

Subject: Important - Provider Agreement Requirement for 2014

Source: Pam Thomas, Coordinator, First Steps Program

Intended Audience: First Steps providers

Date: March 11, 2014

The First Steps provider agreement requires providers to maintain enrollment credentials.

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

Bi-Annual Automated Criminal Check (Due December 31, 2014)

First Steps providers are required to obtain a criminal history check during each even numbered year and submit a copy to the CFO by December 31st of that year.

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

This means, for any provider who enrolled before 2014, the provider must obtain an automated criminal check through the Missouri State Highway Patrol/Automated Criminal History Site under The Missouri Automated Criminal History Site (MACHS) section on the web at:

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

There is a small fee for the criminal check. Once the automated check is complete, providers need to make sure they open the PDF and print out the actual results.

Providers must send a copy of the criminal history check 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.