

Out of District Facility Contract Addendum Relative to Documentation of Delivery of Related Services Ordered in the Students' IEPs

It is the responsibility of the _____ School District to maintain written evidence documenting implementation of the IEP including all special education and related services provided pursuant to New Hampshire Department of Education Regulation 1109.04(b); and

it is the responsibility of _____ (OOD facility) to implement all components of each child's IEP pursuant to New Hampshire Department of Education Regulation 1114.06(b); and

it is the responsibility of _____ (OOD facility) to ensure that all related service staff are appropriately certified as required by the State of New Hampshire pursuant to New Hampshire Department of Education Regulation 1114.05(j); and

it is the responsibility of the _____ (OOD facility) to have an established system of routine communication among all staff members of the program who provide direct services to a child and knowledge by those same staff members of the contents of the IEP of the child to whom they are providing services pursuant to New Hampshire Department of Education Regulation 1114.05(h); and

it is the responsibility of the _____ (OOD facility) to provide attendance reports to the _____ School District at least three times a year pursuant to New Hampshire Department of Education Regulation 1114.06 (g), (k); and

it is the responsibility of the _____ (OOD facility) to provide yearly rate setting information including salary, wages, benefits, payroll taxes or specific fee-per-service costs of speech, physical therapy, occupational therapy, nursing, rehabilitative assistance, psychological, and counseling services independent of instruction, room and board rates pursuant to New Hampshire Department of Education Regulation 1129 *et seq.*; and

in order for the _____ School District to receive Medicaid reimbursement for costs associated with the provision of health-related services at the _____ (OOD facility), the regulatory requirements of New Hampshire Department of Health and Human Services regulation He-M 1301 must be met-

The _____ School District and the _____ (OOD facility) agree to the following terms:

1. _____ (OOD facility) will provide all documentation as stated above and as further required by the New Hampshire Department of Education and New Hampshire Department of Health and Human Services such that Medicaid claiming may be accomplished by the District.

2. _____ (OOD facility) will cooperate with all requests by the _____ School District or its billing agent, MSB™, regarding documentation required for Medicaid billing, including but not limited to
 - Rate-setting information;
 - Medicaid-stipulated credentials of staff;
 - Transaction Logs documenting service delivery;
 - Records of attendance;
 - School calendar;
 - Supporting documentation for audit purposes; and
 - Any other requests pursuant to the Department of Education and Department of Health and Human Services regulations.