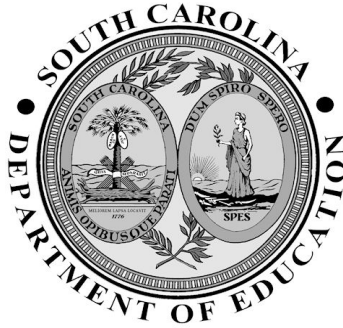


December 2021



<https://ed.sc.gov/districts-schools/medicaid/>

MEDICAID UPDATES

Are Districts Required to Bill Medicaid?

Per §1.2, Part IB, Temporary Provisions, SC FY 2021-2022 General Appropriations Act, all school districts shall participate, to the fullest extent possible, in the Medicaid program by seeking appropriate reimbursement for services and administration of health and social services. Therefore, each district should bill Medicaid for appropriate services rendered to Medicaid eligible students. If your district is not billing or has not billed Medicaid for reimbursable services provided to Medicaid eligible students, please reach out to the Office of Medicaid Service (OMS) at MedicaidServices@ed.sc.gov.

Subcontracting & Billing for Services Rendered by Subcontractors

If a Local Education Agency (LEA) decides to subcontract for rehabilitation and related services to ensure that students received the services needed, a subcontractor agreement must be in place. Districts can utilize Appendix A of the Rehabilitation & Related Services contract as the district's subcontractor agreement. If the district decides to create and utilize their own subcontract template, the district's subcontractor agreement must include all the information present within Appendix A of the Rehabilitation & Related Services contract.

When subcontracting, districts are responsible for submitting claims to the South Carolina Department of Health and Human Services (SCDHHS) on behalf of the subcontractor. The Conditions for Reimbursement section of the Rehabilitation & Related Services contract states, "LEA agrees to purchase from the Subcontractor and pay for services provided in accordance with this contract." To further support that the LEA must bill SCDHHS on behalf of the school district, the Quality Assurance section of the Rehabilitation & Related Services contract states that a QA reviews shall consist of a "review of the process whereby Subcontractor relays service delivery information to LEA for purposes of Medicaid billing." Therefore, the district must submit claims to the SCDHHS for services rendered by subcontractors. Please ensure that your district is billing Medicaid for services rendered by subcontractors (if applicable).

Board Certified Behavior Analyst (BCBA) Coursework and Supervised Fieldwork - Grant Opportunity Offered by Clemson University and SCDHHS

The SCDHHS, in partnership with the Clemson University Center for Behavior Analysis, is announcing a grant opportunity for individuals interested in becoming a Board Certified Behavior Analyst (BCBA) or Board Certified Assistant Behavior Analyst (BCaBA). The BCBA Coursework and Supervised Fieldwork program at Clemson University provides funding for twenty (20) qualified applicants for coursework and limited fieldwork opportunities.

Twenty (20) individuals will have the opportunity to enroll in seven (7) online courses in a non-degree granting course sequence verified by the Association for Behavior Analysis. In addition, five (5) of the twenty (20) selected applicants can also participate in supervised fieldwork satisfying the Behavior Analyst Certification Board, Inc.® (BACB) requirements for a BCBA or BCaBA over the course of five (5) semesters. Costs for these courses and supervised fieldwork will be paid by SCDHHS.

Applicants must have a bachelor's, master's or doctoral degree and submit a completed application with a copy of their highest degree achieved. Applicants must also participate in a scheduled phone interview prior to selection.

Full program information and applications can be found on the SCDHHS BCBA program website at <https://msp.scdhhs.gov/autism>.

The application deadline is **December 3, 2021**. Phone interviews for qualifying applicants will take place between January 3-7, 2022. Final selections of program participants will be announced January 21, 2022. Classes for selected applicants will begin in March 2022.

District Contracts

On August 18, 2021, the SCDHHS notified the Office of Medicaid Services (OMS) that SCDHHS had begun emailing the Rehabilitation and Related Services contracts to each district's Superintendent. Your district should have received your contract. If your district has not received a contract, please reach out to your district's assigned Education Associate (EA).

