

Missouri First Steps Practice Manual



Table of Contents

Chapter 1: Missouri Infrastructure

SICC

RICC

APR/SPP

Documents:

Form Letter - RICC Family Recruitment Letter

Federal/State/Local Infrastructure Chart

Office of Special Education Organizational Chart

System Point of Entry Map

Chapter 2: Parental Rights

Child Complaint

Due Process

Destruction of Records

Educational Surrogate

Documents:

Form Letter – Release of Information

Parental Rights Statement

Notice of Action and Instructions

Notice of Action/Consent and Instructions

Notice of Action Usage Chart

Release of Information with Instructions

EI Access Log

Destruction of Records Request for EI Records

Destruction of Records Checklist

Form Letter - Notification of Destruction of EI Records

Child Complaint Model Form

Due Process Hearing Request Notice Form

Educational Surrogate Determination of Need

Chapter 3: Referral

Primary Referral Sources

CAPTA and Prenatal Drug Exposure

Inquiry

Late Referrals

Unable to Locate a Family During Referral Process

Documents:

Form Letter – Physician Child Find Activities

Form Letter – Acknowledgement of Referral

Form Letter – Inquiry

Form Letter – No Contact after Referral

Referral Form

NICU Referral Form

Checklist for the 45-day Timeline Activities

Chapter 4: Intake, Screening, Evaluation

Medical vs. Developmental Delay Referrals

Screening

Vision/Hearing

Intake Visit

Documents:

Form Letter – SPOE Refuse Initial Evaluation

Form Letter – Inactivate Record Before IFSP

Completed Example Letter: Inactivate Record Before IFSP

Missouri Intake Information Form

Health Summary

Provider Service Request Form

Chapter 5: Eligibility Determination

Eligibility Criteria

Informed Clinical Opinion

Residency Requirements

Early Childhood Outcomes (ECO)

Documents:

ICD-9 Codes

Hearing & Visual Impairments ICD-9 Codes

Pounds to Grams Conversion Chart

Form Letter – Ineligible for First Steps

Form Letter – Parent Withdraw Prior to IFSP

Eligibility Criteria
Informed Clinical Opinion Summary for Developmental Delay
Physician's Documentation of Informed Clinical Opinion

Chapter 6: IFSP Planning

Concerns, Priorities and Resources
Assessment/RBI
IFSP Meeting Participants

Documents:

IFSP Planning Worksheet with Instructions
IFSP Meeting Notification

Chapter 7: IFSP Development

Interim IFSP
Natural Environment
QIRS

Documents:

Form Letter – Need FCP Information
IFSP Document

Chapter 8: IFSP Review

Holding IFSP Meetings without Parent Participation
Lapsed IFSP Authorizations

Documents:

Form Letter – Parent Choose to End Service(s)
Form Letter – Suspend Services After IFSP Meeting
Form Letter – Transition Information Sent to ECSE

Chapter 9: Transition

<http://dese.mo.gov/divspaced/FirstSteps/Transitionindexpg.htm>

Chapter 10: Service Coordination (Module)

<http://campus.elearningmo.org/course/category.php?id=16>

Chapter 11: Developmental Assessment of Young Children (DAYC)

<http://dese.mo.gov/divspaced/FirstSteps/DAYCindexpg.htm>

Chapter 12: Early Childhood Outcomes (ECO)

<http://dese.mo.gov/divspaced/ECOtraining.html>

Chapter 13: Early Intervention Teams (EIT)
<http://dese.mo.gov/divspeced/FirstSteps/EITEAMpage.htm>

Chapter 14: Family Cost Participation (FCP)
<http://dese.mo.gov/divspeced/FirstSteps/FCPmainpg.htm>

Chapter 15: Quality Indicator Rating Scale (QIRS)
<http://www.dese.mo.gov/divspeced/FirstSteps/QualityIndicatorScale.html>

Symbol Key

| | | | |
|---|---|--|------------------------|
|  | Form or Document |  | Letter |
|  | Data Entry |  | Parental Rights |
| |  | | Timeline |