

“School-Based Health Services” Program Vital Information (2016-2017)

Reminders and Due Dates for Directors and Special Education Administrative Assistants

- [District Contact Information](#) (DUE: September 14th)
- [School Calendar](#) (DUE: September 14th)
- [Special Education Roster](#) (DUE: September 14th)
- [Release of Information](#) (Ongoing)
- [Provider Certification Agreement & Licensing](#) (DUE: September 30th, submit as needed thereafter)
- [Out of District Provider Agreement](#) (DUE: September 30th, submit as needed thereafter)
- [Essential Early Education IEP \(EEE IEP\)](#) (Ongoing)
- [Individual Education Plan \(IEP\)](#) (Ongoing)
- [Student Addition/Deletions Form](#) (Ongoing)
- [Unexpected/Unscheduled School Closing](#) (DUE: Monthly)
- [List of Excluded Individuals and Entities \(LEIE\) Verification Services](#) (Monthly)
- [Important Reminders for Service Providers](#)
- [Training: Schedule Now](#)

Topic	Description	Due Date
District Information Form	Please complete the electronic District Information form located on our website to provide us with updated contact information for your district.	9/14/16
School Calendar	Please provide MSB™ with copies of the 2016-2017 school calendars	9/14/16
Special Education Roster	Please provide MSB an updated Special Education Roster which should include: <ul style="list-style-type: none"> • Student’s First and Last Name • Date of Birth • Gender • Case Manager • School Name • School District Code • Physician (for new students) • State ID 	9/14/16
Release of Information	Please provide MSB copies of the Release of Information for new students and Release of Information forms for 18-year old students who become their own guardian.	9/14/16 (for new students then submit as needed thereafter)

Provider Certification Agreement & Licensing	All new staff who will be providing Medicaid billable services at a professional rate (Speech, OT, PT, Nursing, Counseling, etc.) must submit a Provider Certification Agreement and a copy of their current license. Also, any staff whose license has expired must submit a copy of their current license as well. Provider Certification Agreements and licensing are not required for those billing as paraprofessionals. Addendum – Required Documentation to Bill SLP at Professional Level	9/30/2016 (submit as needed thereafter)
Out of District Provider Certification Agreement and Out of State Billing Requirements.	Please provide Out of District Provider Certification Agreements for students attending Out of District programs. Please review our new Out-of-State Students document for an overview of billing requirements for students placed in out of state schools, if applicable.	9/30/2016 (submit as needed thereafter)
Essential Early Education IEP (EEE IEP) & Individual Education Plan (IEP)	Please forward any new and Amended EEE IEPs or School age IEPs along with the applicable amendment forms. Also forward the IEP Claim form (blue form) for all Annual IEPs.	Ongoing
Student Addition/Deletion Report	This form must be submitted as students enter and exit the district. Please complete and return the form located on our website .	Ongoing
Unscheduled School Days	The Unscheduled School Days form must be submitted at the end of each billing period.	Monthly
List of Excluded Individuals and Entities (LEIE)	The Agency of Education requires supervisory unions to check the LEIE and EPLS databases for all newly hired providers that sign a documentation log. MSB has been performing these checks on new employees on behalf of your district. We now offer a monthly LEIE Database search on all district employees at no cost to you. If you would like us to implement this service, please contact your Claims Analyst: Kelly Bilodeau or Sharon Gravel .	Monthly
Important Reminders for Case Managers & Service Providers	<p>Completed service documentation logs are due to MSB the 2nd Friday of the month following the close of the billing period. Please submit Aug/Sept logs no later than October 14, 2016, October logs by November 11, 2016, etc.</p> <ul style="list-style-type: none"> • Be sure you are using the current documentation logs, current version July 2013, for Case Management, Developmental & Assistive Therapy, Personal Care and Related Services documentation logs. • Handwritten changes, including cross-outs, must be initialed. • Do not use ditto marks, arrows, pencil or white out when filling out service logs. • Quarterly progress notes for Related Services (OT, PT, Speech, etc.) are due at the close of each marking period. • Providers cannot sign and date a form prior to the last date that a service was provided. Supervising professionals cannot sign forms prior to the date the provider signs the form. 	Ongoing

Training & Professional Development	Onsite Training & Webinars MSB offers onsite district training and webinars on a variety of topics. Onsite training is provided to staff that either develop IEPs via Adori or for paper based Medicaid documentation. Reserve your times now as fall is very busy for all of us. Please contact Kim Tortoriello to schedule a webinar or 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.	Scheduling based on availability
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