QUALITY ASSURANCE (QA)

Managed Care Organization (MCO) Prior Authorization (PA) Form- Humana Included

The OMS has revised the [MCO-PA Form](#) for Rehabilitative Behavioral Health Services (RBHS) to include MCO, Humana. The revision will allow RBHS districts to utilize the MCO-PA Form to request prior authorization of appropriate RBHS from Humana. To learn more about Humana's Medicaid prior authorization and notification requirements see the [Humana Healthy Horizons™ in South Carolina Preauthorization and Notification List \(PAL\)](#).

Reminder: Districts' Internal Self-Assessment Reviews

The Rehabilitative and Related Services contract between the South Carolina Department of Health and Human Services and the school district requires every school district to conduct a self-assessment of each program area in association with the SCDE's annual QA review. The self-assessment must consist of the following components:

- random sampling of records to include at least one record for each SBRS and RBHS rendered by the district;
- examination of records related to SDAC and SNT;
- assessment of compliance with Medicaid standards, policies and procedures;
- evaluation of credentials of staff; and
- review of the Medicaid billing operation.

The results of the district's self-assessment must be captured in the "ISA" section of the QA application underneath "Discrepancies in Services and Billing". The results must be entered into the QA application at least two (2) weeks prior to the OMS' QA review date. A summary of the findings must be submitted and/or the checklists completed for each student record must be uploaded to the QA application. If there are no discrepancies found in the records reviewed by the district, the district must complete the 'Discrepancies in Services and Billing' section as follows:

- 'Student Name'- enter the name of the student reviewed
- 'Service'- Identify the service reviewed from the student's record
- 'Discrepancy Note'- Document that no discrepancies were found.
- 'Corrective Action'- Document that no corrective action is needed because no discrepancy was found.

Do not leave the 'Discrepancies in Services and Billing' section blank if no discrepancies are found. You must complete the section as noted above. The OMS must ensure that the ISA was completed by the district, and the OMS must know the results of the review as this information must be reported to SCDHHS.

Districts do not have to wait until notification of the SCDE review date is received to begin completing the ISA. Districts can complete the ISA and enter the information into the QA application at any time as long as it is two weeks before the SCDE review date.

SCDHHS Payment Error Rate Measurement (PERM) Program

The SCDHHS released a bulletin on June 14, 2021, stating that the Centers for Medicare and Medicaid Services (CMS) informed the SCDHHS that the South Carolina Healthy Connections Medicaid program will participate in the Payment Error Rate Measurement (PERM) program for State Fiscal Year 2022. PERM reviews of the SC Healthy Connections Medicaid program take place by CMS every three years to measure the accuracy of Medicaid and Children's Health Insurance Program (CHIP) payments made by states. Samples of claims paid by SCDHHS with dates of July 1, 2021, through June 30, 2022, will be subject to review by CMS and therefore, claims submitted by districts are subject to review.

If district claims are selected for review, the district will be contacted directly by the entity contracted by SCDHHS to collect documentation, NCI Information Systems, Inc. It is anticipated that records will begin to be requested in December 2021. NCI Information Systems, Inc. will specify how they want to receive (e.g., fax or U.S. Mail) the requested medical records. The medical records requested must be submitted within 75 calendar days from the date of the request. If additional information is needed after the first submission, NCI Information Systems, Inc. will request the additional documentation which must be submitted within 14 calendar days from the date of the request. It is important that all information/documentation be sent in a complete and timely manner. Failure to provide requested documentation may result in sanctions including payment

recoupment and/or termination from participation in the South Carolina Healthy Connections Medicaid program

Please review the [SCDHHS bulletin](#) for more details regarding State Fiscal Year 2022's PERM review. If you have questions about this matter, please contact the PERM team at PERM@scdhhs.gov.

