

**Newport Special Education Administrative Assistant and Medicaid Liaison
Kelly Grayson**

Position Title: Special Education Administrative Assistant and Medicaid Liaison

Department: Special Education

Reports To: Director of Special Education

Location: Newport Independent School District

Job Summary:

The Special Education Administrative Assistant and Medicaid Liaison provides crucial administrative support to the Special Education department and assists in coordinating Medicaid billing and compliance processes for eligible services provided to students with disabilities. This position requires attention to detail, effective communication, and a strong understanding of special education regulations and Medicaid requirements.

Key Responsibilities:

Administrative Support:

- Provide administrative assistance to the Special Education team, including managing schedules, preparing documents, and organizing meetings.
- Maintain accurate records and files for special education students, including Individualized Education Programs (IEPs) and progress reports.
- Assist in the preparation and submission of reports related to special education services.
- Coordinate communication between special education staff, parents, and outside service providers.
- Support in organizing and maintaining the special education department's resources, documents, and materials.
- Entering student information into databases, updating records, and maintaining confidentiality.
- Requesting Student Files. Contact school districts to obtain necessary student records, including IEPs (Individualized Education Programs), evaluations, and other special education documents.
- Order Student Supplies: Managing and ordering instructional materials, assistive technology, and other supplies needed for students receiving special education services.
- Maintain Special Education Lending Library: Organize and track educational resources, intervention tools, and professional development materials available for staff and students.

Medicaid Liaison Duties:

- Serve as the primary point of contact for Medicaid-related inquiries within the Special Education department.
- Oversee the billing and reimbursement process for Medicaid services rendered to eligible students.
- Ensure compliance with Medicaid rules and regulations regarding the provision of special education services.
- Work with healthcare providers, school personnel, and parents to verify Medicaid eligibility and services rendered.
- Monitor and track Medicaid claims, payments, and denials, and work to resolve any issues with billing or reimbursement.
- Ensure that all necessary documentation is properly completed and submitted in accordance with Medicaid requirements.
- Provide training and guidance to school staff on Medicaid-related procedures and updates.
- Work with finance department personnel to obtain information necessary for participation in the program.

Compliance and Reporting:

- Ensure that all special education services provided to students align with Medicaid eligibility criteria.
- Maintain current knowledge of Medicaid policies, special education laws, and regulations to ensure compliance.
- Assist with audits and reviews of Medicaid services and billing documentation to maintain accurate and up-to-date records.
- Compile and submit Medicaid reports as required by state and federal agencies.
- Prepare and assist in the coordination of audits or monitoring reviews by Medicaid and other regulatory bodies.

Communication and Coordination:

- Communicate effectively with special education staff, parents, and external agencies regarding Medicaid issues and special education services.
- Act as a liaison between the school district and Medicaid representatives to ensure the district's Medicaid billing is timely, accurate, and compliant.
- Provide excellent customer service to parents, guardians, and service providers regarding Medicaid eligibility and billing matters.

Other Duties as Assigned:

- Attend training sessions, conferences, and workshops to stay informed on changes in special education laws, Medicaid billing procedures, and other relevant topics.
- Assist in any other duties related to special education services as directed by the Director of Special Education.

Qualifications:

Education and Experience:

- High school diploma or equivalent required; Associate's degree or higher preferred.
- Previous experience in special education or Medicaid billing is highly desirable.
- Knowledge of Medicaid billing processes and special education regulations is a plus.

Skills and Abilities:

- Strong organizational skills with the ability to manage multiple tasks and priorities.
- Excellent written and verbal communication skills.
- Ability to maintain confidentiality and handle sensitive information.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to learn and apply new software programs and administrative tools.
- Strong attention to detail and problem-solving skills.
- Ability to work independently as well as part of a team.

Licensing and Certification:

- No specific certifications required, but knowledge of Medicaid billing processes and special education documentation is beneficial.

Working Conditions:

- Office environment within a school district setting.
- Occasional travel to district sites may be required.
- Full-time position with regular office hours; occasional overtime as needed during reporting periods.

