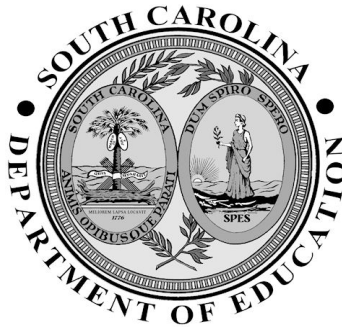


February 2022



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

MEDICAID UPDATES

Provider Relief Funds (PRF) Reporting Requirements (Deadline March 31, 2022)

On Friday, June 11, 2021, the U.S. Department of Health & Human Services (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 (using the link above), 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.

Website Refresh

The SCDE website underwent a refresh January 17, 2022. The change was driven by a need to create a more user-friendly experience. While the homepage of the website looks and navigates differently, the vast majority of the links and webpages will remain unchanged albeit organized differently.

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 districts self-assessment must not include the same student listed on the Quality Assurance Review Student list provided by the Education Associate.

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 in "Doc Upload". 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 to begin completing the ISA. Districts can complete the ISA and enter the information into the QA application at any time as long as the information is entered at least two weeks prior to 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 the 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.

Electronic Signatures

Districts conducting virtual treatment plan meetings must follow the Medicaid electronic signature policy requirements.

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 examples of acceptable electronic signatures.

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.

Reminder: Individualized Treatment Plan (ITP)/Individualized Healthcare Plan (IHP)

As district nurses may currently utilize an IHP please remember to indicate “ITP” on the document for Medicaid billing purposes. Currently, Medicaid policy does not recognize or include an IHP; therefore, the IHP must reflect ITP. This information has been shared during trainings, within previous newsletters and is also reflected on the ITP/IHP crosswalk and ITP/IHP template available to districts on the OMS webpage. Please ensure that you are adhering to this guidance for Medicaid billing purposes.

Academic Year 2020 – 2021 QA Review Findings & Reminders

Required Evaluation/Reevaluation Components

Annual reviews conducted thus far for academic school year 2020 – 2021 have revealed that school districts are not always including the required components in the evaluation and/or reevaluation form/report as mandated by Medicaid’s LEA Provider Manual. Listed below are required components for school-based rehabilitative services’ evaluations and/or reevaluations which are frequently omitted by school districts.

- the LPHA’s signature (electronically or handwritten), date, and title with written recommendations;
- a review of the medical history including the diagnostic testing and assessment, and a written report with recommendations; and
- a diagnosis and treatment examination that identifies the need for rehabilitative therapy service(s).

Please review the LEA Provider Manual for a comprehensive list of all required components to be included on the evaluation form/report and ensure that your district includes them. If you have any questions, please contact the Education Associate assigned to your district.

Medicaid Documentation Requirements

Annual reviews conducted thus far for academic school year 2020 – 2021 have revealed that school districts are not meeting all documentation requirements. Please ensure that the following are met:

- Documentation is present to support each billed claim.
- Documentation is sufficient to justify Medicaid payment.
- Documentation provides a clear descriptive narrative of the services provided.
- Progress toward treatment goals is appropriately documented.
- Treatment plans specify the exact service the beneficiary should be receiving (i.e., individual or group therapy).
- All entries are written in ink or typed, are legible and are in chronological order.
- Documents are dated (month, day, and year) and legibly signed and/or co-signed by the appropriate staff. A signature sheet that identifies all staff names, signatures, and initials must be maintained and provided to QA reviewers.
- Clinical records are arranged logically so that information can be easily reviewed, copied, and audited.

Please review the Local Education Agencies Provider Manual for a comprehensive list and understanding of all requirements.

If you have any questions, please contact the Education Associate assigned to your district.

Telehealth- Utilization of the 'GT' Modifier

When submitting claims for approved services that are rendered via telehealth the GT modifier should be utilized. Reimbursement for services rendered via telehealth is limited to individual services (i.e., one student is the only recipient of treatment during a service encounter), not group services (i.e., multiple students are recipients of treatment during a service encounter). Claims for approved individual services that have been rendered via telehealth should include the GT modifier when billing Medicaid.

