

## Guidance on Use of First Steps Forms

### Forms still required after transferring children to the web system:

- Referral Forms (The SPOE will no longer have to fill out a paper referral form if taking the info from a phone call; it is now entered into the software. However, SPOEs will still receive paper referrals by mail and fax and these need to be maintained as part of the paper EI record.)
- Notice of Actions and Consents
- Release of Information
- All written correspondence (including meeting notifications, transition letters, etc.)
- Educational Surrogate Form
- Missouri First Steps Early Intervention System Inquiry Form

### Forms no longer required after transferring children to the web system:

- Social History Form
- Eligibility Determination Form
- Combined Enrollment Form
- IFSP Form, including signature page
- Change of Information and Inactivation Form
- Authorization Form for Eval/Assess/Team Meetings
- Service Coordinator Case Notes in paper version
- Service Provider Progress Reports in paper version

### Optional forms to Use If Needed (Recommended for Achieving Best Practice):

- IFSP Planning Worksheet
- Getting to Know Our Child Worksheet
- Identifying Typical Family Routines Worksheet
- Physicians Health Summary
- IFSP Physician Summary

It is the responsibility of the SPOE to send the parent a paper copy of the initial IFSP if the parent requests a copy. The providers and ongoing service coordinator can access it on-line. For subsequent IFSPs, it is the responsibility of the ongoing service coordinator to send the family a paper copy of the document if requested by the parent.

DESE has developed a Word document that can be used to capture the required information from the family/team and then entered into the software. The Word document was developed based on the information required by the software and can be formatted, enhanced, separated into separate documents, etc. as determined necessary by the SPOE/service coordinator. Other formats have been developed by some SPOEs.