Autism Spectrum Disorder (ASD) Program

School districts wanting to enroll in the Medicaid autism services program can reach out to the SCDHHS. School districts may contact the SCDHHS' Provider Service Center (PSC) for enrollment questions at 888-289-0709. For questions regarding the program, all school districts are encouraged to review the [Autism Spectrum Disorder Manual](#) on the SCDHHS website and review the SCDHHS' [ASD trainings](#).

The OMS has also developed an [ASD presentation](#) which is located on the OMS webpage. The presentation provides a brief overview of the ASD program. If you have any questions regarding the ASD presentation, please contact your district's assigned Educational Associate.

Telehealth Consent

As shared previously, licensed professionals must refer to the South Carolina Department of Labor, Licensing, and Regulation (SCLLR) regarding written telehealth consent requirements as the SCLLR requires that some licensed professionals obtain a written consent form for services rendered via telehealth. Each licensed professional should check with their appropriate SCLLR Board to determine if a telehealth consent form must be obtained.

The Medicaid bulletin dated April 6, 2020, states, "Families and beneficiaries should be given every opportunity to make informed decisions about the receipt of services via telemedicine, including the clinical appropriateness of the intervention, its limitations, privacy and confidentiality, and the effect the provider's setting has on each of these issues." Therefore, it is best practice to obtain written consent for all services rendered via telehealth to prove that Medicaid's requirement was met.

Please remember that Medicaid will only reimburse for individual services, not group services when rendered via telehealth. Also, Medicaid will only reimburse for services rendered by appropriately licensed professionals.

It should be noted that all other consent forms previously required (i.e., Medicaid General Consent Form, Non-IEP Consent Form, etc.) must still be signed in addition to any telehealth consent form.

Electronic Signatures

The Medicaid electronic signatures policy can be found on page 24 of the SCDHHS' [Provider Administrative and Billing Manual](#). Medicaid permits the use of handwritten, electronic, or digital signatures but stamped signatures are unacceptable. The Provider Administrative and Billing Manual states, "Providers using alternative signature methods like electronic signatures need to be aware of the potential for misuse. The system needs to have software products that are protected against modification and

that apply adequate administrative procedures that correspond to recognized standards and laws. The individual whose name is on the alternate signature method and the provider are responsible for the authenticity of the information for which an attestation has been provided.” The Provider Administrative and Billing Manual provides acceptable electronic signature examples.

School districts are responsible for ensuring that SCDHHS’ Medicaid electronic signature policy requirements are met. Healthcare providers out of compliance with SCDHHS policy and procedures are subject to recoupment of funds.

FINANCE

School District Administrative Claiming (SDAC) Budget

Please ensure that you are tracking your contracted SDAC budget throughout the academic year and if needed, a budget increase can be requested of SCDHHS. If you have any questions about submitting a budget increase request to SCDHHS, please contact Monica McKinney at mcmckinney@ed.sc.gov.

Any budget increase requests needed for FY22 and FY23 will need to be submitted to SCDHHS by February 28, 2022. Please carbon copy Fiscal Manager, Monica C. McKinney at mcmckinney@ed.sc.gov on all requests.

SDAC Training

The SDAC Finance Training has been added to the OMS webpage. Districts are encouraged to review the training as it will provide guidance and an overview of the process to complete the quarterly invoice. If you have any questions regarding the trainings, please contact Fiscal Manager, Monica C. McKinney at mcmckinney@ed.sc.gov.

SDAC Invoices

Districts will receive notification on January 10, 2022 that they may begin entering their financial information into the SDAC application for the second quarter’s (i.e., October, November, and December- OND 2021) invoice.

As a reminder, once you have entered the financial data, please send notification to Fiscal Manager, Monica C. McKinney at mcmckinney@ed.sc.gov. The invoices are generated by the OMS once the district notifies the OMS that their financial information has been entered. The district will not be able to view the invoice until it has been generated by the OMS. A notification email is sent to the district, once the invoice has been generated by the OMS. The signed invoice must be sent to Fiscal Manager, Monica C. McKinney at mcmckinney@ed.sc.gov. All invoices for OND 2021 will need to be submitted for payment by February 15, 2021.

