



First Steps

ISSUE CLARIFICATION

NUMBER: 12-0601-037A

DATE: October 15, 2002

TOPIC: Family Signature on Billing Documentation

RELEVANT SECTIONS OF THE MANUAL: Financial Administration

AUDIENCE: Service Providers
Service Coordinators
Families

ISSUE FOR CLARIFICATION: Required documentation needed to support billing activities for First Steps services and revisions to the providers' Face to Face Summary Sheet.

CLARIFICATION: The Bureau of Child Development has made revisions to the Face to Face Summary Sheet. (see attached form) Revisions include the addition of the:

- Location, including the address where services are provided,
- Date, time and location of the next scheduled visit,
- Information pertaining to any missed appointments, and
- Statement, signed by the parent certifying the amount of direct service provided.

The information listed above, as well as the original documentation requirements is required in order to substantiate billing for First Steps services.

Providers are to utilize the revised documentation sheet immediately. Personalized or modified versions of this form are allowable, as long as all of the information contained in the attached form is present. Once completed, the family is to be provided with a copy of the form. It is advisable to have the form made into a two-page carbonless form or to use carbon paper to allow the parents to be left with a copy at the time of the session. However if carbonless forms or carbon paper are not available, the provider is to have a photocopy made and sent to the family within 5 business days. To hand-write a duplicate is not acceptable documentation.

If the provider is involved in an audit or review of billing, and the required information is not available or present to support the provider's payment, the provider will be required to return the payment as requested by the lead agency. In addition, any falsification to this document or any other First Steps documentation may be grounds for disenrollment.

Please retain this Clarification in your Implementation/Practice Manual in the designated Section. If you have questions about this document, please contact your First Steps County Consultant.