

# “Medicaid to Schools” Program 2017-2018 Vital Information (Paper Districts)

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

### Due 8/21/2017:

- District Contact Information Updates

### Due 9/6/2017:

- Service Provider Rates
- Specialized Transportation Roster
- School Intake Forms

### Due 10/2/2017:

- Special Education Roster

### Due 10/19/2017:

- Out of District Roster

### Due Monthly:

- Specialized Transportation Add/Delete Report
- School Cancellations
- Attendance:

### Ongoing:

- Specialized Transportation Trip Logs:
- Training: **Schedule Now**

To assist with the organization of fall start-up tasks, we now also offer a [checklist](#) which outlines all Vital Info for the 2017-2018 school year.

Topic	Description	Due Date
<b>District Information Form</b>	Please complete the <u><a href="#">form</a></u> located on our website and return it to MSB to provide us with updated contact lists.	<b>8/21/2017</b>
<b>Service Provider Rates</b>	<p><b>Please forward rate information for all your district’s professional and paraprofessional staff who deliver Medicaid covered, health related services.</b> Please utilize the spreadsheet template located on our <u><a href="#">website</a></u>. In addition to salary and benefit information, please provide the percent or total dollar amount for anyone who is federally funded. If federal funding information is submitted to MSB™ after the due date and adjustments are necessary, MSB may <u><a href="#">charge</a></u> the district in order to process those adjustments. 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.</p> <p>Please note that the rates template now includes a column whereby the district must indicate whether or not the Federally Funded staff should be billed. Only in those cases where the service provider is paid by less than 100% of federal funds is there an opportunity to bill Medicaid for the local cost portion.</p> <p><b>Please note:</b> If your district would like to implement MSB's <u><a href="#">List of Excluded Individuals and Entities (LEIE) services</a></u>, you must include each service provider's date of birth on the rates template. According to published guidance from the Office of Inspector General, school districts should be checking all service providers against the LEIE monthly. This includes providers working with district students that are placed at Out of District facilities</p>	<b>9/6/2017</b>

<p><b>Specialized Transportation Roster &amp; Add/Delete Report</b></p>	<p>Please forward the completed <u>Specialized Transportation Roster</u> for students who have <u>Specialized Transportation</u> ordered in their IEP. Please remember the students on this list must have the following in place:</p> <ul style="list-style-type: none"> <li>• The vehicle is physically adapted to address the disabilities of the students</li> <li>• A coverable service is delivered to the child on the same day that the Specialized Transportation is provided</li> <li>• Cost and trip data as it becomes available for both district and contracted transportation is provided to MSB as soon as possible</li> </ul> <p><b>NOTE: MSB will not submit billing for students who are not on the Specialized Transportation Roster or on the Specialized Transportation Additions/Deletions Report.</b></p>	<p><b>9/6/2017</b></p>
<p><b>Specialized Transportation Trip Logs</b></p>	<p>The Medicaid to Schools program mandates that <u>trip logs be provided</u> to document students riding the bus for Specialized Transportation purposes. We highly recommend that the provision of trip logs be part of your contractual arrangement with the transportation vendors that you utilize. We suggest that you require that trip logs accompany invoices provided by transportation vendors. Otherwise, if you are providing Specialized Transportation in house, <u>make sure that the drivers are filling out trip logs</u>. Please forward the <u>trip logs</u> to us.</p> <p><b><u>The logs need to include:</u></b></p> <ul style="list-style-type: none"> <li>• Full names and total number of all students on each bus on morning, afternoon and midday runs</li> <li>• Dates of service</li> <li>• Clear indication that the student is being transported either one way or round trip</li> <li>• Driver’s name (printed) and signature</li> <li>• Total mileage the bus traveled on morning, afternoon and midday runs</li> </ul> <p><b><u>In order to calculate, MSB needs the following data:</u></b></p> <ul style="list-style-type: none"> <li>• All names of students on each bus</li> <li>• Dates of service</li> <li>• “Attendance” of students on the bus (trip logs)</li> <li>• Mileage per trip by vehicle</li> <li>• Cost data associated with the vehicle</li> </ul> <p>MSB has created <u>Trip Logs</u> to capture AM, PM, and additional runs during the day. Please feel free to have your contracted transportation provider utilize these logs or your in-district drivers document on them.</p>	<p><b>Ongoing</b></p>
<p><b>School Intake Forms</b></p>	<p>The service providers that you include on these forms will be reported on MSB’s “Practitioner Records Report” which we send to you regularly, if your district is not utilizing Lumea. This information helps us all understand who is and who is not participating in Medicaid billing. Participation is the #1 opportunity for districts to increase reimbursements from Medicaid billing.</p>	<p><b>9/6/2017</b></p>

