

MaineCare in Schools Vital Information (2016–2017)

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

- District Contact Information **(DUE: August 12)**
- MIHMS (Molina) Account Maintenance **(DUE: September 09)**
- Rate Information **(DUE: September 16)**
- ICD-10 codes required in Lumea for all services **(DUE: October 3)**
- Lumea™ Required Administrative Items **(DUE: October 3)**
- Section 65 and Section 28 KEPRO (formerly APS) Prior Authorization and Continued Stay Reviews **(DUE: Ongoing)**
- Administrative Forms to be Updated **(DUE: Annually)**

To assist with the organization of fall start-up tasks, we now also offer a checklist which outlines all Vital Info for the 2016-2017 school year.

Topic	Description	Due Date
District Information Form	Please complete the form located on our website and return it to MSB to provide us with updated contact lists.	8/12/2016
MIHMS (Molina) Account Maintenance	<p>MSB™ is pleased to complete MIHMS Account Maintenance on behalf of your district. Any new OT, PT, or Speech service providers that have not been previously added to your MIHMS account must be added in order for MSB to submit claims that are being posted. If you would like MSB to add these providers for you, please contact your Claims Analyst with your current MIHMS login information and a list of new service providers to be added. Section 65 and 28 service providers DO NOT need to be added to your MIHMS account.</p> <p>If you prefer to complete MIHMS account maintenance without our assistance, you can find a document on our website under Maine Resources/MaineCare Enrollment/MaineCare Enrollment Checklist that outlines how to enter new rendering service providers to your MIHMS (Molina) account.</p>	9/09/2016 and ongoing
Rate Information	<p>Please only include rate information for practitioners who will be delivering Medicaid-covered, health-related services. Please utilize the spreadsheet template that is available on our website under Maine Resources/General/2016-2017 Practitioner Rates Calculation Template. In addition to salary and benefit information, please provide the percent or total dollar amount for anyone who is federally funded. It is crucial that we receive all rate information from you by this date so that the processing of your district’s claims is not delayed. Submit the report to us either via email to meratescoordinator@msb-services.com or mail on a CD to MSB, 97 High Street Somersworth, NH 03878.</p> <p>Please note: If your district would like to implement MSB’s List of Excluded Individuals and Entities (LEIE) verification services, you must include each service provider’s date of birth, whether a district employee or contracted service provider, on the rate template. Please contact Kim Tortoriello if you would like more information regarding MSB’s LEIE verification services.</p>	9/16/2016

ICD-10 codes required in Lumea for all services	MSB requires per federal mandate, appropriate ICD-10 codes to be entered for each student receiving Speech and Hearing, Occupational Therapy, Physical Therapy, Section 65 CBHDT, and Section 28 RCS services in Lumea™. No claims will be submitted for reimbursement unless ICD-10 codes for each applicable service have been entered for the student in Lumea.	10/3/16
Lumea Required Administrative Items	On our website, under Maine Resources/General/ Lumea Required Administrative Items , outlines all required items that must be completed in Lumea by a district Administrator in order for billing to be processed. If you would like instruction or support regarding any of these items, please contact Patricia Tetreau , or Jason Black or register for an upcoming webinar on our Events page which will provide you with personal support and detailed instruction.	10/3/16
Out of District Billing	Lumea functionality provides the opportunity for Maine school districts to bill for students receiving MaineCare services at an Out of District public school. Billing for out-of-district students will help your district appropriately optimize MaineCare reimbursement. Both the sending and receiving district must use Lumea. To find out more information about how to begin billing for your out-of-district students, please contact Jason Black or Patricia Tetreau .	As needed
Section 65 CBHDT & Section 28 RCS KEPRO (formerly APS) Prior Authorization and Continued Stay Reviews	<p>Prior Authorizations through KEPRO (formerly APS Care Connection) are required for students receiving Section 65 CBHDT and/or Section 28 RCS services. Initial PA requests must be submitted for any students receiving services for the first time in your district. These initial PAs are valid for a maximum of 30 days or until the approved units have run out.</p> <p>Continued Stay Reviews (CSRs) must be submitted every 180 days for all students currently authorized including those students who have an initial PA. KEPRO has published guidelines regarding the documentation that must be submitted along with each CSR. Please review the Section 65 and Section 28 KEPRO guidelines if your district is billing for Section 65 CBHDT or Section 28 services. To ensure there is no lapse, we suggest completing the CSR as soon as the initial PA has been completed.</p>	Ongoing
Administrative Forms	MSB recommends retaining the following documents in your file for all service providers posting sessions in Lumea (both documents can be found on our website under Maine Resources/Forms): <ul style="list-style-type: none"> • Electronic Signature Verification Form • Statement of Reassignment Form (for contracted providers only) 	Annually

<p>Parental Consent Forms</p>	<p>As of July 19, 2013 the Special Education regulations in Maine changed to allow for a one time parental consent with the required Annual Notification of Parental Rights. The custom version of the Annual Notification of Parental Rights, which includes your district information, is located in Student Details of your district's Lumea account. Please be sure this Annual Notification is sent out yearly to all parents of students receiving IEP ordered, MaineCare covered services.</p> <p>Please use the Consent for Release of Information form located in Student Details of your district's Lumea account which no longer references a student's IEP term or includes specific services to be delivered. The consent form provides the district a means to inform parents of the Medicaid Program, and to obtain permission from parents to release information necessary for billing. When signed consents are not present in a student's file, liability may exist under the Family Educational Rights and Privacy Act and the IDEA. Please note: Once the One-Time Parental Consent has been signed, parental consent no longer needs to be obtained annually.</p> <p>If you wish to track one-time parental consent in Lumea, please see the Lumea Required Administrative Items document, located on our website under Maine Resources/General for instructions.</p>	<p>One Time Parental Consent/ Annual Notification</p>
<p>Training & Professional Development</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 or Jason Black 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. Section 65 and 28 Prior Authorization and Suggested ITP Template 2. Director Meetings for the MaineCare Program 3. Administrative Training for Adori and/or Lumea 4. Adori User workgroups <p>Onsite Training</p> <p>Onsite training is provided to staff that either develop IEPs via Adori or document Medicaid-covered services via Lumea. Reserve your times now as fall is very busy for all of us. Please contact your Program Specialist to schedule onsite training for your district.</p> <p>Webinars</p> <p>MSB continues to offer frequent webinars on a variety of topics related to school-based Medicaid, working with Lumea and Adori. Visit our Events page, located on our website to register for upcoming webinars. If you have a particular topic you would like covered in an upcoming webinar, please contact Patricia Tetreau or Jason Black.</p>	<p>First come – first served scheduling based on availability</p>