLP on the Service Matrix in EarlySteps work setting, no independent enrollment</p> <p>Please note:</p> <ul style="list-style-type: none"> • May <i>not</i> participate in eligibility determination • May <i>not</i> participate in decision-making at a team meeting resulting in changes to early intervention services. • May <i>not</i> enroll as or provide evaluation and assessment. • May conduct hearing screening limited to pass/fail determination 	<p>about and enrolled as EarlySteps SLP. The supervisor and supervisee must maintain supervision records for a period of 3 years.</p> <p>Provisional/Restricted SLP</p> <ul style="list-style-type: none"> • Direct supervision of 16 hours annually • 8 hours of direct between diagnostics and management • Indirect supervision includes conferences, audio/video recordings, review of written records, staffing <p>SLP Assistant</p> <ul style="list-style-type: none"> • 1 clock hour of on-site, in-view supervision (allows live video and web cam) and • 1 clock hour of alternative methods each week. <p>Information available at www.lbespa.org</p>
Specialty	Qualifications	Verification Requirement	Supervision Requirement
Special Instructor	<p>Bachelor's or Master's degree AND Certification by the Louisiana Department of Education in at least one of the following:</p> <ul style="list-style-type: none"> ▪ Noncategorical Preschool ▪ Early Intervention ▪ Adapted Physical Education with add-on in Early Intervention ▪ Pre-K through 3 with add-on in Early Intervention 	<p>Transcript indicating achievement of Bachelor's or Master's Degree AND Valid Certification by the Louisiana Department of Education as listed</p>	None or as required by school system employer
Special Instructor for Children with Sensory Impairments	<p>Bachelor's or Master's degree AND Certification by the Louisiana Department of Education in at least one of the following:</p> <ul style="list-style-type: none"> • Visually Impaired • Hearing Impaired 	<p>Transcript indicating achievement of a Bachelor or Masters degree AND Valid Certification in Visually Impaired or Hearing Impaired</p>	None or as required by school system employer

Transportation Provider	Valid driver's license AND Proof of current liability insurance	Valid driver's license number with expiration date AND Copy of current insurance card indicating liability coverage	