

Missouri Department of Elementary and Secondary Education

First Steps Provider Mileage

Guidance and Instructions



Effective July 1, 2011

I: First Steps Mileage Guidance

- A. **General Information:** First Steps provider mileage is paid when providing direct services to First Steps families. Mileage is paid **ONLY** for travel to/from the following First Steps activities:
- **Direct child/family services**
 - **Evaluation/assessment services** and
 - **IFSP meetings** provided in the **natural environment** (i.e., home, community setting or other family location).

Each provider mileage claim must correspond to an active service authorization for the provider and match a service delivery date for that authorization.

If a provider arrives for a visit and discovers that the family is not there (no-show), the provider is allowed to bill 1 unit (15 minutes) and mileage related to this visit.

It is expected that all mileage reimbursement will be submitted **within 60 days** of the date of service.

Providers are not required to utilize mileage reimbursement for First Steps visits; however, if a provider chooses to utilize mileage reimbursement, only providers maintaining the Daily Mileage Log and submitting the required Monthly Mileage Invoice will receive mileage reimbursement.

- B. **Daily Mileage Log:** As of **July 1, 2011**, the revised First Steps Provider Daily Mileage Log will be the preferred form for all First Steps providers to use in keeping track of their daily mileage. Providers may use other mileage tracking forms; however, any form used **must** have all of the information contained in the Provider Daily Mileage Log in order to be considered acceptable documentation to support a claim for reimbursement.

The Provider Daily Mileage Log (or similar format with all required information) must be completed for all miles claimed for First Steps visits. The Provider Daily Mileage Log is not automatically submitted to the CFO; however, the daily log **must** be maintained by the individual provider or the provider's agency and available upon request from the Central Finance Office (CFO) or Department of Elementary and Secondary Education (DESE). Logs should be filed by month and year and maintained for a period of five (5) years.

- C. **Monthly Mileage Invoice:** The Monthly Mileage Invoice is the only form submitted to the CFO for reimbursement. The Monthly Mileage Invoice should be completed and sent to the CFO at the end of each month. Only one invoice may be submitted per month, unless the invoice is a correction to a previously submitted invoice. If the invoice is from an agency, all First Steps visits from that agency are compiled into one monthly invoice.

Providers/agencies may verify their Daily Mileage Logs using MapQuest (www.mapquest.com) prior to submitting their Monthly Mileage Invoice to the CFO (see section E). If an alternate route was used due to a closed road or road construction, please note that information in the Trip Mileage column on the Daily Mileage Log.

It is recommended that the provider/agency maintain a copy of the Monthly Mileage Invoice forms for their records.

- D. **Travel Incentive:** For providers willing to drive 60+ miles in one direction to provide services to a child/family in the natural environment, First Steps offers a travel incentive that is equal to one hour of service. The 60+ miles must be from the provider's official starting point to the child/family's home.

The travel incentive is an authorization on an individual child's IFSP and entered into WebSPOE by the Service Coordinator. Providers are able to view the authorization and submit a claim for the dates they traveled 60+ miles in one direction to provide services to the child/family.

1. One travel incentive claimed per trip per day:

A trip is defined as providers leaving their official starting point, traveling more than 60 miles to see one or more First Steps families in the same area and return to their official starting point. Providers who see two or more children in one day (in the same area where all are 60+ miles away) should receive a travel incentive authorization for each child. Providers will not claim on multiple travel authorizations, they are entered in case one family cancels.

For example, a provider sees three children (Johnny, Joe and Sally) and their families all live 65 miles from the provider's official domicile. All three children will have an authorization for travel; however, provider only claims travel for the trip by billing on Sally's authorization.

2. More than one travel incentive claimed per trip per day:

Effective **July 1, 2011** - There are two instances when a trip may include multiple directions where each trip is 60+ miles. In these two instances described below, providers can claim more than one travel incentive in one day.

- **"Multiple Visits Trip"** – Providers leave their official starting point and travel 60+ miles to see one or more First Steps families and return to their official starting point. **Later in that same day**, providers leave their official starting point again and travel 60+ miles to see one or more different First Steps families. Then providers return to their official starting point.

For example, a provider visits the homes of Tommy and Sue in the same day. The provider leaves his home in the morning and travels 65 miles to conduct an evaluation

in Tommy's home. Provider returns to his or her home. Later that same day, the provider leaves his or her home again and travels 72 miles to conduct a home visit with Sue and returns to his or her home. This provider would be authorized for travel incentive for both Tommy and Sue and the provider can bill on both in the same day.

