

# MEDICAID CLAIMING

## MAXIMIZING EARNING OPPORTUNITIES FOR YOUR SCHOOL DISTRICT

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# Basic Facts

- IDEA
- Individuals with Disabilities Education Act
- MEDICAID
- Jointly funded health insurance program
- School Based Services
- Reimbursement to schools for services given to students with special needs under IDEA

# 2 STREAMS

## Administrative Outreach

- Allows districts to receive partial reimbursement for the administrative costs related to the identification and assistance of students who are considered at-risk and in need of service.

## Fee For Service

- Allows for reimbursement to schools for health-related services provided to Medicaid eligible students who are receiving special education services.

# Administrative Outreach

**FEDERAL** reimbursement to state and local agencies for activities related to the administration of the State's Medicaid plan.

**\$\$\$** for:

- Medical and health related outreach
- Case management
- Admin activities related to the delivery of services
- Coordinating, assisting, referring access to Medicaid related services

# Administrative Outreach

- The Illinois Department of Healthcare and Family Services (HFS) partners with **Fairbanks LLC** in the implementation of a statewide Medicaid Administrative Claim (MAC) Program through a **Random Moment in Time Study** (RMTS) process.

# WHO PARTICIPATES???

- Audiologist
- Registered Nurse
- Occupational Therapist or OT Assistant
- Physical Therapist or PT Assistant
- Medical Social Worker
- School Psychologist
- Speech/Language Therapist or Speech Assistant
- Licensed Practical Nurse
- School Social Workers
- Interpreters
- Case Managers and Service Coordinators
- Temporary Related Service Staff Covering a Leave of Absence

# Administrative Outreach

- Staff are selected for *Random Moments in Time* throughout the quarter.
- A moment represents one minute at a particular time.
- 4 Quarters – October, January, April, July
- Staff receive notification of time and date – they log on and answer 4 simple questions
- Results of this study determine reimbursement rates for activities.



# Random Moment in Time

- If selected, a participant must answer three questions online.
  - Who was with you?
  - What were you doing?
  - Why were you performing this activity?
  - Was the activity being performed on the student's IEP?
- Time Studies MUST be completed and submitted within 5 business days for NSSEO to receive credit.
- Participation is mandatory.
- Failure to enter the information will disqualify the moment.

# BUSINESS OFFICE DUTIES

Collect all of the special education expenditure data needed for the claim ---- **PLAN AHEAD**

- Before the quarter starts, identify all of your positions that qualify and the employees assigned to those positions.
- Identify the expenditures that will be needed for the claim.
- Fairbanks has a “cheat sheet” that explains what is reportable

# 100 SALARIES

## SALARY EXPENDITURES (LESS FEDERAL FUNDS)

- As the quarter unfolds, keep track of changes in the personnel assigned to these positions.
- Claimable expenditures are “Position Specific” not “Person Specific”.
  - This includes subs and contracted workers that deliver a related service.
  - You can claim the expense of an employee paid during a leave of absence (maternity, medical, family, disability)

# 200 EMPLOYER PAID BENEFITS

- Retirement (TRS or IMRF)
- Social Security
- Medicare
- Health
- Dental
- Vision
- Life

# 100 and 200 District Wide

- Salaries and benefits
  - Full time and Part time
  - Admin, office, custodial, etc.
  - Include any contracted service staff
  - *Not just special education salaries and benefits*
  - *Run payroll reports as backup to support your claim*
  - ***SAVE THEM!***

# Insurance Expenditures

- You also report costs for some insurance things:
- LIABILITY
- VEHICLE
- PUPIL TRANSPORTATION
- WORKERS' COMP
- UNEMPLOYMENT
- Not Property or Casualty insurance
- Not employee benefits **(Don't double report!)**

# Additional Expenditures

## ALLOWABLE EXPENSES

Rentals / Leases

Bus/Buildings/Facilities

Equipment (Non-Data Processing)

## NOT ALLOWED:

Computers, daily operating expenses, purchased services, repairs and maintenance agreements.