If you have any questions, please contact the Education Associate assigned to your district.

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 SC LLR and Medicaid's requirement are 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, RBHS Consent) must still be signed in addition to any telehealth consent form.

QA – Quarterly School District Meetings

The OMS-QA team looks forward to working alongside districts to ensure that districts receive the assistance and guidance needed this academic year. One mechanism that we have implemented to ensure that districts receive the assistance and guidance needed is quarterly meetings. The district will have the opportunity to submit questions and topics prior to the meeting, which will allow OMS to hear your concerns and questions. The Quarterly meetings are open to all LEA providers and administrators rendering Medicaid services and we encourage all staff representation. Questions may be submitted to your Education Associate or to Medicaidservices@ed.sc.gov. OMS will develop a FAQ to answer questions, which will be posted at a later date. The QA Quarterly meeting will be scheduled for March 9 through March 11, 2022. Notifications will be sent out in the near future.

Medicaid Consent

Please be reminded that consent to treat and bill Medicaid must be obtained by school districts prior to rendering services to students and prior to submitting claims for reimbursement from Medicaid. If a parent/legal guardian does not provide consent or if a parent/legal guardian requests that claims not be submitted to Medicaid for reimbursement, the district cannot submit claims to Medicaid for reimbursement.

Consent is the act of providing express permission, in writing, for some particular action to take place. To comply with legal requirements and the guidelines established by Health Insurance Portability and Accountability Act (HIPAA), Individuals with Disabilities Education Act (IDEA), and the Family Educational Rights and Privacy Act (FERPA), the person providing written consent must be fully informed of all information, in his or her native language, relevant to the activity for which consent is sought and understand the activity for which consent is sought.

For the purposes of Medicaid, consent refers to express permission to medically assess/evaluate, provide treatment, share information to a third party, and bill Medicaid and/or third-party insurance providers for covered services within the guidelines established by the State Medicaid program, the HIPAA, IDEA, and FERPA.

Medicaid requires a release of information form to be signed by the student's parent/guardian authorizing the release of any medical information necessary to process Medicaid claims and requesting payment of government benefits on behalf of the student.

Please ensure that you are obtaining consent before providing or billing for services. There are consent templates available for districts to utilize on the OMS webpage. By not obtaining consent to treat and/or bill Medicaid, all claims submitted to Medicaid are subject to recoupment. Please ensure that you adhere to and are compliant with Medicaid policy.

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. 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 budget increase requests submitted to SCDHHS. If you have any questions about submitting a budget increase request to SCDHHS, please contact Monica McKinney at mcmckinney@ed.sc.gov.

SDAC Invoices

If you have not done so already, please enter your district's 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, 2022.

Quarterly Finance Meetings

The OMS' quarterly finance meeting was held will be held in January 11-13, 2022. There were 166 participants and approximately 55 school districts represented. Thank you to everyone who attended.

The OMS' next quarterly finance meeting will be held in April 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 your request(s) to Fiscal Manager, Monica C. McKinney at mcmckinney@ed.sc.gov.

SCHOOL DISTRICT ADMINISTRATIVE CLAIMING (SDAC)

Random Moment Surveys (RMS)

RMS for the third quarter (i.e., January, February, March- JFM 22) were released on December 31, 2021. Please make sure surveys are reviewed for participant completion weekly. If you need assistance with RMS or have participant issues, please contact Ronette Weeks at rmweeks@ed.sc.gov.

The second quarter's (October, November, December- OND 21) RMS completion rate was 95.76%. Thanks for your hard work in making this happen.

Bi-Monthly Meetings

The OMS' SDAC Bi-Monthly meeting was held January 19, 2022. There were 29 participants and approximately 22 school districts represented. Thank you to everyone who attended. The next meeting will be held March 23, 2022.

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 OMS' SNT Bi-Monthly meeting was held January 19, 2022. There were 28 participants and approximately 24 school districts represented. Thank you to everyone who attended. The next meeting will be held March 23, 2022.

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.