TO DO LIST - JOB RESPONSIBILITIES

JULY

Email Signed Contract to RSPs – Electronically File Contracts – Print Application and Routing Sheets

Update Related Service Provider Spreadsheet – Send to Finance

*Student Enrollment –

- Prepare DP & CO Folder
 - √ Download & Copy all SPED Documents, Make Label
 - √ Make Sure we have Signed Consent & Eval Forms, Integrated Reports
- A. Hall will Import Records/If out of State Contact School
- Fax or Email Records Request
- If Student is from Out of State Email IEP/Eval to Dept Head once received.
- Notify Lisa or Kerri with any issues
- Notify Department Heads with pertinent info as needed
- Send DP folder to Caseload Manager/Document in CO Folder Date
- Make Sure Student is Added to Caseload Manager & Team Member in IC
- Check Related Services
- Add to CIMS, Caseload List, Flag SPED

Process Teacher Resource Orders

Order Health Supplies – Update Spreadsheet

Yearly District Required Mandatory Trainings (6.5 hours)

Email RSP Teachers Training Dates – Check with schools

*PCG Claiming/SBAC – (AJ) Q2

- Email Shannon & Kim for SBAC Q2 Finance Data – need 7/15
- (April-June) Quarterly Financial Reporting Due 8/13
- CPE Form Signature/Data Uploaded 9/1-15

PCG TRAINING VIDEOS

- FY24 SBAC TRAINING/PPT
- FY24 SBAC FINANCIAL REFRESHER/UPDATES
- FY24 SBAC COORDINATOR TASK CALENDAR/PARTICIPANT LIST/COMPLIANCE REPORT TRAINING
- FY24 RMST USER GUIDE TRAINING/PPT

Submit Financial MAP 735 Due 7/14

Best Practices Training Webinar

SCHOOL BASED HEALTH SERVICES (SBHS)

- CHECK FOR NEW TECHNICAL GUIDE OR UPDATES
- SBHS Munis Guide – Send updates to Kim Snapp

ezEDMed - Infohandler

- Review New Infohandler Administrators Manual
- Health Aide Training
- New Users Full Training (set up)
- Annual Parent Notification Letter (English/Spanish)
- Medicaid Parent Consent Form (English/Spanish)
- Nurse & Health Aide Manual
- ICD 10 Code Resource (email to Therapist)
- Supervisor Approval of Services (all Nurses)
- Therapist User Manual

Fairbanks Cost Report Re-Verify Report & Submit – (Check Regional Program Line Items/Compare w/SBAC)

SBHS APPLICATION FOR MEDICAID CERTIFICATION – Due Sept 1st. – Uploaded to GMAP

- Provision and Reimbursement of Administrative Claims Agreement – Superintendent's Signature

- Application Requires Superintendent's Signature
- SBHS Practitioners List
 - √ Practitioner Title
 - √ Practitioner Modifier
 - √ Practitioner License and/or Certification Number
- Medicaid Health Aide List
 - √ Requires Name & Title
 - √ Lead Nurse's Signature

Plan and Schedule Medicaid Health Aide Training for Toileting, Bowel & Positioning

Medicaid Application for Certification – Upload all in GMAP

- District Services Providers – Update List
- Financial Data from Kim Snapp hourly wage, salary, fringe for billable staff.
- Certifications/Licensures, Practitioner Title, Modifier, Certification Number, 3 Digit Employee ID Number for all Contractors, Therapists, Psychologist, etc.
- ASHA Certifications for all Speech Pathologist
- Always Check Assistive Technology
- Direct Billable Staff must match SBHS Medicaid Applications

Submit Licenses/Credentials to KYMMIS & KDE for approval

Submit new Disclosure of Ownership – Map 811 – Kim K. has data

Billable Staff must Match SBHS Medicaid Application

Update Medicaid Management List (SBHS, PCG, SBAC Participants)

Calendar Update for Service Providers

Medicaid Conference – Register for Virtual Meeting

Meet with Nurse to Set Up Health Aide Training (Toileting & Positioning)

AUGUST

***Student Enrollment**

IC Caseload Review/ DMHC Report/Board Report

Update CIMS as needed – Cross reference w/IC & Caseload List

Send Invoice procedures to Related Service Providers (Dressman, Martin, Gerton)

