

April 2025



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

Medicaid Updates

Physical Therapy Referrals

The Office of Medicaid Services (OMS) was notified by the South Carolina Department of Health and Human Services (SCDHHS) on January 17, 2025, that there will be no Medicaid reimbursement for physical therapy services rendered without a referral in place despite the SC Code of Laws change ([Section 40-45-110](#)) which no longer requires a physical therapist to obtain a referral from a qualified, licensed provider after the initial 30 days of treatment has expired. Therefore, a referral must be in place prior to rendering physical therapy to seek Medicaid reimbursement. If there is no referral in place prior to rendering physical therapy services (prior to or after 30 days of treatment), Medicaid reimbursement should not be sought via Medicaid claims.

Quality Assurance (QA)

Progress Summary-SC EDPlan Memorandum

On January 8, 2025, the South Carolina Department of Education (SCDE) issued a [memorandum](#) regarding the acceptance of the progress report within SC EDPlan for Medicaid purposes. The progress report in the SC EDPlan system will suffice for Medicaid billing purposes if it contains all required documentation components as identified in the Local Education Agencies (LEA) Provider Manual. The progress summary must continue to be completed at least every 90 days and must be present in the student's clinical record. If you have any additional questions, please contact your district's assigned Education Associate (EA) or email the OMS at medicaidservices@ed.sc.gov.

Districts' Quality Assurance Review (QAR)

Per the districts' Rehabilitative Behavioral Health Service (RBHS) contract with the SCDHHS, "The Provider shall be solely responsible for the performance of any subcontractor." As previously communicated by the SCDHHS and SCDE, districts are responsible for conducting a quality assurance review (QAR) of the private RBHS provider(s) with whom the district subcontracts to render RBHS within the school district. The SCDHHS issued guidance on November 21, 2023, regarding QAR expectations and requirements of school districts within the advisory [statement](#) located on the OMS [webpage](#).

Within the advisory statement you will find that item #4 advises that school districts should share in writing their QAR findings with their subcontractor(s) within thirty (30) business days after completing the QAR. A copy of such findings shall also be shared with the SCDHHS and the SCDE.

Item #5 within the advisory statement advises that the subcontractor is to submit their corrective action plan (CAP) to the district, the SCDHHS, and the SCDE. The OMS' general email account, MedicaidServices@ed.sc.gov and the SCDHHS' email address behavioralhealth@scdhhs.gov should be utilized to share the district's QAR findings and the subcontractor's CAP with the SCDE and the SCDHHS. Please be sure to share this information with your subcontractor(s) and ensure that both agencies (i.e., SCDHHS and SCDE) receive the CAP.

Please note that the guidance within the advisory statement is specific to subcontracted private, RBHS providers. Please remember that QA reviews are not required of subcontracted RBHS rendered by the South Carolina Department of Mental Health (SCDMH) and the Medical University of South Carolina (MUSC). Please reach out to your district's assigned EA should you have any questions or concerns.

QA Opportunities for Improvement

As of April 1, 2025, the OMS' quality assurance team has conducted all 2024-2025 QA reviews. Below are common findings/deficiencies that have been frequently cited during the 2023-2024 review year. These areas of concern must meet Medicaid policy requirements as reflected below.

- Signature Sheet: The signature sheet must include the provider's name, signature and initials.
- Progress Summary: Progress summaries must be completed at least every three months and include all required components (i.e., student's attendance, progress towards treatment goals, establishing the continued/discontinued need for treatment, be signed titled, and dated by the therapist, and co-signed by supervising therapist, if applicable).
- Special Needs Transportation (SNT): Error corrections must be made in accordance with the LEA manual policy and procedure requirements (i.e., draw one line through the error enter the correction and add signature/initials and date next to the correction)
- Electronic signatures: Providers must use a electronic health record system (EHR) that has safeguards built in to protect from potential misuse of electronic signatures. The system must apply administrative procedures that correspond to recognized industry standards and applicable laws. The individual(s) whose name is on the electronic record and the provider of services are responsible for the authenticity of the information for which an attestation has been provided.
- Behavioral Health Screening: Clinical service notes must be cosigned by the licensed SCLLR supervisor.
- Individual Health Plan (IHP): An assessment must be completed for the year in review. The assessment must be included in the file or appear with the IHP. The IHP signature date must be dated prior to the first date of service for Medicaid billing purposes.
- Individual Education Program (IEP): The IEPs must be signed, dated and titled (handwritten or electronic) by the provider.

- Evaluations/reevaluations: The evaluation/reevaluation must include a written report with recommendations. The evaluation/reevaluation document must include diagnostic testing. For Speech Therapy, a standard assessment must be used or referenced.

