MISSOURI FIRST STEPS SHARED SERVICE COORDINATION

First Steps implements a **shared** service coordination model where the Service Coordinator may or may not conduct all activities associated with service coordination. The Service Coordinator is responsible for certain activities such as paperwork and eligibility determination; however, SPOE staff may assist with data entry and filing, or a primary provider may assist with coordinating and monitoring the delivery of IFSP services or assisting the family with community resources.

PROVIDER ACTIVITIES		SERVICE COORDINATOR ACTIVITIES		SPOE ADMINISTRATIVE ACTIVITIES
Evaluation of the Child • Administer the DAYC	SHARED ACTIVITIES (Service Coordinator and Provider)	Service Coordinator Activities at Intake Initial Phone Contact with Family • Discuss the Reason for Referral	SHARED ACTIVITIES (Service Coordinator and SPOE Staff)	Determine Referral vs. Inquiry
Assessment for IFSP Planning • Administer Assessments	Schedule Meetings with Family	Schedule Intake Visit	Referrals • Establish Child Electronic and	Data Entry
Deliver Services as Identified on the IFSP	Regular Contact with Family (e.g., weekly, monthly, etc.)	Intake Visit • Explain the First Steps Program	Paper Records	Recordkeeping
	Provide Other Resources	Complete Required PaperworkObtain Parent Signatures on Required Forms	Data Entry in WebSPOE • Intake Visit Information	Filing
	Ensure Services are Provided in Accordance with the IFSP	Eligibility Determination Conduct Family Assessment/Interview	Eval/Assessment Authorizations	Document Preparation Record Retention and
	Attend and Participate in	Service Coordinator Activities at IFSP	Request Records per the ROI Follow-up on Record Requests	Destruction
	Early Intervention Team	Develop Initial IFSP • Facilitate IFSP Meeting	Schedule Appointments	Phone Calls
		 Obtain Parent Signatures on Required Forms Collect FCP/Insurance Documentation Finalize IFSP in WebSPOE 	EvaluationIFSP Assessments	
		Review Provider Progress Notes	IFSP Meeting Notifications	
		Revise IFSP at Six-month, Annual, Periodic,	Data Entry in WebSPOE • IFSP Meeting Information	
		and Transition MeetingsFacilitate IFSP MeetingObtain Parent Signatures on Required Forms	Service Authorizations Print and Mail IFSPs to	
		 Collect FCP/Insurance Documentation Finalize IFSP in WebSPOE 	Non-enrolled IFSP Team Members	
	T	Complete ECO Ratings, If Applicable	Т Т	J