

Subject: Important - Updated Provider Agreement Needed by April 2, 2012

Source: Pam Thomas, Coordinator, First Steps Program

Intended Audience: First Steps providers

Date: February 17, 2012

All states submitting an application for Part C funds under the Individuals with Disabilities Education Act (IDEA) are required to provide an application packet, which includes a summary of assurances that the state will use to implement Part C. One critical element in the Part C application is an assurance that the contracts for provider services are aligned with the new Part C federal regulations. In order to assure that Missouri meets this requirement, the First Steps Service Provider Agreement has been modified.

IMPORTANT! PLEASE READ CAREFULLY: The following 3 steps must be taken by ALL First Steps providers in order to continue providing First Steps services. Failure to complete each step by the due date will result in the provider account being closed.

1. Updated Provider Agreement on File (Due before April 2, 2012)

Review, sign and return to CFO-Provider Enrollment an updated First Steps Service Provider Agreement for each individual provider/discipline. There is a separate agreement for specialists and for providers who require supervision. The agreements are online at: <http://dese.mo.gov/se/fs/ProviderInfo.html>.

All First Steps providers are required to complete this step.

NOTE: Family Member Transportation accounts are not applicable.

2. Automated Criminal History Check (Due before December 31, 2012)

Obtain and submit to CFO-Provider Enrollment an automated criminal history check through the State Highway Patrol/ CJIS Unit/Missouri Automated Criminal History Site at:

<http://www.mshp.dps.mo.gov/MSHPWeb/PatrolDivisions/CRID/crimRecChk.html>.

Any First Steps provider who has not completed a criminal history check and submitted it to the CFO in 2012 is required to complete this step before December 31, 2012. There is a small fee for the check.

NOTE: The automated check is NOT a full criminal background/fingerprint check.

3. Liability Insurance (Due before December 31, 2012)

Review and complete an Attestation for maintaining Liability Insurance.

Any First Steps provider who has not completed this attestation in 2012 is required to complete this step before December 31, 2012.

NOTE: The Attestation form and information (both current and historical records) can be found using the following steps:

- a. Log-on to www.mofirststeps.com
- b. Once in the web system, click on PROVIDER ACCOUNT MANAGEMENT and a drop-down list appears. Select PROVIDER ACCOUNT
- c. Then select the ACCT. DETAIL sub-menu
- d. Then click on AGREEMENTS tab. Both the current and historical will display.
- e. View document for LIABILITY INSURANCE (ELECTRONIC) and click I AGREE to the Attestation.

Providers will return completed forms to:

Provider Enrollment/CSC Attn: Missouri Provider Enrollment

PO Box 29134

Shawnee Mission, KS 66201-9134

For more information about your provider account, please contact the CFO at:

1-866-711-2573 ext. 2 or email mofsenroll@csc.com.