

Pre-ETS Vendor Checklist:

Preparing for Pre-ETS

Authorizations & Claiming



Prior to Go-Live

Vendor Registration

- ☐ Add VR-CPS users who will be logging services, creating claims, pulling reports, etc.

NOTE: User types needed Vendor Super Users vs Vendor Sub Users

For existing vendors who have been using VR-CPS:

- ☐ Update Vendor Registration to provide "PE Services" **no later than Monday, February 2nd**.
 - Link: [Vendor Registration Training Video](#)

For new vendors who have not previously used VR-CPS:

- ☐ Email VRVendor@fssa.in.gov to request an account setup.

VR-CPS Training on PE Services in the System

- ☐ Ensure all system users attend training scheduled for late February.
- ☐ OR have staff view the recording of the Pre-ETS system training.

Pre-ETS Resources Section of VR-CPS

- ☐ Review the Pre-ETS manual.
- ☐ Review Pre-ETS forms.

Supporting Documentation in Pre-ETS Portal

- ☐ Download any supporting documentation that you as a provider need for any future audits/case files. **This must be completed prior to May 30, 2026.**

New Student Intake Timelines

- ☐ **After February 13th**, all new students must be entered into the Consumer Portal.
NOTE: these students will receive authorizations with a begin date of March 1st.
- ☐ **Before February 14th**, new students should be entered in the Pre-ETS Portal.
NOTE: On February 14th, the intake screen in the Pre-ETS portal will be read-only.

1st Month After Go-Live

Pre-ETS Service Logging:

- ☐ **Beginning March 1, 2026**, use VR-CPS to enter pre-claiming notes.
- ☐ **By March 13th**, all Pre-ETS activities provided prior to March 1, 2026 must be entered into the Pre-ETS portal.
NOTE: As of March 1, 2026, service entries in the Pre-ETS portal for services delivered after February 28th will be disallowed.

Authorizations

- ☐ Beginning March 2nd, run an **Outstanding Authorization** report to ensure that all participants that were receiving services prior to March 1st have an authorization in VR-CPS.
- ☐ Email VRVendor@fssa.in.gov on or after March 5th if you are missing authorizations.
- ☐ All invoices for services prior to March 1, 2026 must be submitted by March 31, 2026 (YVRC reviews must be completed as well as Youth Services Director approval prior to submission).
- ☐ Attend special office hours as needed to ask questions and get updates.

2nd Month After Go-Live

- ☐ At the beginning of April, create first monthly Pre-ETS claim(s) in VR-CPS.

NOTE: On April 1, 2026 all screens in Pre-ETS portal will be read-only / export

NOTE: After June 30, 2026 the Pre-ETS portal will no longer be available.