<b>Special Education Roster</b>	<p>Please forward the completed Special Education Roster which should include:</p> <ul style="list-style-type: none"> <li>• Student’s First and Last Name</li> <li>• Date of Birth</li> <li>• School Name</li> <li>• District of Liability</li> </ul> <p>For districts providing paper based documentation, it is critical for us to receive the roster in a timely manner in order to properly verify information that is necessary for Medicaid billing.</p>	<b>10/2/2017</b>
<b>Out of District Roster</b>	<p>Please send MSB an Out of District Student Roster of all students placed at an Out of District facility or other school district for whom your district is incurring costs for <b>IEP ordered</b>, health related services (<b>not including Section 504 students</b>)</p> <p>Please include the following data points:</p> <ul style="list-style-type: none"> <li>• Student’s First and Last Name</li> <li>• Date of Birth</li> <li>• District of Liability</li> <li>• Name of Facility</li> <li>• 402 Status</li> </ul> <p>The Out of District intake form is a tool designed to identify vital information regarding any health related, IEP ordered services when a student is placed in an Out of District facility. If you are not currently using the <a href="#">Out of District Intake Form</a>, you can find the form on our website.</p>	<b>10/19/2017</b>
<b>Attendance</b>	<p>We continue to request monthly attendance reports only for districts utilizing paper transaction logs. For districts using paper based billing, MSB utilizes attendance reports to double check records provided by Rehabilitative Assistants.</p>	<b>Monthly</b>
<b>Orders / Recommendations / Referrals Form “ORRF”</b>	<p>Districts must obtain and maintain <u>for its files</u> the required orders, recommendations or referrals for pertinent service areas signed by appropriately credentialed providers. See the MSB “Snapshot” for further details, review the regulations section of this packet, or call MSB. We recommend that the signed “ORRF” 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>	<b>Annually</b>

<p><b>Consent for Release of Information and Annual Notification of Parental Rights</b></p>	<p><b>As of May 15, 2014, school districts need to obtain consent from parents only once in compliance with 34 CFR 300.154, Ed 1120.04 and Ed 1120.08.</b></p> <p>As you are likely already aware, the New Hampshire Department of Education issued Memo #34 on May 28, 2014. This memo provided notice of amendments to the New Hampshire Rules for the Education of Children with Disabilities, effective May 15, 2014. Among the amendments were changes to the regulations that govern parental consent in regards to billing Medicaid. <b>We are very pleased that these amendments bring the New Hampshire regulations in line with the federal regulations regarding a onetime parental consent.</b> Districts will continue to be required to send out annual notification pursuant to 34 CFR 300.154(d)(2)(v).</p> <p>Additionally, the New Hampshire Department of Education issued Memo #2 on July 30, 2014 and Memo #6 on October 22, 2014. Memo #2 provided guidance for written notification of parental rights regarding use of public benefits or insurance as well as providing a model form for districts to consider. Memo #6 provided notice to districts of updates to the New Hampshire Special Education Procedural Safeguards Handbook, which included the model form introduced in Memo #2. You must obtain a signed <u>Parental Consent Form</u> for your files prior to submitting claims to Medicaid. The consent form provides the district a means to inform parents of the Program and to obtain permission from parents to release information necessary for billing. When signed consents are not present in a student’s file, <u>audit recoupments are inevitable.</u></p> <p>In addition, do not forget to send parents the <u>Annual Notification</u> of parental rights. This is also included as Appendix E in the most updated Procedural Safeguards.</p>	<p><b>One Time Consent/Annual Notification</b></p>
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<p><b>Training &amp; Professional Development</b></p>	<p><b>Onsite Training</b></p> <p>MSB offers on site district training on a variety of topics. Onsite training is provided to staff that either develop IEPs via Adori, document Medicaid covered services via Lumea or with traditional paper based documentation. Reserve your times as soon as possible since fall is very busy for all of us. Please <u>contact us</u> to schedule onsite training for your district. Districts will be scheduled based on availability of MSB staff on a first come, first serve basis. MSB will make every effort to accommodate your request for onsite training.</p> <p><b>Webinars</b></p> <p>MSB continues to offer frequent webinars on a variety of topics related to school based Medicaid, working with Lumea and Adori. If you have a particular topic you would like covered in an <u>upcoming webinar</u>, please <u>contact us</u>.</p>	<p><b>Scheduling based on availability</b></p>
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