## ALLOWABLE EXPENSES

Interest Payments

Bond interest if associated with acquisition, reconstruction, remodeling, or for purchase of equipment.

**NOT ALLOWED:** Payments on principal amount of the bond.

# Fairbanks Time Study

## Statistical Data

### Additional Info You Will Need

- REV Costs
- Total # of Students
  - (Dec 1 Child Count – ISBE website)
- Total # of students with IEPs
  - Fall Enrollment Count –  
[www.isbe.net/research/htmls/fall\\_housing.htm](http://www.isbe.net/research/htmls/fall_housing.htm)
- LEA 1-2-3 Counts
  - Auto Filled by HFS – “All students” fields
  - District enters the amount for IEP student fields



# Summary of Administrative Outreach Process

- Gather the financial information.
- Enter the claim – [www.fairbanksllc.com](http://www.fairbanksllc.com)
- Call 888.321.1225 – to get started
- Fairbanks processes the claims 4X a year.

# Fee For Service

- Fee for Service (Direct Service Claiming) allows schools to obtain federal Medicaid reimbursement for **health related services** provided to students **with an IEP** who are **enrolled in the Medicaid program**.

# Plainly speaking, this means....

- *Federal* reimbursement for direct therapy services.
- These services are necessary for development of the IEP or are specified as necessary in the IEP.
- When Medicaid eligible students receive these services, the services are eligible for federal Medicaid reimbursement

**Audiology**

**Physical Therapy**

**Developmental Assessments**

**Speech Therapy**

**Social Work**

**Psychologist Service**

**Occupational Therapy**

**Nursing Services**

**Health Aide Services**

**Transportation**

**Medical Equipment, Services and Supplies**

# PARENTAL CONSENT

- You must get a **ONE TIME** signature to grant parental consent to release confidential information and to allow the District to bill Medicaid for services given to their child.
- Districts must provide annual notifications to parents regarding their rights (such as the following):

It is necessary that the district ("the School") obtain your written permission to release information to Medicaid. This permission must be obtained prior to the School before releasing your child's personal information from educational records for billing purposes to a public benefits or insurance program. Medicaid requires documentation of the services our staff provided prior to making payment to the School. You have the right to withdraw consent at any time. Your child's free appropriate education and related services will continue regardless of consent, refusal of consent, or withdrawal. Please refer to Release of Information/ Consent to Bill Medicaid for further information.

# When a Child Moves....

- Consent must be kept on file with the claiming District.
- According to the Dept. Of Ed, Consent to Bill Medicaid is valid from the date of the signature on the consent to bill form. The one-time signature is valid for the duration the student is at one district. **If a student transfers to a NEW district, the NEW district must obtain a NEW signed Consent to Bill Medicaid form.**

# Important Information to Share with Parent/Guardian

- Schools routinely access Medicaid funding to help meet the costs of providing special education services.
- Permission **does not** reduce student's ability to access services outside of school.
- It **does not** decrease lifetime coverage, increase their premiums or lead to discontinuation of benefits by maxing their limits.
- They can withdraw consent at any time.

# National Provider Identifier (NPI)

## National Plan and Provider Enumeration System (NPPES)

- In 1996 HIPPA mandates the adoption of standard unique identifiers for healthcare providers and plans.
- Purpose: To improved efficiency and effectiveness of electronic transmission of health information.
- CMS developed NPPES to assign unique identifiers.

# National Provider Identifier (NPI)

- OT, PT and SLPs are affected by this mandate beginning January 1, 2018
  - OT/PT Physician Scripts must have the NPI number of the referring physician on them
  - Speech Referral must also have an NPI number of the referring “practitioner” on them
- Scripts and referrals must have an NPI number associated with it to be claimable.
- One (or more) referring SLP(s) per district will need to register for an NPI and with IMPACT to approve entries



# Impact Registration

## IMPACT

- IMPACT is a multi-agency effort to replace Illinois' legacy Medicaid Management Information System (MMIS) with a new web-based system.

