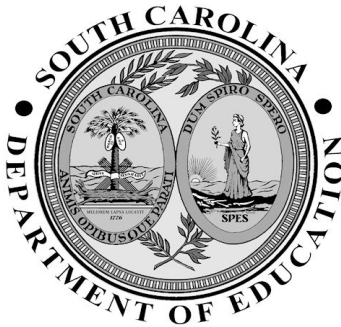


March 2022



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

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

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.

Third Party Liability (TPL)

As Medicaid is the payor of last resort, all school districts must submit claims to third party insurance companies for services rendered prior to submitting Medicaid claims to the SCDHHS if the student has other healthcare insurance coverage. To assist with decreasing the burden of submitting claims to third party insurers that do not cover or reimburse for services rendered in school districts, the OMS has obtained letters from several third-party insurers which reflect that the insurance companies do not cover all or some school based rehabilitative services (SBRS) or rehabilitative behavioral health services (RBHS). All [TPL letters](#) can be found on the OMS webpage.

School districts are responsible for making reasonable effort in obtaining documentation and payment from third parties. Because service providers may experience difficulty in obtaining a response or payment from third party insurance companies, Medicaid has a reasonable effort document and process that may be utilized to show that reasonable effort was made on behalf of the school district to seek reimbursement from the third-party insurance company. The [link](#) to the SCDHHS Reasonable Effort Form and the SCDHHS TPL Supplement which identifies the SCDHHS' reasonable effort process are available on the OMS webpage. Please review the SCDHHS TPL Supplement in its entirety for a comprehensive understanding of the TPL & reasonable effort requirements.

Academic Year 2020 – 2021 QA Review Findings

Opportunities for Improvement

Multiple QA reviews have identified that school districts are noncompliant with the following Medicaid requirements:

- School based rehabilitative evaluation and re-evaluation services must be rendered face-to-face to receive Medicaid reimbursement and must include the student's medical history and diagnosis along with all other required components.
- School districts are responsible for checking and verifying that staff members are not excluded from providing Medicaid services. District must verify that the staff are not excluded at the state level via the [South Carolina Excluded Providers List](#) and must verify that staff are not excluded at the federal level via the Office of Inspector Generals' [Federal Exclusion List](#).
- Clinical Service Notes (CSN) must comply with all Medicaid policy guidelines. Start and stop times are required on all CSNs. The CSNs must be individualized, student specific, and signed, titled, and dated by the service provider.
- Progress Summary Notes must identify the child's attendance over the course of the review period and must be signed, titled, and dated by the service provider.
- The ITP/IHP utilized by districts must contain all required Medicaid components including the medication(s) name, dosage, and the frequency of the medication(s). Districts are welcome to utilize the ITP/IHP Form located on the OMS webpage which includes all required Medicaid components, but districts may choose to utilize an ITP/IHP form created by the district. If a district creates an ITP/IHP form, the district must ensure that the form includes all the required Medicaid components.

- The ITP/IHP Form must include the student's specific problems to be addressed (i.e., IHP's identification of the student's health problems, medical orders & nursing/medical diagnoses).
- South Carolina Department of Health and Human Services' (SCDHHS) signature requirements have not changed, and no exceptions regarding required signatures have been made. Documents must contain a physical or electronic signature which must be present on all required documents. SCDHHS does accept electronic signatures that are derived within the electronic health system that is being utilized. Both of ENRICH's electronic signature options (i.e., drawn and type) are permitted by the SCDHHS when signing applicable student documentation within the EHR. Any documents that do not include required signatures are subject to recoupment of funds for Medicaid services billed.

District Strengths

It has been noticed that most school districts have complied with Medicaid policy regarding consents and notifications. Most school districts who have rendered telehealth services have also complied with documenting the parental permission for telehealth services. Kudos to the school districts and keep up the great work!

As consents are important and all services rendered are subject to recoupment when the appropriate consents are not in place, please ensure that you have the appropriate consent(s) signed and present in the students' record. If you have any questions regarding consents, please contact your district's assigned Education Associate.

School District Administrative Claiming (SDAC) Budget Increase Requests

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. Budget increase requests should be considered and submitted immediately by school districts that have already gone over budget or are on track to go over budget for FY22.

Any budget increase requests needed for FY22 and FY23 will need to be submitted to Monica C. McKinney at mcmckinney@ed.sc.gov. The OMS' new Budget Increase Request Form and Excel spreadsheet will be sent to the school districts.

School District Administrative Claiming (SDAC)- Action Needed

School districts must complete all RMS for the third quarter (i.e., January, February, March - JFM 22) by April 8, 2022. Please make sure that surveys are reviewed weekly for participant completion. If you need assistance with RMS or have participant issues, please contact Ronette Weeks at rmweeks@ed.sc.gov.

School districts must also log into the SDAC Application and update the district's participant list for the fourth quarter (i.e., April, May, June – AMJ 22) by March 29, 2022. Please ensure that you include the training date for all new participants included on the participant list.

Quarterly & Bi-Monthly Meetings

Quarterly Finance School District Meeting

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.

Quarterly QA School District Meeting

The OMS, QA team looks forward to continuing to work alongside districts and ensuring that districts receive the assistance and guidance needed. The next QA Quarterly meeting will be scheduled for March 9 through March 11, 2022. Notifications will be sent out soon.

The Quarterly meetings are open to all LEA providers and administrators rendering Medicaid services, and we encourage all staff representation. Please submit questions and topics that you would like to be discussed. Your questions and suggestions must be submitted to your district's assigned Education Associate (EA) prior to your district's scheduled meeting.

Bi-Monthly SDAC Meeting

The OMS' SDAC Bi-Monthly meeting will be held on March 23, 2022, from 9 a.m. to 10 a.m. Please make every effort to attend as we will be discussing the RMS participant update process and the use of the response code '22' when responding to RMS.

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.

Bi-Monthly Special Needs Transportation (SNT) Meeting

The OMS' SNT Bi-Monthly meeting will be held on March 23, 2022, from 10 a.m. to 11 a.m. Please make every effort to attend as we will be discussing the claims process and ridership updates in the SNT application.

A Microsoft Teams invitation will be sent to the 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.

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.