As part of an established Recruitment Plan for our four county network of contracted providers, the Western Panhandle Early Steps Program requires a formal screening and interview process for all interested provider candidates. Please note that candidate interest and/or inquiry does not guarantee credentialing and Early Steps approval as a contracted provider. The contact person for candidate inquiries is Christy Nichols, Coach/Mentor & Provider Relations Liaison. The following includes a detailed description of the program’s recruitment and vetting process:

1. Candidate Inquiry:

* Phone Screening: To schedule a formal phone screening, please email Christy Nichols at [christy.nichols@ascension.org](mailto:christy.nichols@ascension.org).
* Following a phone screening, the candidate will submit a resume with references as well as schedule a face to face interview.

2) Candidate Interview & Notification of Determination to Proceed with Contract

3) Attestation Checklist Submission (candidates who receive determination of acceptance)

* Candidate completes credentialing requirements and submit Attestation Checklist documentation

4) Provider Credentialing & Early Steps Approval Notification

5) Three Hour Early Steps Orientation

6) Submission of Provider Agreement to Early Steps & Sacred Heart Health System

7) New Provider Medicaid and/or Third Party Insurance Enrollment (provider’s responsibility)

* Florida Medicaid Enrollment (therapy providers)
* Early Intervention Medicaid Enrollment (All providers)
* Managed Care Medicaid Plan Enrollment (All providers)
* Third Party Insurance Enrollment (therapy providers)

8) Unpaid In-Field Training (Estimated 2-4 weeks)

9) Two Hour Early Steps Billing Training & Vendor Application

10) Provider to begin receiving referrals from Early Steps