## Impact Registration

- **School districts must enroll and revalidate through the IMPACT web portal.**
- Medicaid accounts were made inactive after Feb 1, 2017 if districts did not re-validate or enroll as a new provider by this date.

# Speech/Audiology Referrals

- Speech referrals are required to bill for Speech Services.
- Beginning January 1, 2019, referrals are also required to bill for Audiology services
- Referrals can be made by a physician or other licensed practitioner of the healing arts.
  - Examples of other licensed practitioners include: physician assistants, advanced practice nurses, clinical psychologists, audiologists, speech-language pathologists or individuals with a Professional Educator License (PEL) endorsed in School Psychology or Speech Language Pathology.
- The referral of services provided in the school setting are subject to provisions of the Health Care Worker and Self-Referral Act.

# Fairbanks / Medicaid Cost Calculation Data



Switch District

Dashboard Participant List Time Study Sample Financial Submission **EFS Rate** Manage

Rate Report: 07/01/2013 through 06/30/2014

07/01/2013 through 06/30/2014 Change Year

Print Reference Materials

## 1. Rate Setting Data

Return to Main Menu

Service Type	Number of Service Providers	Total Annual Hours	Annual Hours Worked on the Provision of Service	Total Salaries, Benefits, and Contractual Costs for Service Providers	Total Material and Supply Costs for the Provision of this Service	Biliable Transportation Services Costs per Round Trip
Audiology Services				\$0.00		
Occupational Therapy Services	4.00	5,320.00	3,206.57	\$204,952.00		
Physical Therapy Services	2.00	2,864.00	1,793.72	\$109,658.00		
Psychological Services	4.30	6,140.00	800.69	\$341,009.00		
School Health Aide	51.00	50,987.00	50,967.00	\$751,902.00		
School Health Services (Nursing)	2.00	2,864.00	1,815.07	\$109,934.00		
Social Work Services	11.00	15,752.00	4,764.99	\$451,890.00		
Speech Pathology Services	14.00	18,906.00	9,383.05	\$1,003,529.00		
Transportation Services*						\$21.25

\* LEAs must continue to determine their respective special education transportation costs as before and have documentation supporting the costs available for review. Biliable transportation services costs per round trip shall be based on the reported transportation costs for special education students, as reported to ISBE in the "Pupil Transportation Claim and Reimbursement System" (PTCRS, 2nd Quadrant). To determine a per round-trip cost, the reported Special Education costs (Expenditures & Deductions, Line 23C) must be divided by the number of special education students in the LEA for the year reported to ISBE (Pupil Headcount, Line 9), divided by the number of School Attendance Days (Pupil Headcount, Line 6).

A qualifying biliable transportation trip is the provision of a transportation service where each of the following conditions is met:

- A. Special transportation is necessary because of the child's medical condition and is documented in the child's IEP.
- B. A medical service other than the transportation itself is provided on the day of the transportation.
- C. The LEA provides special accommodations in providing the transportation service beyond what otherwise are routine transportation services provided to all students.

All three of these conditions must be met to bill for a transportation service.

# Rate Setting

- Annual Data Collection (March, 2018 was for the 16-17 SY)
- Info you will need
  - Total FTE for each related service paid in the previous year
  - Total hours required to work (FTE x Hours/Day x Days/Year)
  - All Salaries and benefits for service providers incl. contracted services
  - Amount paid with federal funds
  - Supplies for provision of the service provided
  - Creditable earnings reported (in total) to TRS – related to their “role”
    - ZERO for IMRF Staff
    - Do not report “other” stipends such as coaching, recess duty, club monitors, etc.
  - Member TRS contributions (9.0%)
  - Employer Contributions for Member Increases (.58%)
  - Employer TRS Contributions on federally funded salaries (Source - TRS Annual Report)

# Covered Health Aide School Based Services

Health Aides are also referred to as paraprofessionals, teacher aides, one-on-one assistants, personal care aides, and instructional aides.

## General Service Requirements

Billable Health Aide services must be outlined in the students Individualized Education Plan (IEP) and must specify scope, frequency, and duration that correlate with the professional recommendations.