Please review the SCDHHS LEA [Manual](#) and the School Based Rehabilitative (SBRS) [trainings](#) posted on the OMS webpage to ensure compliance with documentation requirements. If you have any questions, please contact your district assigned Education Associate (EA).

Corrective Action Plan (CAP) Submission

Districts have seven (7) days to accept the Follow-Up Report from the date of receipt. Once the district has accepted the follow-up report via the OMS QA application, the district must complete and submit a CAP to address the findings/deficiencies identified within the follow-up report. The district must carry out the following to successfully complete and submit the CAP:

- Once the follow-up report is accepted by the district, the district will have 30 days to submit a CAP.
- The district must review the “Summary” section tab of the CAP section within the OMS QA Application and then indicate in the “Response” field the action(s) that will be taken to address/correct each discrepancy and ensure that the discrepancy is prevented in the future.
- The date of implementation must be entered and saved.
- Please be sure to enter comments in the “Comments” sub tab in the CAP section of the OMS QA Application and click “save”.
- Go to the “Completion” sub tab, click the check box in the yellow area.
- Click the green submit button to complete the process.

The 2023 – 2024 Corrective Action Plan (CAP) Overview [training](#) and CAP [Checklist](#) are posted on the OMS’ webpage to assist districts with CAP completion. If you have any additional questions, please contact your district’s assigned Education Associate (EA) or email the Office of Medicaid Services (OMS) at medicaidservices@ed.sc.gov.

CAP Trends

The QA Team has noticed that districts are reusing CAPs from the prior year. The CAP must address the problem, the solution for improvement (i.e., states the action to be carried out), specific procedures put in place to address the problem, formal documentation of policy and procedure changes, and the team and individual responsibilities. If the CAP did not resolve the deficiency when it was first written, the CAP must be amended and should not be re-used.

Upon completion of the CAP, the district must upload a copy of any documentation to the QA Application which supports the implementation of the CAP. If you have any additional questions, please contact your district’s assigned Education Associate (EA) or email the Office of Medicaid Services (OMS) at medicaidservices@ed.sc.gov.

School District Administrative Claiming (SDAC)

Random Moment Samples

District coordinators please ensure that all participant comments for response code “28” (i.e., Other) are being reviewed to ensure accuracy before submitting the entry to the OMS. Response code “28” should only be used when no other response code applies to the action being performed at the random sample date and time. Responses in relation to activities such as “assisting in the front office”, “attending leadership meetings”, or “checking emails,” all have appropriate response codes available and should not be coded as “28”. Improper coding will result in the sample being disapproved and returned for corrections. When a sample is disapproved, the district receives an automated email from the SNT Application informing the district staff that the sample was disapproved. Additionally, an email notification has been sent to SDAC Coordinators from the OMS when participant surveys are disapproved along with a sample coding guide that should be utilized by districts to assist in coding responses appropriately. SDAC Coordinators, please follow up with district staff when samples are disapproved and please ask participants to contact you when in doubt of how to appropriately code survey responses.

Second Quarter (OND '24) SDAC Invoices

All signed invoices received for second quarter have been sent to SCDHHS for payment. Two districts remain outstanding and have been contacted in regard to their submissions. Affected outstanding districts should respond accordingly. Any districts with inquiries on missing or payment shortages should contact Ophelia McClary at omclary@ed.sc.gov or Marquita Taylor at mstaylor@ed.sc.gov.

Changes to Personnel Roster

Per our [2024-25 SDAC Calendar](#), the last day to submit participant samples for third quarter is April 8th. District SDAC coordinators must move all samples that remain in “Pending” status to “Submitted”. Any outstanding “Pending” samples as of April 9th will automatically be moved to a status of “Do Not Use” and the OMS is not able to approve those samples. This type of occurrence will reduce the state’s SDAC approval rate and could drastically reduce reimbursement amounts. Reminder emails will be sent to any districts with “Pending” statuses.

SDAC Finance Coordinators

SDAC finance coordinators may begin entering SDAC funding costs into the application for fourth quarter on April 9th. Please remember to close all financial quarters once all data has been entered so that an invoice can be generated for the district. The last day to enter data will be May 30th as this is the close-out of the SDAC financial quarter.

Special Needs Transportation (SNT)

SNT IEP Reports

The SCDE’s Office of Research and Data Analysis (ORDA) and the Office of Special Education Services (OSSES) are continuing to work to provide the data and establish a process to produce the districts’ SNT IEP Reports. The OMS will update districts on the process once we have received notice and guidance. The OMS appreciates your patience.

