

Subject: New First Steps guidance for Providers

Source: Pam Thomas, Coordinator, First Steps Program

Intended Audience: First Steps Providers

Date:

The Office of Special Education is developing a First Steps Service Provider Manual with guidance specifically for First Steps providers. The manual will have 10 chapters that address the topics of enrollment, evaluation and assessment, authorizations, home visits, Early Intervention Teams, progress notes, billing and mileage.

Two chapters (Billing and Accountability, Mileage and Travel Incentive) are now available on the First Steps website at: <http://dese.mo.gov/special-education/first-steps> under the For Providers tab on the right side.

Although these chapters incorporate previous guidance for First Steps billing and mileage, there is some new information in each chapter, including the following:

Chapter 9 Billing and Accountability, Section III: Billing or Payment Problems (pages 9 – 13). This section includes a new address to submit a correction to dates of service to the Central Finance Office (CFO), and a new timeline for submitting offline requests.

Chapter 10 Mileage and Travel Incentive, Section II: Mileage Documentation (pages 5 - 10). This section clarifies the required documentation when claiming mileage for First Steps services and a new address to submit mileage invoices to the CFO.

Chapter 10 Mileage and Travel Incentive, Section V: Frequently Asked Questions (page 14). This section is new.

All providers are encouraged to review the entire content in both chapters to ensure provider practices are in accordance with current guidance.