# Covered Health Aide School Based Services

Services provide assistance with activities of daily living and are necessitated by the student's medical condition

These services include, but are not limited to:

1. Transferring and ambulating
2. Assistance with food, nutrition, and diet activities
3. Bowel and bladder care
4. Redirection and intervention for medically-related behavior (non-discipline related)

# Covered Health Aide School Based Services

## Health Aide Provider Qualifications

- School Health Aide services are provided by staff who have been trained and remain under the direction of skilled professional medical personnel.

The Health Aide supervisor must co-sign documentation of all services provided by practitioners under his or her direction.





## School Based Medicaid Services Monthly Recording Form 1:1 Health Aide Activities of Daily Living (ADL)

Student:
1:1 Aide: (first/last)

Date of Birth:	
Teacher: (first/last)	
Month: _____	Year: _____

Place a tally in designated area after providing service.  
Each tally equals 15 minutes increments unless otherwise noted.

Date Range: From _____ to _____	Mon./	Tues./	Wed./	Thurs./	Fri./
Eating/Feeding					
Dressing/Grooming					
Toileting					
Mobility					
Positioning/Transfers					
Use of Assistive Devices					
<b>Accumulated Daily Total</b>					

Date Range: From _____ to _____	Mon./	Tues./	Wed./	Thurs./	Fri./
Eating/Feeding					
Dressing/Grooming					
Toileting					
Mobility					
Positioning/Transfers					
Use of Assistive Devices					
<b>Accumulated Daily Total</b>					

Date Range: From _____ to _____	Mon./	Tues./	Wed./	Thurs./	Fri./
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Toileting					
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Eating/Feeding					
Dressing/Grooming					
Toileting					
Mobility					
Positioning/Transfers					
Use of Assistive Devices					
<b>Accumulated Daily Total</b>					

1. A separate form should be completed monthly by every 1:1 Aide for each student they are providing services to.
2. Billing is for ADL services only and must be noted in the IEP.
3. Place a tally for each 15 minute increment in designated area.
4. Add up daily time.
5. Notations should be noted for each day. Indicate under a day if a student is 'absent' or if there is 'no school' on a particular day.
6. Form must be signed and dated at the end of each month.
7. **Return the form at the end of each month to [mguiffre@nsseo.org](mailto:mguiffre@nsseo.org)**

The information and services noted above are actual and are indicated in the IEP.

1:1 Aide Signature: _____	Date: _____
Supervisor Signature: _____	Date: _____





# TRANSPORTATION

Special Education Transportation **MUST** student's IEP and listed as a related service.

Transportation Types:

- Medicar
- Private Automobile
- Service Car
- Taxicab Services
- Special School Bus (Round Trip ONLY)

# Specialized Transportation Claiming = \$\$\$

## FACTS

- Medicaid eligible students with an IEP = \$500-\$1000 EACH
- Transportation claiming = 10-15% of total FFS claims

# How to determine if your district should do transportation billing?

- Is Special Transportation Listed on the IEP?
- How many of my Special Transportation Students are Medicaid Eligible?
- How Many of my Special Transportation Students Receive Related Services?
  - Nursing Services
  - Occupational Therapy
  - Physical Therapy
  - Psychological Services
  - Social Work Services
  - Speech/Language Services

# Data Collection: There are multiple ways to collect ridership data

- Paper
- Scantrons
- RFID/GPS

# Transportation Logs

- Proof of ridership is a **MUST!**
- Must document dates student rode the special transportation roundtrip
- **School attendance records are not proof of ridership**
- Subjected to audit scrutiny

# PAPER LOG Sample

## Bus Staff log trips per student

Formatted By LASEC

Service Month: January 2014 Bus #: AQ1 Driver: \_\_\_\_\_

School Staff Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

STATUS?  Y

Begin Date

End Date

Medicaid Elig  Y

Medicaid No: \_\_\_\_\_

"TRANSPORTATION SERVICE TRIP LOG"