- "Stacked Visits Trip" – Providers leave their official starting point and travel 60+ miles to see one or more First Steps families in a particular area. **When leaving this area, providers travel 60+ miles further away from their official starting point** (providers are now approximately 120 miles from official starting point) and see one or more First Steps families in this additional area. Then the providers return to their official starting point.

For example, a provider visits the homes of Maria and Juan in the same day. The provider leaves his or her office and travels 78 miles to conduct an assessment in Maria's home. Provider leaves Maria's home and travels 61 miles further away from his or her starting point to conduct an assessment in Juan's home. Then the provider returns to his or her office, which is 139 miles from Juan's home. This provider would be authorized for travel incentive for both Maria and Juan and the provider can bill on both in the same day.

Travel incentive is reimbursed in addition to mileage. Remember, travel incentive is an authorization in WebSPOE and a claim must be submitted in order to receive payment. On the other hand, mileage reimbursement is recorded on the Daily Mileage Log and submitted to the CFO in the Monthly Mileage Invoice.

- E. **Monthly Mileage Audit:** Beginning **October 1, 2011**, all First Steps providers/agencies are subject to a monthly review of their Daily Mileage Logs.

The audit process and review will consist of:

- The CFO will randomly select up to 25 independent providers and/or agencies each month to review.
- If selected, the independent provider or agency will receive notification via mail that they are required to submit all Provider Daily Mileage Logs (or similar format with all required information) pertaining to a specific timeframe.
- Once selected, providers are given three (3) weeks to submit all necessary paperwork to the CFO. This will be the only opportunity for providers to submit paperwork for a mileage audit; therefore, the paperwork must be complete and accurate.
- The CFO will use MapQuest (www.mapquest.com) to verify the accuracy of a provider/agency's Daily Mileage Logs.

- The CFO will also verify that the mileage reported on the Provider Daily Mileage Logs corresponds to an appropriate authorization and date of claimed service.
- If any line of the mileage audit is failed, then the mileage reimbursement previously paid out to the provider for that individual trip will be immediately recovered from the provider's next scheduled Electronic Funds Transfer (EFT) payment.

II: Provider Mileage Forms Instructions

A. **Daily Mileage Log:** The following instructions correspond to the required fields on the First Steps Provider Daily Mileage Log:

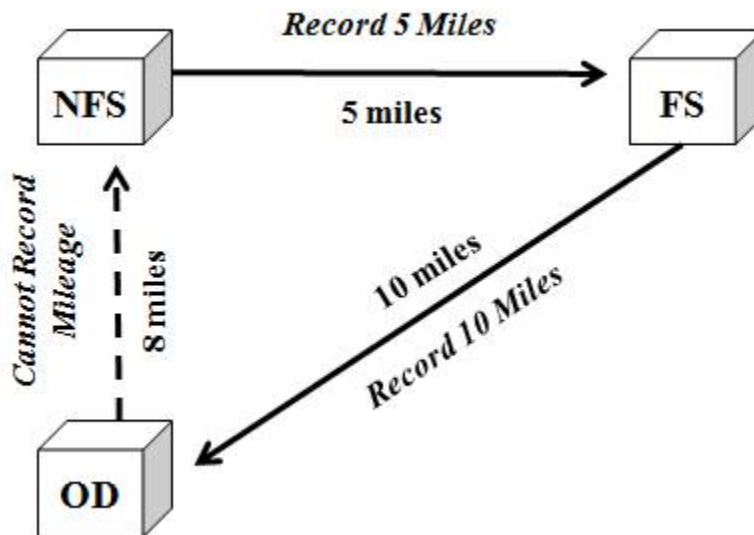
- **Provider Name:** Name of the provider providing the First Steps visits, not an agency name or representative.
- **Office Address:** The provider's daily starting point or official domicile.
- **Date of Service:** Date the service was provided to the child/family. This date must correspond to the date of service that has been billed on in the WebSPOE system.
- **Service Authorization #:** Authorization number for the service being provided on that trip.
- **Child Last Name:** Child's last name as it is listed in the child's record (i.e., WebSPOE).
- **Child First Name:** Child's first name as it is listed in the child's record (i.e., WebSPOE).
- **Discipline:** Provider's discipline
- **Service Provided:** Type of service being provided (i.e., direct child service or evaluation/assessment).
- **Start Address:** This column must be the location where the trip to provide First Steps services begins.
- **Destination Address:** This column refers to the location of the First Steps services.
- **Round Trip:** If the entry represents a round trip from the starting point to the destination and back to the starting point, place an (X) in this column.
- **Trip Mileage:** The actual miles traveled for this specific trip is entered into this column. This is NOT an estimated mileage number. Providers may calculate the mileage by using their vehicle's odometer or by using MapQuest Driving Directions at www.mapquest.com.
- **Total Miles:** The total mileage of all trips listed on the form is recorded here.

