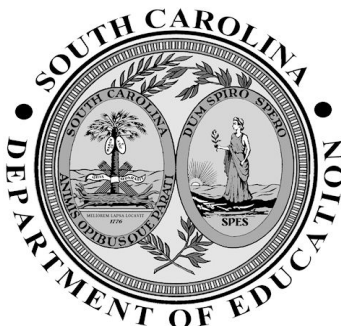


**November 2021**



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

## **MEDICAID UPDATES**

### **New Provider Funding**

Districts were notified by the Office of Medicaid Services (OMS) on September 29, 2021, that additional federal funding may be available to your school district via Phase 4 of the Provider Relief and the American Rescue Plan (ARP) Rural Payments. The application was open for both [Provider Relief Fund \(PRF\) Phase 4 and American Rescue Plan \(ARP\) Rural payments](#) until October 26, 2021. PRF Phase 4 was open to a broad range of providers who have experienced changes in operating revenues and expenses. ARP Rural was open to Medicare, Medicaid, or the Children's Health Insurance Program (CHIP) providers who serve rural beneficiaries. In order to streamline the application process and minimize administrative burdens, providers could apply for both programs in a single application.

### **Humana Enrollment Communication**

The OMS is currently in communication with Humana regarding the enrollment of school districts into the managed care organization (MCO). The OMS will be sending an email to all districts that will discuss and provide information regarding Humana's authorization form, billing process, enrollment, and etc. Please OMS plans to provide information and guidance to districts within the coming week. Please stay tuned.

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

The South Carolina Department of Health and Human Services (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 South Carolina Department of Health and Human Services (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).

### Removal of Archived Documents

The OMS has removed all archived documents from the OMS webpage.

## **QUALITY ASSURANCE (QA)**

### 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 as 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.

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.

### Revision of the School District Preparation Guide 21 – 22

The School District Preparation Guide 21 – 22 has been revised. Item number two of the School District Preparation Guide 21 – 22 previously stated that the ‘# of students’ and ‘# of Medicaid students’ captured in the ‘Billing Contact’ section of the ISA should be a reflection of the current school year’s total. The School District Preparation Guide 21 – 22 has now been updated to state that the ‘# of students’ and ‘# of Medicaid students’ captured in the ‘Billing contact’ section of the ISA should be a reflection of the prior academic school year’s total as the previous academic year is relevant to the audit. The updated [QA Review Preparation Document](#) is located on the OMS webpage. The school district must provide this data in the Medicaid QA Application’s ISA section, under the “Billing Contact” tab.

### Updated School District Consolidation Checklist

The OMS School District Consolidation Checklist will help districts navigate through the consolidation process efficiently as it relates to Medicaid. Districts that are in the process of consolidating or will be consolidating in the near future are encouraged to review the document to ensure that you are knowledgeable of the information needed and actions to be completed for Medicaid billing purposes. The checklist will be found by clicking the ‘Consolidation Guidance’ link within the ‘Additional Resources’ section of the webpage. The updated document will be added to the OMS website next week with a revision date of 10/1/2021.

### SCDHHS Payment Error Rate Measurement (PERM) Program

The South Carolina Department of Health and Human Services (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](mailto:PERM@scdhhs.gov).

### Third Party Liability (TPL) Letters

[TPL letters](#) for academic year 2021 – 2022 are now posted on the OMS webpage. The OMS received approximately 20 letters from insurance agencies/companies for districts to utilize. Additional letters will be added to the webpage as they are received. If you have any questions or concerns, please feel free to contact your district's assigned EA.

### TPL Supplement & Additional TPL Resources

OMS would like to remind the school districts that the [TPL Supplement](#) is available to assist districts in answering TPL questions and concerns. The TPL Supplement policy is a comprehensive review of all TPL policies and procedures and includes guides such as the Suggested Third-Party Filing Process which informs districts of the filing process expectations.

Additionally, the [Reasonable Effort Documentation](#) form is available and can be utilized by districts when all reasonable efforts to resolve a billed claim submitted to the third party is not successful. The Reasonable Effort form allows districts to record all attempts made by the school district to seek reimbursement from the third party carrier. Please review the TPL Supplement to identify when and how the Reasonable Effort Documentation should be utilized.

### Autism Program

School Districts wanting to enroll in the Medicaid autism services program can reach out to the South Carolina Department of Health and Human Services (SCDHHS). School district may contact the Provider Service Center (PSC) for enrollment questions. The PSC telephone number is 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 [ASD trainings](#) made available by SCDHHS. The OMS has provided a link to the SCDHHS' ASD trainings on the OMS webpage.

## **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. To request a budget increase, you will need to complete and submit the [SDAC Contract Budget Amendment Request](#) form. The form is located on the OMS webpage. To request a copy of the form in Word format, send an email to [mcmckinney@ed.sc.gov](mailto: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](mailto:mcmckinney@ed.sc.gov) on all requests.

## SDAC Training

The [SDAC Finance Training](#) was held October 1, 2021. There were 67 participants and 38 districts represented. Thank you to everyone who participated, and the OMS hopes that you found the training helpful.

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](mailto:mcmckinney@ed.sc.gov).

## SDAC Invoices

Districts were notified on October 14, 2021 that they may begin entering their financial information into the SDAC application for the first quarter's (i.e., July, August, and September- JAS 2021) invoice. Currently, 44 invoices have been generated and 41 have been submitted to DHHS for payment. There are approximately 35 districts that still need to submit invoices for payment.

As a reminder, once you have entered the financial data, please send notification to Fiscal Manager, Monica C. McKinney at [mcmckinney@ed.sc.gov](mailto: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](mailto:mcmckinney@ed.sc.gov). All invoices for JAS 2021 will need to be submitted for payment by November 15, 2021 .

## Quarterly Finance Meetings

The OMS' first quarterly finance meeting was held on October 12-14, 2021. There were 197 participants and approximately 70 school districts represented. Thank you to everyone who attended.

The next 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](mailto:mcmckinney@ed.sc.gov).

## **SCHOOL DISTRICT ADMINISTRATIVE CLAIMING (SDAC)**

### Random Moment Surveys

The completion rate for the random moment surveys (RMS) for the first quarter (i.e., July, August, September- JAS 21) of the academic year was 92.73%. Thanks for the attention and time that you dedicated to completing the 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](mailto:rmweeks@ed.sc.gov).

### Bi-Monthly Meetings

The next bi-monthly meeting will be held on November 10, 2021 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 Web Access Coordinator should grant, change, and remove access to the application portal (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 next meeting will be held on November 10, 2021 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 Web Access Coordinator should grant, change, and remove access to the application portal (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](mailto:MedicaidServices@ed.sc.gov).