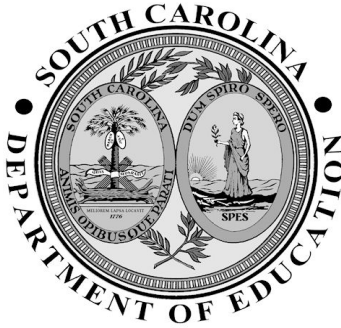


September 2021



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

MEDICAID UPDATES

Progress Summary

The South Carolina Department of Health and Human Services' Local Education Agencies (LEA) Services Provider Manual and Rehabilitative Behavioral Health Services (RBHS) Provider Manual will be updated to reflect that progress summaries must be completed "**at least** every 90 calendar days from the start date of treatment, and **at least** every 90 days thereafter." This policy change is effective October 1, 2021, and therefore, any progress summary that is due on or after October 1, 2021 may be completed more frequently than every 90 calendar days.

For purposes of Medicaid compliance and billing, the progress summary must continue to include all required documentation components and must be present in the child's clinical record. Staff qualifications to complete the progress summary has not changed. Please review the LEA & RBHS Provider Manuals to identify the required documentation components, staff qualifications and comprehensive policy regarding progress summaries.

A memo from the South Carolina Department of Health and Human Services (SCDHHS) will be shared with all districts to reflect this change. Once districts receive the memo, any questions regarding the information should be sent to the OMS' general email account at MedicaidServices@ed.sc.gov.

Office of Medicaid Services (OMS) and the Office of Special Education Services (OSES) Collaboration- Resources and Guidance

The Office of Medicaid Services (OMS) and the Office of Special Education Services (OSES) have collaborated to develop guides and resources which will assist districts in better understanding the requirements and mandates of the Individuals with Disabilities Education Act (IDEA) and Medicaid. The following guides and resources will be available to districts on the OMS and OSES webpage.

IDEA & Medicaid Crosswalk

The crosswalk will guide districts through the requirements of each program relative to processes, documentation, staff requirements, timelines, etc. The OMS and OSES strongly encourage districts to review the crosswalk. The crosswalk does not provide a

comprehensive review of policy requirements and does not replace the need for districts to review and adhere to policy and procedures established by each program.

IDEA & Medicaid Terminology Guide

A terminology guide has been developed to identify and define common language and terms utilized by both programs.

Goal Examples

In an effort to help districts better understand the information and content needed specific to the goals in the Individualized Education Program (IEP), the OMS and OSES have identified the components that must be present and provided examples of goals which meet both, IDEA and Medicaid requirements.

Impact Statement Guidance

The guidance ensures that the impact statement within the IEP addresses the educational disability and medical necessity which satisfies the requirements for both IDEA and Medicaid.

All guides and resources will be located on the OMS webpage within the School Based Rehabilitative Services section.

Individualized Treatment Plan (ITP) & Individualized Healthcare Plan (IHP) Crosswalk

Per the Local Education Agency (LEA) Provider Manual, the ITP must include specific components/information. As district nurses may currently utilize an IHP (remember to indicate "ITP" on the document for Medicaid billing purposes), a crosswalk has been developed to identify the ITP components that must be present and where the ITP components should be captured on the IHP. In working with State School Nurse Consultant, Victoria Ladd, MSN, RN, it is the OMS' hope that this document will assist nurses in the district with capturing the information needed for Medicaid billing purposes.

The crosswalk does not provide a comprehensive review of policy requirements specific to the ITP and does not replace the need for districts to review and adhere to the LEA manual.

The crosswalk will be located on the OMS webpage within the School Based Rehabilitative Services section.

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 contract, please reach out to SCDHHS' Provider Service Center (PSC) at 1-888-289-0709 and request a copy of your contract. Also, please inform the OMS that you have not received your contract.

District Consolidations

District consolidations must be reported to SCDHHS as soon as possible. The SCDHHS Provider Enrollment Division must be notified of the consolidation and can be reached via

the Provider Service Center (PSC) at 1-888-289-0709, option 4, for initial assistance regarding enrollment of the consolidated district and/or change of ownership process. All [provider enrollment](#) information can be found on the SCDHHS website.

A copy of all documents submitted to the SCDHHS Provider Enrollment must also be provided via email to the SCDHHS Division of Coverage and Benefit Design. Deborah Munchmeyer, Program Manager is the appropriate contact within the Division of Coverage and Benefit Design and can be reached at Deborah.Munchmeyer@scdhhs.gov.

Removal of Archived Documents

The OMS will be removing all archived documents from the OMS webpage by October 31, 2021. Please download and save all documents needed. The documents will no longer be available after October 31, 2021.

QUALITY ASSURANCE (QA)

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 – 2022 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.
- Based on the requirements of the LEA/SCDHHS contract, the OMS will
 - review two files per school-based rehabilitation service provided by the district,
 - review two file per rehabilitative behavioral health service provided by the district,
 - review one SNT file per district, and
 - review one SDAC 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 review period is for the entire academic year.
- The OMS Education Associate will discuss the findings of the review and answer questions during the exit conference.
- OMS will provide technical assistance, training (if needed), and the opportunity for questions specific to the trainings available on the OMS website during the exit conference.

Districts are reminded of the following:

- Internal self-assessments must be completed and submitted at least 2 weeks prior to the QA review date.
- All documentation requested 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 OMS's QA report via the QA Application.
- The OMS' will respond to the CAP submitted and districts must follow-up if needed.
- QA reports must be finalized and accepted by the district by June 30th.

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.