- **Provider Signature/Date:** The individual provider (NOT an agency representative) must sign and date the mileage log.

End of Day Mileage: Mileage to the provider’s home or to the official domicile from the last First Steps visit location is entered separately as “End of Day Mileage”. To report End of Day Mileage, the provider must complete the following columns: a) Date of Service; b) Child Last Name (which will be “End of Day Mileage”); c) Start Address; d) Destination Address; and e) Trip Mileage.

Mileage to/from Non-First Steps visits: If starting a trip from a Non-First Steps (NFS) location to a First Steps (FS) visit, a provider can record the mileage from the Non-First Steps location to the First Steps visit, as long as the distance does not exceed the number of miles from the last First Steps visit back to the provider’s official domicile (OD). See Diagram #1 for an example of this:

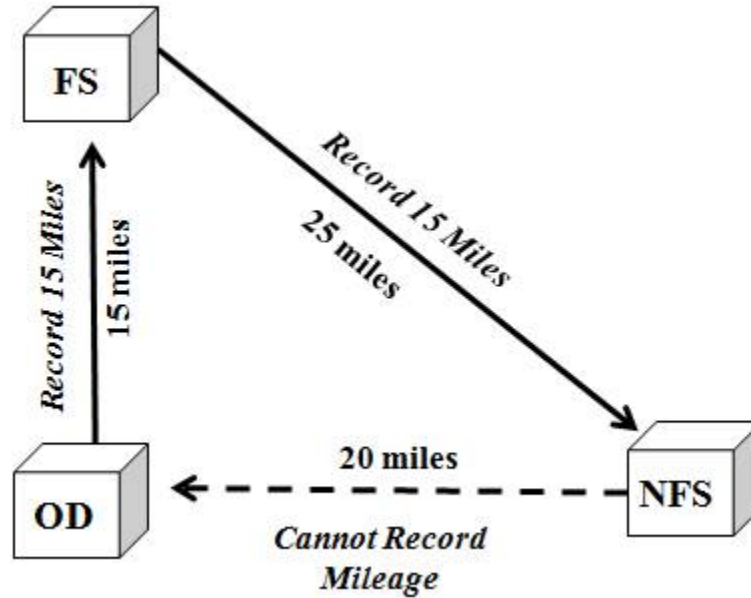
DIAGRAM #1



Mileage to/from Non-First Steps visits (continued):

This equation also applies when a provider leaves a First Steps (FS) visit and goes to a Non-First Steps (NFS) location. The provider can record the mileage from the First Steps visit to the Non-First Steps location, as long as the distance does not exceed the number of miles from the First Steps visit back to the provider's official domicile (OD) or the next First Steps visit. See Diagram #2 for an example of this:

DIAGRAM #2



A completed example of a First Steps Provider Daily Mileage Log is available on page 9.

First Steps Provider Daily Mileage Log (COMPLETED EXAMPLE)

All fields are required for mileage reimbursement.

Provider Name: Suzie Smith, Special Instructor/ABA Provider

Office Address: 1234 Main Street, Anytown, Missouri 63999

Date of Service	Service Authorization #	Child Last Name	Child First Name	Discipline	Service Provided	Start Address	Destination Address	Round Trip	Trip Mileage
1/31/11	A330012345-1	Auburn	Abby	SI	Eval/Assess	1234 Main Street, Anytown, MO 63999	123 Maple Drive, Anytown, MO 63999	X	32
1/31/11	A330023456-2	Brown	Billy	SI	Direct Child	1234 Main Street, Anytown, MO 63999	111 Oak Blvd, Anytown, MO 63999		10
1/31/11	A330034567-45	Copper	Carrie	SI	Direct Child	111 Oak Blvd, Anytown, MO 63999	222 Willow Ave., Anytown, MO 63999		15
1/31/11	A330045678-22	Emerald	Evie	SI	IFSP Meeting	222 Willow Ave., Anytown, MO 63999	444 Dogwood Lane, Anytown, MO 63999		17
1/31/11	A330067890-38	Fuchsia	Frankie	ABA	Direct Child	444 Dogwood Lane, Anytown, MO 63999	555 Pine Street, Anytown, MO 63999		21
1/31/11		End of Day Mileage				555 Pine Street, Anytown, MO 63999	1234 Main Street, Anytown, MO 63999		14
								TOTAL MILES:	109

