

**Local Early Steps (LES) Service Coordinator Attestation Checklist**

LES:       Date of Hire:

Candidate Name:       Date of Birth:

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| **Requirements For Approval** |
| **Attestations** |
| **Attestation of Appropriate Degree and Major:** This candidate has a Bachelor’s degree or higher from an accredited university with an emphasis in one of the following areas: psychology, social work, health education, interdisciplinary sociology, early childhood, child development, or special education, or an equivalent degree based on transcript review. A minimum of three years documented experience will substitute for an out of field degree. (See experience requirements.)  Name of university  Name of degree  **OR** - Name of equivalent degree \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Equivalent to \_\_\_\_\_\_\_\_\_\_\_\_\_ degree based on transcript review Name of major  Confirmation of university accreditation Yes No  (<http://ope.ed.gov/accreditation/Search.aspx>)  **OR**  **Attestation of Out of Field Degree:** Thiscandidate has an out of field degree and a minimum of three years of documented experience with young children and families in a teaching, case management or counseling role, or with individuals with special needs and/or developmental delays of any age in a case management role, or a registered nurse without a bachelor’s degree and a minimum of three years of experience in the same areas.  **AND** *(all candidates must complete)*  **Attestation of Early Steps Orientation On-line Modules:** This candidate has completed the Early Steps Orientation On-line Modules. |
| **Approval Signature** |
| The candidate has met all Children’s Medical Services, Early Steps requirements and is recommended for approval as a Medicaid Targeted Case Manager.  **LES Director/Coordinator Printed Name:       Date of Attestation:**  **LES Director/Coordinator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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**Please read all requirements for Service Coordinators in Component 10 at   
http://www.cms-kids.com/home/resources/es\_policy/es\_policy.html**