	Pick-up Code		Destination Code	
	Top	Bottom	Top	Bottom
1	/	/	/	/
2	/	/	/	/
3	/	/	/	/
4	/	/	/	/
5	/	/	/	/
6	/	/	/	/
7	/	/	/	/
8	H	S	S	H
9	H	S	S	H
10	H	S	S	H
11	/	/	/	/
12	/	/	/	/
13	H	S	S	H
14	H	S	S	H
15	H	S	S	H
16	H	S	S	H
17	H	S	S	H
18	/	/	/	/
19	/	/	/	/
20	/	/	/	/
21	H	S	S	H
22	H	S	S	H
23	H	S	S	H
24	H	S	S	H
25	/	/	/	/
26	/	/	/	/
27	/	/	/	/
28	/	/	/	/
29	H	S	S	H
30	H	S	S	H
31	H	S	S	H

Code Key: ✓ DM  
 H = Home  
 S = School  
 P = Other

# Transportation Reimbursement: Example

- 30 Number of Medicaid-eligible students with specialized transportation needs
- 175 Days of student attendance
- 140 Days receiving related services and riding bus
  - Average reimbursement rate K-12 (\$30.00 per day):
    - Federal match = 50% = \$15.00 per day
- 30 Number of Medicaid-eligible students on specialized buses
- X 140 Days receiving related services and riding bus
- 4,200 Total number of service days for eligible students
- X \$15 Federal reimbursement match rate
- \$63,000 Reimbursements received

# Vendor: Guidance and Consultation

- Clarify the billing process
- Outline appropriate billing procedures
- Provide up to date guidance on Federal and State mandates
- Correspond with State representative to clarify changes and updates to State Medicaid Plan
- Provide literature and training materials for staff
- Help staff to monitor individual billing accuracy



# Additional Vendor Services

- Medicaid eligibility look-ups
- LEA 1, 2, & 3 count breakouts
- Help with cost calculation worksheets
- Guidance for use of Federal funds
- Tracking parental consent
- Tracking of OT and PT scripts and speech referrals
- The LEA must verify that no practitioner providing services has been terminated, suspended, or barred from the Medicaid or the Medicare program. The lists of terminated, suspended, and barred practitioners can be found on the <http://state.il.us/agency/oig/sanctionlist.asp> and <http://exclusions.oig.hhs.gov/> web pages. Both lists must be queried to obtain a complete list of terminated, suspended, or barred providers.

# Additional Vendor Services

- Submit Claims to HFS on behalf of the district.
- Help district interpret remittance advice, check remittance advice for errors, and resubmit valid corrected claims for reimbursement.
- Provide guidance on timelines for maintaining remittance advice and record keeping.
- Create HFS payment summary by provider type to assist district in evaluating and maximizing their reimbursement opportunity.
- Help district evaluate the accuracy and appropriateness of billing.
- Improve audit readiness.

# Medicaid Claiming Tips

- Before the quarter starts, identify all of your positions that qualify and the employees assigned to those positions.
- Make sure staff are not being funded through IDEA if possible
- Identify the expenditures that will be needed for the claim.
  - Fairbanks has excellent resources on their website
- Collaboration between Special Education and the Business Office
  - Collecting Data
- Work with your Third Party Vendors
  - System for maintaining documents (staff logs, parent consents, referrals/scripts)
- **Be Audit Ready**

# Internal Medicaid Audits

- It is recommended by the OIG for LEAs to perform ongoing education of staff and conduct internal reviews of documentation and services provided.

# Medicaid Audits

## Top Audit Findings

1. Services that are billed are not ordered in students' IEPs.
2. Covered, allowable services are not billed to Medicaid.
3. The appropriate physician order, referral for Speech, OT, PT, and Audiology services are not completed and signed by qualified professionals or are not dated prior to the commencement of service delivery.
4. No Parental Consent on file
5. Districts are billing for days when school is not in session (e.g., snow days, holidays), for days when a student is absent, or for students who are no longer enrolled by the district.

# *Questions and Answers*

# PRESENTER INFO:

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