I certify that the information entered as required to request First Steps mileage reimbursement is accurate and correct to the best of my knowledge. I agree to the conditions as outlined in the First Steps Provider Mileage Guidance and Instructions as required for mileage reimbursement and understand that First Steps will adjust any and all mileage reimbursement payments if errors are found in the information I have entered.

Suzie Smith

Provider Signature

1/31/2011

Date

B. **Monthly Mileage Invoice:** The following instructions correspond to the required fields on the First Steps Monthly Mileage Invoice:

- **Mileage Invoice Type:** Mark “New” for a new mileage invoice being submitted. Mark “Correction” if submitting a correction to a previously submitted invoice.
- **Agency/Payee Name:** The Agency/Payee name on record with the Central Finance Office.
- **Tax ID:** The agency or independent provider’s tax ID number.
- **Invoice Number:** The invoice number is a number the agency/independent provider designates. It is a combination of the Independent/Agency tax ID number, a dash and the month and year (in MMYYYY format). For example, 123456789-042011.
- **Mileage Service Month/Year:** The Mileage Service Month/Year is the month and year that the miles were actually traveled.
- **Total Number of Providers:** This represents the unique number of providers that incurred mileage during the invoicing month. For example, for an independent provider this number would be “1”. For an agency with 10 providers, it would be the total number of providers who submitted First Steps mileage logs for this specific invoicing month. In this example, if all 10 providers are submitting mileage, this number would be “10.”
- **Total Number of Miles:** This is a count of all miles from all providers that incurred mileage for First Steps during the invoicing month.
- **Signature/Date:** The signature of the independent provider or the agency administrator/representative and the date is required for mileage reimbursement.

Once completed the form is submitted via mail to:

Central Finance Office
c/o Covansys
P.O. Box 2507
Greenwood, IN 46142

A completed example of a First Steps Monthly Mileage Invoice is available on page 11.



Sample First Steps Monthly Mileage Invoice
Central Finance Office
 c/o Covansys
 P.O. Box 2507
 Greenwood, IN 46142

Provider Claims 866-711-2573 ext. 1

<http://dese.mo.gov/divspeced/FirstSteps/>

Mileage Invoice Type			
New	X	Correction	

Please submit only one invoice per month per agency or independent.
 Agencies: One monthly invoice represents all miles traveled for one month for all providers.

1	Agency/Payee Name	ABC Early Intervention Agency	(Full Name – required)
2	Tax ID	123456789	(Independent/Agency tax ID - required)
3	Invoice Number	123456789-022011	(tax ID – mmyyyy. Example: 123456789-042007 – required)
4	Mileage Service Month/Year	02/2011	(example: 4/2007 - required)
5	Total Number of Providers	5	(example: 14 - required)
6	Total Number of Miles	625	(example: 150 - required)

I certify that the above mileage was incurred by me and/or my staff during the time period claimed. I understand I may be required to substantiate this invoice on request.

_____ *Sally Administrator*

Independent Provider or Agency Administrator Signature (required)

_____ *2/28/2011*

Date (required)

1. Agency/Payee Name on record with the Central Finance Office
2. Independent/Agency tax ID.
3. Invoice Number is a number you designate. It is a combination of the Independent/Agency tax ID, a dash and the month and year. For example: 123456789-042007.
4. Mileage Service Month/Year is the month and year that the miles were actually traveled.
5. Number of providers with mileage represents the unique number of providers that incurred mileage during the invoicing month.
6. Total Number of Miles is a count of all miles from all providers that incurred mileage for First Steps during the invoicing month.

Miscellaneous

Only miles traveled for authorized First Steps services may be invoiced. The mileage claimed must be from providers that are actively enrolled with the CFO. Only one invoice may be submitted per month unless the invoice is a correction to a previously submitted invoice. One invoice represents all mileage for one month from all applicable provider(s) across one distinct month.