

July 2021



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

Introduction of the Office of Medicaid Services' (OMS) New Fiscal Manager

The OMS welcomes its new Fiscal Manager, Monica McKinney who joined the team April 2, 2020. Monica most recently worked for the South Carolina Department of Health and Human Services (SCDHHS) prior to joining the SCDE team where she held positions as a Senior Consultant and Fiscal Analyst III over the last 13 years. Her work experience includes performing cost allocations, analyzing fiscal data, financial reviews and audits, grants and funds management, federal and state year-end reporting, and serving as the subject matter expert/agency liaison to the Center for Medicaid and Medicare (CMS). Monica has also held other finance positions within the banking, education, and healthcare industries/fields.

Monica is here to assist and address districts' fiscal needs, and she looks forward to serving and advocating on behalf of the school districts. One of Monica's priorities is to ensure that school districts are maximizing Medicaid funding to meet the needs of South Carolina's students. Monica can be reached by email at mcmckinney@ed.sc.gov or by phone at 803-734 – 9180.

SCDHHS Contract

It is time for the SCDHHS and school districts' Rehabilitation and Related Services contract to be renewed as the contracts are scheduled to expire on July 1, 2021. The SCDHHS needs districts' budget information and has requested the assistance of the OMS to obtain this information. Please submit to the OMS your district's three-year budget projections. The Rehabilitation and Related Services contract is a three-year contract that will cover FY22, FY23, & FY24, and therefore, districts will need to submit budget information for each year. The OMS is requesting that this information be submitted to the OMS Fiscal Manager, Monica McKinney at mcmckinney@ed.sc.gov by COB, July 31, 2021.

Fiscal Manager, Monica McKinney will be reaching out to the districts via email to provide you with the Budget Renewal Form that must be submitted. The Budget Renewal Form needs to be returned to Monica McKinney at mcmckinney@ed.sc.gov by July 31, 2021. If the form is not received by that date, the OMS will use the district's budget from the previous three years to estimate the district's budget for the upcoming contract period.

In the meantime, you may receive communication from SCDHHS requesting that you review and sign your Rehabilitation and Related Services contract because the district contracts themselves do not include any budget reference or a budget appendix. The districts' budget is referenced and included within the SCDE's contract. Once the OMS has received all of the districts' budget information, the information will be provided to the SCDHHS and the SCDE contract will be amended.

Should you have any questions or concerns or need assistance with your budget, please reach out to Fiscal Manager, Monica C. McKinney. Monica can be reached at mcmckinney@ed.sc.gov or 803-734-9180.

Provider Relief Funds (PRF)

On Friday, June 11, 2021, the U.S. Department of Health & Human (HHS) released the revised Provider Relief Fund (PRF) [Post-Payment Notice of Reporting Requirements](#) that were previously issued on January 15, 2021. The new reporting requirements are now available on HHS' website along with other reporting resources. Review the revised notice for detailed information.

Districts that received one or more payments exceeding \$10,000 in the aggregate, please identify the applicable reporting period for your district and if you have not, register in the PRF Reporting Portal. The registration process will take approximately 20 minutes to complete and must be completed in one session.

Before starting the registration process, districts should have the following on hand:

- Tax ID Number (TIN) or other number submitted during the application process (e.g., Social Security Number, Employer Identification Number [EIN])
- Business name of the reporting entity
- Contact information (i.e., name, phone number, email address) of the person responsible for submitting the report
- Address (i.e., street, city, state, five-digit zip code) of the Reporting Entity
- Tax Identification Number(s) (TINs)
- Payment information (for any of the payments received)
 - TIN of entity that received the payment
 - Payment amount
 - Mode of payment (check or direct deposit ACH)
 - Check number or ACH settlement date

Helpful resources can be found on [PRF Reporting Webpage](#), [PRF Reporting Portal User Guide](#), and [Frequently Asked Questions](#) (FAQs). For additional information, 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.

SCDHHS Program Integrity (PI) Resumes Onsite Visits for Provider Reviews:

SCDHHS released a bulletin on June 21, 2021 to inform Medicaid providers that effective July 1, 2021, the South Carolina Department of Health and Human Services' (SCDHHS) PI will resume onsite visits for provider reviews which were previously discontinued due to COVID-19. PI has adopted new protocols to conduct onsite reviews that support the

health and safety of the provider, their staff and the PI team. The new protocol consists of the following:

- The PI team will wear a face mask at all times and have additional personal protective equipment (PPE) available for use, as needed.
- PI will limit the number of PI team members attending each onsite visit to the extent necessary to conduct a thorough review.
- PI will notify providers in most cases, prior to the visit and request a plan for adequate space to ensure social distancing. If the space provided does not allow for reasonable social distancing with the use of available PPE, the PI review team may request the provider make additional space available for the review team.
- PI review teams will adhere to the district's COVID-19 protocols while conducting an onsite visit.

