

Subject: Important – Liability Insurance Requirement for 2016

Source: Pam Thomas, Coordinator, First Steps Program

Intended Audience: First Steps providers

Date: December 30, 2015

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.

New Liability Insurance Attestation beginning in 2016

The First Steps provider agreement requires providers to maintain liability insurance. To ensure this requirement is met for all enrolled providers, the CFO is updating the Liability Insurance Attestation procedure in WebSPOE to improve how attestations are tracked and confirmed on an annual basis.

On January 1, 2016, an Attestation for Liability Insurance will appear in WebSPOE under the Provider Account Management tab. Each enrolled provider must review and complete an attestation by March 1, 2016.

Providers will use the following steps to complete an attestation after it appears on January 1st:

1. Go to WebSPOE at: www.mofirststeps.com
2. Log-in with your username and password
3. Once in the system, click on PROVIDER ACCOUNT MANAGEMENT and a drop-down list appears. Select ACCOUNT DETAIL in the drop-down list.
4. Then click on ATTESTATION tab.
5. Review the attestation message and click Confirm Attestation.
6. Then click I AGREE to the Attestation.

Once a provider completes the attestation, the date of completion appears in the attestation history on the screen. This concludes the provider's attestation process for the current year.

The provider must maintain a copy of proof of liability insurance, which may be requested by the CFO to substantiate the attestation.

For more information about your provider account, please contact the CFO at:
1-866-711-2573 ext. 2 or email mofsenroll@csc.com.