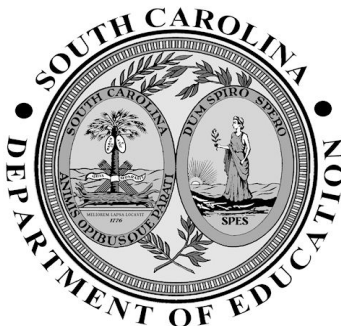


January 2021



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

Provider Relief Funds (PRF)

Many school districts applied and received Provider Relief Funds distributed by the Health Resources and Services Administration (HRSA) through the CARES Act PRF program. Districts that received these funds agreed to Terms & Conditions, which require compliance with reporting requirements as specified by the Secretary of Health and Human Services. Provider Relief Fund (PRF) recipients who received one or more payments exceeding \$10,000 are required to report as part of the post-payment reporting process.

Please find attached the Reporting Requirements Summary which identifies the data that must be reported. The Reporting Requirements Summary also identifies the **key dates** and the actions required as follows:

- **Jan. 15, 2021:** reporting portal opens for providers
- **Feb. 15, 2021:** first reporting deadline for all providers on use of PRF funds
- **July 31, 2021:** final reporting deadline for providers who did not fully expend PRF funds prior to December 31, 2020

Please review the Summary of Reporting Requirements and Post-Payment Notice of Reporting Requirements documents sent to districts via email on November 23, 2020 for guidance and details about the data that must be reported.

HRSA plans to offer Question & Answer Sessions via webinar in advance of the reporting deadline, and as needed. HRSA will also issue Frequently Asked Questions to aid in the reporting process. Please be sure to review all emails and notifications sent from HRSA. Also, be sure to review the Frequently Asked Questions (FAQs) at Health and Human Services' (HHS) CARES Act Provider Relief Funds webpage.

Please keep in mind that the recipients of Provider Relief Fund payments may be subject to auditing to ensure the accuracy of the data submitted to HHS for payment. Each applicable district must maintain appropriate records and cost documentation including, as applicable, documentation described in 45 CFR § 75.302 – Financial management and 45 CFR § 75.361 through 75.365 – Record Retention and Access, and other information required by future program instructions to substantiate that Provider Relief Fund payments were utilized appropriately.

Please be sure to review the [Terms and Conditions](#) and the [Reporting Requirements and Auditing FAQs](#).

For additional assistance, please call the provider support line at (866) 569-3522; for TTY dial 711. Hours of operation are 7 a.m. to 10 p.m. Central Time, Monday through Friday.

District Contracts- Update

Many districts have received contracts from the South Carolina Department of Health and Human Services (SCDHHS) during December 2020, but a few districts have not. If you have not yet received a contract, expect to receive the district's contract from SCDHHS soon.

Please be sure to carry out the following:

- Review your contract and identify any changes that you would like to propose.
- Develop/know your estimated budget.
- If you plan to request a budget increase to SCDHHS, provide a detailed explanation for the request.
- Ensure that the appropriate person(s) within your district are prepared to review and execute the contract.

Medicaid Provider Training

On January 4, 2021, the South Carolina Department of Health and Human Services (SCDHHS) released a bulletin announcing that free, reoccurring training workshops will be offered by SCDHHS. The virtual workshops will cover a variety of topics including training on Medicaid basics, how to submit claims using the web-based tool and third-party liability (TPL). The bulletin can be found at <https://www.scdhhs.gov/pro-alert/upcoming-healthy-connections-medicaid-provider-trainings>. Please review the schedule and utilize the appropriate links to register for any workshops that your district would like to attend.

Rehabilitative Behavioral Health Services (RBHS)- Maintenance of Staff Credentials

Effective July 1, 2019, Local Education Agencies (LEA) enrolled as Rehabilitative Behavior Health Services (RBHS) providers were required to utilize the RBHS manual for guidance as RBHS policy language was removed from the LEA manual. Please ensure that you have reviewed the "Maintenance of Staff Credentials" section of the RBHS manual and are aware of the expectations for screening staff.

Maintenance of staff credentials are required and appropriate documentation must be present in each personnel file, as applicable, prior to the start of employment and prior to rendering services to beneficiaries.