SNT Ridership Logs

Emails were sent to districts from the OMS' director, Vanesha Perrin, informing districts of incomplete or unsigned ridership logs. To view which logs are incomplete or unsigned, district coordinators should select the "Ridership" heading in the left menu panel of the SNT application, then select the "Completed Ridership Logs" subheading. In the search box of the screen that appears, type the word "No". This action will display all incomplete or unsigned logs. To sign off on the logs, click on the date of the log, then scroll to the bottom of the page and select "Signoff & Submit" located on the bottom right of the ridership log table. Please keep in mind that the "Submit" button on the left does not sign off on the logs, it only saves the data that has been entered. Districts must select "Signoff & Submit". Please contact Marquita Taylor as mstaylor@ed.sc.gov, or Ophelia McClary at omcclary@ed.sc.gov, with any questions or concerns.

Adding Students to the Student Information Section of the SNT Application

Recently several districts have contacted the OMS because the district cannot locate a student's name in the SNT Application's "Student Information" section so that the student can be added to a bus route. In order for a student's name to be reflected in the "Student Information" section of the SNT application, the student's PowerSchool information must reflect the following indicators: 1) the student has an IEP 2) the student's IEP includes SNT, and 3) the appropriate instructional setting (i.e., SR, SE, or SP). The indicators must be recorded on the PowerSchool SIS' "SC Additional Student Information" page. Please ensure that the correct indicators are present in PowerSchool to ensure that the students' information populates in the SNT Application and students can be appropriately assigned to bus routes.

Meetings & Trainings

The Use of Electronic Signatures in SC EDPlan

It has come to the attention of the Office of Medicaid Services (OMS) that several districts are not aware of or are struggling with the use of electronic signatures in EDPlan SC. The Public Consulting Group (PCG) has shared with the OMS their recorded EDPlan SC End User Webinars (see recording links below) that should be helpful to districts. More importantly, should you have any question regarding the use of electronic signatures or need additional training, Katie Heiss in the South Carolina Department of Education's Office of Special Education Services can assist you. Katie Heiss can be reached at ksheiss@ed.sc.gov.

Recording: [EDPlan SC Basics](#)

Recording: [EDPlan SC IEP non Transition Age Students](#)

Recording: [EDPlan SC IEP Transition Age Students](#)

QA Meeting- Third Quarter (Q3)

Two (2) third quarter QA meetings were held virtually on March 24, 2025. The training presentations covered Medicaid policy specific to findings from quality assurance audits conducted during the review year. A total of 109 attendees participated in the two (2) sessions. For those who attended, thank you for your participation! Your feedback and questions are valuable and appreciated!

The next quarterly meetings will be held on June 12, 2025. Please remember that OMS quarterly trainings are open to all LEA service providers and staff (e.g., Speech Language Pathologists (SLP), Occupational Therapists (OT), Physical Therapists (PT), nurses, Medicaid

Coordinators, and Medicaid Billing Clerks). Any district staff deemed appropriate by the district are welcome to attend, but because the OMS sends the calendar invitation to each district's Medicaid Coordinator, the Medicaid Coordinator will need to forward the meeting invite to the appropriate persons in the school district. Please submit questions and topics that you would like to be discussed to your district's assigned EA or the OMS at medicaidservices@ed.sc.gov.

SCDHHS Provider Trainings

On Thursday, March 27, 2025 the South Carolina Department of Health and Human Services (SCDHHS) published a [bulletin](#) announcing upcoming Healthy Connections Medicaid provider training opportunities that are available April 2025 – June 2025. Training topics include Medicaid Basics, Comprehensive Web Tool, Overview of Claim-level Adjustments and Third-Party Liability (TPL), and Maximus Managed Care Enrollment Trainings. To schedule a training, please email providertrainings@maximus.com. If you have questions, please contact Michelle LeMoine at (803) 834-9956 or MichelleWLeMoine@maximus.com. To register for a workshop, please visit the Medicaid eLearning site, www.medicaidlearning.com or call the Provider Service Center (PSC) at (888) 289-0709 and select option 1. Additional training resources for providers are also available online through the Medicaid eLearning site.

Third Quarter SDAC & SNT Meeting/Training

Two (2) third quarter SDAC/SNT meetings were held virtually on March 13, 2025. The OMS was grateful to have 218 attendees participate in the two (2) sessions. We thank you for your participation. During the quarterly meeting the OMS discussed frequently asked questions and provided solutions to address issues frequently experienced by districts within the new SDAC and SNT applications.

The next quarterly meeting for both the SDAC and SNT programs will be held in June 2025. We look forward to seeing you there! If there are any specific topics or issues that you would like to discuss, please contact the OMS' Fiscal Managers, Ophelia McClary at omccclary@ed.sc.gov and Marquita Taylor at mstaylor@ed.sc.gov, or Program Coordinator, Ronette Weeks at rmweeks@ed.sc.gov.

TELL US

What topics would you like us to address in the monthly newsletter? It is our goal to support our 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.