



## IMPACT Provider Readiness Checklist

This checklist identifies the steps providers need to complete before beginning the IMPACT enrollment process.

- Obtain a National Provider Identifier (NPI) and taxonomy, if required.
  - For information about obtaining an NPI click [HERE](#).
  - For more information about the NPI and a helpful pamphlet click [HERE](#).
  
- Confirm a certified W9 tax form is on file with the comptroller, if required.
  
- Renew your licensing and certifications, if required.
  
- Confirm your primary email is valid. For details, refer to the provider notice [HERE](#).
  
- Confirm your internet browser is supported. For details, refer to the provider notice [HERE](#).
  
- Review the [spreadsheet of IMPACT Provider Types, Specialties & Subspecialties](#) for information on requirements, including:
  - Your type of enrollment
  - License and certifications
  - Provider services, and applicable specialties and subspecialties
  
- Check with your funding agency/agencies for required supplemental enrollment documentation:
  - [DHS - Alcoholism and Substance Abuse](#)      [Department of Child and Family Services \(DCFS\)](#)
  - [DHS - Developmental Disabilities](#)      [Department on Aging \(IDoA\)](#)
  - [DHS - Mental Health](#)      [UIC Division of Specialized Care for Children \(DSCC\)](#)
  - [DHS - Rehabilitation Services](#)
  - [DHS - Early Intervention](#)
  
- Additional information can be found through these links:
  - [IMPACT Website](#)
  - [HFS Provider Notices](#)
  - [IMPACT Provider Enrollment FAQs](#)
  - [IMPACT Help Desk Contact Information](#)