Three of the maintenance requirements and screenings that must be conducted are criminal record checks, state and national sex offender registry check(s) and child abuse registry checks for RBHS staff. These checks must be completed prior to the start of employment and annually thereafter.

Criminal Background Checks

School districts may conduct a criminal background check for staff via South Carolina Law Enforcement Division (SLED) at <https://catch.sled.sc.gov/CRCEligibility.aspx>. Please note that RBHS staff may be eligible for reduced fees as “pursuant to statute, criminal records check for prospective teachers and substitute teachers are provided to local school districts without charge and criminal records checks for bus drivers and bus driver aides are provided for a reduced fee of \$8.00.”

The criminal record check results shall not indicate any findings or criminal charges against the potential or current employee in the categories identified within the RBHS manual.

Sex Offender Checks

School districts may conduct sex offender checks via the following:

- SLED at <https://catch.sled.sc.gov/CRCEligibility.aspx>; **AND**
- National Sex Offender Public Website (NOSOPW) at <https://www.nsopw.gov/en/Search/Verification>
-

Results of the state and national sex offender registry checks must not indicate any findings.

Child Abuse Registry Checks

School districts may conduct child abuse registry checks via the South Carolina Department of Social Services' (SCDSS) Central Registry of Child Abuse and Neglect by submitting the DSS 3072 Form. The form can be located at https://dss.sc.gov/media/1753/dss-form-3072_rev-may-18.pdf.

Results of the child abuse registry check must not indicate any findings.

Please review the RBHS policy manual for a comprehensive overview of all maintenance requirements regarding staff credentials.

Quality Assurance Review- Reminder

It is requested that districts **meet the deadlines established** by the Education Associate to be respectful of everyone's time and the Education Associate's schedule. Delays not only impact each reviewers' deadline but also the time that the Education Associate will have to provide training to the districts.

As absenteeism has increased among the workforce nationwide due to COVID-19 and other reasons, please take this into consideration and develop a plan in the event that your district's Medicaid Coordinator or designated staff will not be available/present (expectantly or unexpectantly). As each district is given 30 days of advance notice, it is expected that districts are preparing early and will meet deadlines established.

Please keep in mind that the OMS' advance notice is generous as Medicaid policy states, “Medicaid providers must make records accessible and available for review during a provider's normal business hours or as otherwise directed, **with or without advance notice** by authorized entities and staff as described in this section. If the requested

records are not available, they must be made available within two (2) hours of the authorized entity's request or are otherwise deemed inaccessible." Again, with the 30-day advance notice, it is expected that all districts meet the deadline(s) established as delays not only impact each reviewers' deadline but also the time that the Education Associate will have to provide training to each district.

Special Needs Transportation (SNT)

Ridership Updates

Please make sure to update (click/unclick) ridership attendance on the SCDE website on a weekly basis. The OMS has begun review of the ridership attendance and will be providing feedback to districts as needed.

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. In December 2020 meeting(s) were held with Tyler Technologies, SCDE and the first district to roll out the technology. As each district begins to roll out of the ridership portion of the GPS routing software, the districts' Special Needs Transportation Coordinator will be informed. Specialized training on the process will be provided by both Tyler Technologies and SCDE.

Enrich Submission

Quarterly ENRICH updates for SNT are now due. Please make sure to submit your file in ENRICH for SNT by January 15th.

SNT Payment Distribution

The LEAs participating in the SNT program received a combined total of \$610,000 as their second payment of Special Needs Transportation funds from SCDE in calendar year 2020. The funds were included with the SCDE December 2020 monthly payments to LEAs.

If your district does not participate in the SNT program but would like to or if you have any questions/concerns regarding the SNT program, please contact Ronette Weeks by phone at 803.734.3913 or via email at rmweeks@ed.sc.gov.

School District Administrative Claiming (SDAC)

The October/November/December (OND) quarter will be closing in mid-January. Please contact any of your participants that have incomplete surveys and ask them to complete them. If you or your participants have questions or need help logging in, please contact Matthew Melton for assistance. He can be reached via email (mmelton@ed.sc.gov) or phone (803) 734-2108.

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 in order to be successful in billing and providing Medicaid Services. Send all topics to our office email address MedicaidServices@ed.sc.gov.