Quarterly Finance Meetings

The OMS’ next quarterly finance meeting will be held in January 2022. A meeting invitation will be sent to all districts prior to the meeting. If there are any questions that you have or topics that you wish to discuss during the upcoming meeting, please send that information to Fiscal Manager, Monica C. McKinney at mcmckinney@ed.sc.gov.

Special Needs Transportation (SNT) Payments for School Year 2021-2022

On December 1, 2021, each school district will be notified of the reimbursement amount that the district will receive from SCDE for school year 2021-2022. This will be the first of two payments during this academic year. If you have any concerns regarding the reimbursement amount referenced in the notification letter, please reach out to Fiscal Manager, Monica C. McKinney at mcmckinney@ed.sc.gov.

SCHOOL DISTRICT ADMINISTRATIVE CLAIMING (SDAC)

Random Moment Surveys

Please ensure that RMS participants are completing the second quarter (i.e., October, November, December- OND 21) surveys timely. If you need assistance with random moment samples or have participant issues, please contact Ronette Weeks at rmweeks@ed.sc.gov.

Bi-Monthly Meetings

The second bi-monthly meeting was held on November 10, 2021 at 9:00 a.m. There were 42 districts and 44 district staff in attendance. The next meeting will be scheduled for January 19, 2022 at 9:00 a.m.

Information about the SDAC application and pertinent SDAC related news will be discussed during the meeting, so you are encouraged to attend and ask questions. Questions addressed during these meetings will be utilized to enhance training material and develop resources that will benefit school districts.

A Microsoft Teams invitation will be sent to SDAC Coordinators two weeks in advance of the meeting. SDAC Coordinators can forward the invite to other persons within their district as they see fit.

SCDE Web Application Portal Access

The districts' Web Access Coordinators (WAC) are the gatekeeper for access to the SCDE Web Application Portal (WAA). The WAC should grant, change, and remove access to the WAA for employees based on changes in employment, name changes, etc. Password resets should be completed by the WAC as well.

SPECIAL NEEDS TRANSPORTATION (SNT)

GPS Software

The South Carolina Department of Education's Office of Transportation secured new statewide GPS routing software from Tyler Technologies which will impact SNT. Tyler Drive is the portion of the software that directly impacts SNT. Several districts have been trained by Tyler Technologies. At this time, all districts using the Transversa portion of Tyler Drive (student tracking) must also use the attendance log. SCDE is working with Tyler Technologies for a reporting solution. SCDE will set up a training on the specific report and its functionality as soon as it is available.

Bi-Monthly Meetings

The second bi-monthly meeting was held on November 10, 2021 at 10:00 a.m. There were 49 districts and 51 district staff in attendance. The next meeting will be scheduled for January 19, 2022 at 10:00 a.m.

Information about the SNT application and pertinent SNT related news will be discussed during the meeting, so districts are encouraged to attend and ask questions. Questions addressed during these meetings will be utilized to enhance training material and develop resources that will benefit school districts.

A Microsoft Teams invitation will be sent to SNT and Medicaid Coordinators two weeks in advance of the meeting. Coordinators can forward the invite to other persons within their district as they see fit.

SCDE Web Application Portal Access

The districts' Web Access Coordinators (WAC) are the gatekeeper for access to the SCDE Web Application Portal (WAA). The WAC should grant, change, and remove access to the WAA for employees based on changes in employment, name changes, etc. Password resets should be completed by the WAC as well.

TELL US

What topics would you like us to address in the monthly newsletter. It is our goal to support our school districts and give them all the information that they need to be successful in billing and providing Medicaid Services. Send all topics to our office email address MedicaidServices@ed.sc.gov.