Please review the [SCDHHS bulletin](#) for more information/details. Please reach out to the Medicaid Provider Service Center (PSC) if you have additional questions or concerns.

QA Review Process:

The QA review process will be carried out as follows by the OMS:

- All school districts will be reviewed during academic school year 2021 – 2020 for services rendered during academic school year 2020 – 2021.
- Each district will be notified of their review date at least four weeks prior to the review date
- OMS will randomly select the Medicaid students whose file(s) will be reviewed, and a list of student's names and services to be reviewed will be provided to the district.
- Per the LEA/SCDHHS contract, the OMS will:
 - Review two files per school-based rehabilitation service provided by the district
 - Review two files per rehabilitative behavioral health service by district
 - Review one SNT file per district
 - Review one SDAC file per district
- A minimum of 12 files will be reviewed (i.e., If only nursing services are provided by a district, 12 nursing services will be reviewed. If only occupational and physical therapy services are reviewed, six occupational therapy and six physical therapy files will be reviewed)
- The OMS Education Associate will discuss the findings of the review and answer questions during the exit conference.
- OMS will also provide the opportunity for questions related to the Medicaid training during the exist conference. The trainings PowerPoints will be provided and posted on the OMS webpage for the school districts to review.
- The QA team will be reviewing documents for the entire academic year. Review the list below for further explanation of the review:

Districts are reminded that the following must be carried out by their district:

- Internal self-assessments must be completed and submitted at least 2 weeks prior to the QA review date
- All documentation must be submitted to the OMS prior to the review date
- All requested staff must be made available for the exit review
- Corrective action plans (CAP) must be submitted within four weeks from the date that the district receives the QA report via the QA Application
- Review the OMS' response to the CAP submitted and follow-up if needed
- Finalize and accept the QA report by June 30th

Districts' Internal Self-Assessment Reviews

In the contract between South Carolina Department of Health and Human Services and the school district requires every school district to do a self-assessment of each program area in association with the SCDE on-site review. The following is a list of requirements:

- 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
- Review of the Medicaid billing operation

The results of the self-assessment must be captured in the QA application. The results of the district's self-assessment must be captured within the "ISA" section's "Discrepancies in Services and Billing". The findings of the self-assessment must be conducted and reported via the QA application within two (2) weeks prior to the QA review by the OMS.

Special Needs Transportation (SNT)

Ridership Updates

The updates (click/unclick) to the ridership attendance on the SCDE website should be completed for the 2020/2021 school year. If you have not completed ridership updates for these dates, please complete by July 15, 2021.

SNT Application End Dates/Table Updates

An end date of June 30, 2021 was applied to all buses, drivers, and students that were not previously end dated in the SNT application on the SCDE website. There will be no carryover data for the 2021/2022 school year.

SCDE will update tables that house buses, drivers, students, and schools will be updated during the month of July in preparation for the district loading of the routes, drivers, and students for the 2021/2022 school year. The update will ensure the most recent data is in the SNT Application.

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.

Training

The annual SNT training will be held in early August. Please be on the lookout for dates and times. The training will be interactive, and all districts are encouraged to attend.

If you have any questions/concerns/training needs 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)

Rosters

Please update the status of any retirees or other participants who are leaving the district to 'Inactive'. This ensures that those participants are not carried over into school year 2021 – 2022. Please do not add any new participants to your roster until you receive notification from SCDE. If you have any questions about your roster, please contact Ronette Weeks (rmweeks@ed.sc.gov).

Training

The annual SDAC training will be held in early August. Please be on the lookout for dates and times.

If your district does not participate in the SDAC program but would like to or if you have any questions/concerns/training needs regarding the SDAC program, please contact Ronette Weeks by phone at 803-734-3913 or via email at rmweeks@ed.sc.gov.

School District Administrative Claiming Contracts

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 via contract amendment. To request a budget increase, you will need to submit a request to SCDHHS in writing. Contract amendments for Fiscal Year (FY) 2021 are no longer being approved by SCDHHS as there is not enough time left in the FY to appropriately review and process the requests. All budget increase requests that districts may need for FY22 and FY23 will need to be submitted to SCDHHS by February 28th of the contract FY. Please carbon copy the OMS' new Fiscal Manager, Monica C. McKinney at mcmckinney@ed.sc.gov on all requests.

If you need assistance or have questions regarding your district's budget or need more information specific to budget increase requests, please reach out to Monica C. McKinney at mcmckinney@ed.sc.gov or 803-734-9180.

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.