Medicaid QA Checklist

Academic Year 2021-2022 Medicaid checklists have been posted to the OMS webpage. The checklists can be found at <https://ed.sc.gov/districts-schools/medicaid/medicaid-program-quality-assurance/quality-assurance-qa/quality-assurance-qa/>. Select QA Checklists SY 21-22' to view the checklists.

Additionally, the OMS has developed a COVID-19 Testing checklist. The checklist will be utilized to review COVID-19 testing services rendered by districts during academic year 2021-2022. If you have any questions about the checklist or need support, please contact Education Associates, Maureen Ryan at mryan@ed.sc.gov or Dee Drayton at ddrayton@ed.sc.gov.

District and Entity Information Management System (DEIMS)

An SCDE memo was sent to superintendents on June 30, 2020 regarding the District and Entity Information Management System (DEIMS). DEIMS contains the official district contact or program liaison lists. It's fully operational through the South Carolina Department of Education (SCDE) Member Center. The DEIMS eliminates the need for multiple SCDE offices to request lists of district contacts for a variety of topics and programs.

The district is responsible for updating the information in DEIMS at the beginning of each new school year and throughout the school year as needed. Please ensure that your district's contact information for program leads (Medicaid Coordinator, SDAC Coordinator, SNT Coordinator, etc.) are updated in DEIMS. The DEIMS contact list is used for all communication. It is imperative that your district's contact list is up to date to ensure that

your district receives all OMS information and communication. To update your district's contact list, please contact your district's Web Access Coordinator.

Quality Assurance Review Checklists

The QA Review Checklists for 2021-2022 and the Quality Assurance Review Preparation Document are now posted to the SCDE-OMS Medicaid website at <https://ed.sc.gov/districts-schools/medicaid/medicaid-program-quality-assurance/quality-assurance-qa/quality-assurance-qa/qa-checklist-sy-21-222/>. If you have any questions or concerns, please feel free to contact your Education Associate.

TPL Letters

The TPL letters for 2021-2022 are currently being posted on the SCDE-OMS Website at <https://ed.sc.gov/districts-schools/medicaid/medicaid-program-quality-assurance/third-party-liability-tpl/third-party-liability-tpl/>. The OMS received approximately 20 letters from insurance agencies/companies for districts to utilize. If you have any questions or concerns, please feel free to contact your Education Associate.

FINANCE

School District Administrative Claiming 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 via contract amendment. To request a budget increase, you will need to submit a request to SCDHHS in writing. 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 Fiscal Manager, Monica C. McKinney at mcmckinney@ed.sc.gov on all requests.

Quarterly Finance Meetings

Beginning October 2021, quarterly meetings will be held with districts to discuss budget, expenditures, and utilization of Medicaid services that are eligible for reimbursement. Please begin to identify topics that you would like to discuss, information or clarifications needed, financial barriers that your district is facing, or information that would be beneficial to your district and submit that information to Monica McKinney by email at mcmckinney@ed.sc.gov or submit the information to the Office of Medicaid Services' general email account at MedicaidServices@ed.sc.gov.

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) 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); and
- 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); and
 - 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.

OMS Webpage to Include Finance Section

In September 2021, a Finance section will be added to the SCDE-OMS webpage. Finance related trainings will be housed in this section. You will also find finance related documents such as the Contract Budget Amendment Request Form which must be completed to justify all budget increase requests related to districts' SDAC and Rehabilitation and Related Services contracts with SCDHHS. The Contract Budget Amendment Form must be completed in its entirety, include all information requested, and submitted to SCDHHS. Please carbon copy Fiscal Manager, Monica C. McKinney at mcmckinney@ed.sc.gov on all budget increase requests.

SCHOOL DISTRICT ADMINISTRATIVE CLAIMING (SDAC)

Random Moment Surveys

Random moment surveys (RMS) for the first quarter (i.e., July, August, September- JAS 21) of the academic year were released on August 30th. Please ensure that RMS participants are completing the surveys timely. If you need assistance or have questions, please contact Ronette Weeks at rmweeks@ed.sc.gov.

SDAC Training

SDAC trainings for coordinators and participants are uploaded to the OMS webpage for review and live training will also be conducted. The live training will be conducted on September 14, 2021 from 9:00 am to 11:00 am. All coordinators are encouraged to participate.

Bi-Monthly Meetings

The OMS strives to quickly provide the technical assistance needed by districts on a daily basis. In addition to the daily support, during the upcoming school year, bi-monthly check-ins will be available to districts to assist districts with questions specific to the SDAC application, surveys, budgets, and to also share any pertinent news. The first two check ins will be September 22nd at 10:00 a.m. and November 10th at 10:00 a.m.

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

If you need assistance with random sample surveys or participant issues, please reach out to Ronette Weeks at rmweeks@ed.sc.gov or 803-734-3913.

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.

SNT Training

SNT training is uploaded to the OMS webpage for review and live training will be conducted. The live training will be conducted on September 16, 2021 from 9:00 am to 11:00 am. All SNT and Medicare coordinators are encouraged to attend.

Bi-Monthly Meetings

The OMS strives to quickly provide the technical assistance needed by districts on a daily basis. In addition to the daily support, during the upcoming school year, bi-monthly check-ins will be available to districts to assist districts with questions specific to the SNT application, surveys, budgets, and to also share any pertinent news. The first two check ins will be September 22nd at 9:00 a.m. and November 10th at 9:00 a.m.

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

If you need assistance, please reach out to Ronette Weeks at rmweeks@ed.sc.gov or 803-734-3913.

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.