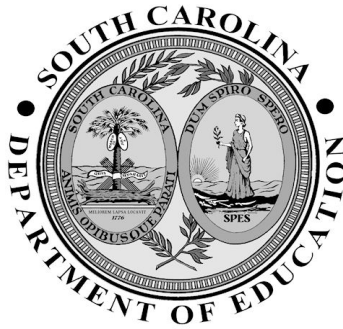


January 2022



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

MEDICAID UPDATES

Provider Relief Funds (PRF)- Reporting Requirements

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 (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.

Subcontracting & Billing for Services Rendered by Subcontractors

If a Local Education Agency (LEA) decides to subcontract for rehabilitation and related services to ensure that students receive the services needed, a subcontractor agreement must be in place. Districts can utilize Appendix A of their Medicaid Rehabilitation & Related Services contract as the district's subcontractor agreement template. If the district decides to create and utilize their own subcontract template, the district's subcontractor agreement must include all the information present within Appendix A of the Medicaid Rehabilitation & Related Services contract.

When subcontracting, districts are responsible for submitting claims to the South Carolina Department of Health and Human Services (SCDHHS) on behalf of the subcontractor. The Conditions for Reimbursement section of the Rehabilitation & Related Services contract states, "LEA agrees to purchase from the Subcontractor and pay for services provided in accordance with this contract." To further support that the LEA must bill SCDHHS on behalf of the school district, the Quality Assurance section of the Rehabilitation & Related Services contract states that a QA review shall consist of a "review of the process whereby Subcontractor relays service delivery information to LEA for purposes of Medicaid billing." Therefore, the district must submit claims to the SCDHHS for services rendered by subcontractors. Please ensure that your district is billing Medicaid for services rendered by subcontractors (if applicable).

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 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; 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. 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

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.

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.

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 Training

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.

SDAC Invoices

Districts will receive notification on January 10, 2022, that they may begin entering their 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' next quarterly finance 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 your request(s) to Fiscal Manager, Monica C. McKinney at mcmckinney@ed.sc.gov.

SCHOOL DISTRICT ADMINISTRATIVE CLAIMING (SDAC)

Random Moment Surveys (RMS)

Random Moment Surveys for the second quarter (i.e., October, November, December-OND 21) must be completed by January 14, 2022. Surveys that are not completed by this date will be marked incomplete. Incomplete surveys impact the RMS completion rate and may result in a Corrective Action Plan (CAP) request if the completion rate is below 90% for the year. Additionally, incomplete surveys impact the opportunity for a reimbursable activity to be identified thereby reducing the overall claimable amount for all districts. If you need assistance with random moment samples or have participant issues, please contact Ronette Weeks at rmweeks@ed.sc.gov.

Bi-Monthly Meetings

The next bi-monthly meeting is scheduled for January 19, 2022 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 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 next bi-monthly meeting is scheduled for January 19, 2022, 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 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.