

End of year Lumea checklist (New Hampshire)

- Review Unposted Sessions Report to ensure Service Providers have submitted/posted all sessions for Medicaid covered services provided and Team Leaders have signed off on para-professional sessions. If a session has not occurred as scheduled, Service Providers must either delete the session, or mark the student as Not Present and Submit/Post.
- Forward all Specialized Transportation and Out of District logs and invoices received from Transportation vendors and Out of District facilities to your Claims Analyst
- Update OOD/Program Placement information in Lumea, as needed
- Complete Student Identity Verification (if Service Providers have permission to add new students to Lumea) so these pending students are made active and sessions may be billed
- Set the “Okay to Bill Medicaid” toggle to Yes for all students for whom you would like to release billing, if all required documentation is in place
- Update the District of Liability fields
- Update the Parental Consent Date fields, if tracking through Lumea. Use District Reports> Parental Consent Dates
- Update the school year calendar with any snow days
- Update 402 cap dates and send facility invoice to your Claims Analyst
- Enter Exit Information for any students who have left the district
- Service Provider Records Report
 - Assess Service Provider activity (Are staff recording sessions appropriately?)
 - Check for missing practitioners/services (contracted practitioners, district staff, etc.)
- Caseload Management: Ensure Para-Professionals are assigned to appropriate Team Leader (LPHA) Assign all Service Providers Requiring Professional Oversight the appropriate Team Leader
- Deactivate users no longer in district
- Advance Student grades in District Management