

“School-Based Medicaid” Program Vital Information (2017–2018)

Reminders and Due Dates for Directors and Special Education Administrative Assistants:

Due 9/1/2017:

- Update District Contact Information (**NEW PROCESS**)
- RMTS School Calendar: **Due to School Based Claiming (SBC) (The calendar should be completed as soon as possible but no later than 9/1/2017)**
- RMTS Lists: **Due to SBC; Please email a copy to [Sharon Gravel](#) at MSB**

Due 10/2/2017:

- Lumea™ Required Administrative Items:

Due 10/5/2017:

- Special Education Rosters and Student Rosters: **Due October 5, 2017, January 5, 2018*, April 5, 2018 and July 5, 2018**

Due 10/16/2017

- Out of District Lists: **(Please include student’s name, DOB, and facility)**

Topic	Description	Due Date
District Contact Information Updates (New Process)	Please review and update your District Contact Information to ensure we are sending communication to the appropriate people at your district. You may now update that information directly in Lumea in District Management>District Information. Please click here for detailed instructions.	9/1/2017
RMTS School Calendar	SBC will send an email to your district’s RMTS coordinator with instructions to update your RMTS School Calendar. Please update and submit by the due date.	9/1/2017
RMTS Lists	Please continue to provide MSB with copies of your RMTS participant lists each quarter so that MSB can review them and provide you with feedback. For assistance in assigning the appropriate Medicaid-related job description and other assistance with completing the quarterly RMTS lists, please contact Patricia Tetreau .	9/1/2017
Lumea Required Administrative Items	On our website, Lumea Required Administrative Items , outlines all required items that must be completed in Lumea by the district Lumea administrator in order for billing to be processed. If you would like instruction or support regarding any of these items, please contact Patricia Tetreau to register for an upcoming webinar on our Events page which will provide you with personal support and detailed instruction.	10/2/17
Special Education Rosters & Student Body Rosters	On each due date, please provide MSB with a complete Special Education student list and separately an entire Student Body list in Excel format including last name, first name, DOB, and gender , utilizing the Lumea Secure Documents function. *Please note additional information is required for the January 5 th special education roster; either Sharon Gravel or Patricia Tetreau can provide more details	10/5/2017 1/5/2018* 4/5/2018 7/5/2018

<p>Out of District Lists</p>	<p>Please provide MSB with a list of all students placed Out-of-District, with a Collaborative or another school district for whom:</p> <ul style="list-style-type: none"> • your district is incurring costs for IEP-ordered, health-related services; and • services are delivered at an OOD facility, private preschool, or any other school district that is not part of your district. <p>Please indicate the name of the facility or school where each child is placed and indicate whether or not you will be pursuing direct service documentation forms for purposes of Medicaid claiming.</p>	<p>10/16/2017</p>
<p>Training & Professional Development</p>	<p>MSB is offering the following training opportunities to school districts for the 2017-2018 school year:</p> <p>Forums</p> <p>Forums are opportunities for districts to come together in a regional format and become more informed about a variety of topics. MSB would like to know if your district and the districts in your area (perhaps organized regional groups or more informal groups) are interested in MSB sponsoring a regional forum. Please contact Patricia Tetreau if you are interested in such a forum, and we can begin to facilitate your request as soon as possible. Some of the topics that could be covered at either forums or visits to your district include:</p> <ol style="list-style-type: none"> 1. Director Meetings for the School Based Medicaid Program 2. Administrative Training for Lumea 3. Other pertinent topics related to School Based Claiming <p>Onsite Training</p> <p>MSB offers onsite district training on a variety of topics. Onsite training is provided to staff that provide and document Medicaid-covered services via Lumea. Reserve your times now as fall is very busy for all of us. Please contact Patricia Tetreau to schedule onsite training for your district. Districts will be scheduled based on availability of MSB staff on a first-come, first-served basis. MSB will make every effort to accommodate your request for onsite training.</p> <p>Topics for Onsite Training typically include:</p> <ol style="list-style-type: none"> 1. Lumea (Medicaid) Admin, Team Leader, and Service Provider Training 2. Service Provider Training for Medicaid-Covered Services 3. Medicaid training for Case Managers and Administrators 	<p>First come – first served scheduling based on availability</p>
<p>IEPs</p>	<p>Remember, the DESE and School Based Medicaid Program rules require that all health-related services, specialized transportation or specialized equipment related to a child’s disability be ordered, as necessary, in each student’s IEP.</p>	
<p>Orders / Recommendations / Referrals Form</p> <p>“ORRF”</p>	<p>Districts must obtain and maintain <u>for district files</u> the required orders, recommendations or referrals for pertinent service areas. See the MSB <u>“Snapshot”</u> and the governing guidance and regulations for further details. We recommend that the signed <u>“ORRF”</u> be obtained at the IEP team meeting for both “in district” or “out of district” students. This will ensure that these crucial documents do not get overlooked. These documents need to be available when an audit occurs.</p>	

Parent Consent Forms and Annual Notification of Parental Rights	With the issuance of the final federal regulations under IDEIA 2004 on October 13, 2006, obtaining a “one time” parental consent prior to billing Medicaid is mandatory. Annual notice to parents is also mandatory. In MA, the Procedural Safeguards includes the required Medicaid annual notice. The consent allows the school district to obtain permission from parents to release information necessary for billing. For a copy of the consent form, click here .	One Time Consent/ Annual Notification
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