District Special Education Professional Development

- Copy Annual Medicaid Parent Notification Letter & Consent Form
- Students who leave the district must complete a new form if they re-enroll
- Copy ARC Document Form
- Copy PD Materials
- Meet w/Health Aides

Email Teachers Classroom Budgets & PO Procedures

BOY Infinite Campus SPED Caseloads – Monitor/Make Corrections as Needed

- Set-up Case Manager's List in IC – Send info to Rusty
- Set-Up Team Member Tab – End Date 6/30/2025

Check Assessment Materials for Reorder with Kerri & Morgan (Pearson's, ProEd, Q-Global, Hawthorne)

Assign Licenses for Teach Town, Raz-Plus, Hearbuilder, Boardmaker, Price-Willoughby

New Staff

- Add to IC & Email – Rusty
- Medicaid Amendments if Necessary - GMAP
- Make sure all new SPED staff is added to the Team Member Tab & Credential Identified
- File Background Checks on New Staff
- Set Up ezEdMed Training

Issue Audiometers to Speech Pathologist/Complete Acquisition & Materials Form

Teachers Check Out Classroom Resources from SPED/Complete Acquisition & Materials Form

Run No Show Report to Track SPED No Shows – Document as we Receive Record Requests

SBAC AJ Q2 Due/Submit 8/15

Infohandler Training Date & Time TBA

- Set up new accounts
- Add annual school calendar and work schedules
- Send Cost Data to Infohandler
- Print RMTS and Financial Calendar

Public Consulting Group (PCG) – New Year Set Up

- **Administrative Staff** – Titles, Work Shifts, Job Title & Category, Employee ID
- **Direct Service Staff** - Titles, Work Shifts, Job Title & Category, Employee ID
- (Note: 2024-25 Add Support Technician to AP Cost Pool)

Enter District Calendar into ezEdMed, SBAC & PCG.

Transportation Meeting - TBA

- Complete T5 Roster
- Update & Print Transportation Logs for drivers
- Review Data Needed for Transportation Logs with Drivers & Monitors
- Review T5's in IC – make sure bus # is correct
- Print Map for each Student Riding Bus – File with Bus Logs
- Complete Transportation Forms – MAP 600

Send IEPs to all Related Service Providers along with Caseloads

Transportation (T5) Logs & ezEdMed set-up Due by 1st day of school

Practitioners & Therapist – EzEdMed Training – TBA - Virtual

Remind OT, PT, MHT & O&M to Enter into Team Member as a Service Provider for Each Student

Nurses/Health Aides/Special Ed Teachers – ezEdMed Training TBA

Request List of All Students the Require Toileting and/or Positioning (type & size)

Submit Cost Data to Infohandler for Billable Staff –Due 8/30

Review & Update NOPC Parental Consent Forms in ezEdMed

SEPTEMBER

***Student Enrollment**

IC Caseload Review/ DMHC Report/Board Report

Update CIMS as needed – Cross reference w/IC & Caseload List

File ARC Documents in CO Folders – Update CIMS/Medicaid Form Dates

Request Daily Schedules for all SPED Teachers & Speech

Business Cards for New Staff

Email those interested in SPED Conference

Process Invoices for RSP – Submit to Shannon

Update Quality Assurance/Medicaid Document

- Details Policies & Procedures for Medicaid Based School Program
- Several Levels of Review are Required for Approval of the Quality Assurance Document
- Submit to KDE for Final Approval
- Upload in GMAP

PCG Claiming/SBAC (AJ) Q2 CPE Form Signature/Data Uploaded 9/1-15

Enter Medicaid Eligibility Dual Consent Forms in ezEdMed

SBAC Staff Pool List & Calendar entries (OD)

Notify by email the Random Moment Time Study Participants the New RMTS At-A-Glance Document by 9/25

Verify Medicaid Eligibility w/ KY Health Net to obtain Medicaid Numbers

Set up & Notify Peer Review Team (Anthrop, B. Smith, M. Brown, K Carius, Grayson)

Verify Caseload Match – ezEdMed for Related Services

Run Transportation Report for T5's – *LAST SCHOOL DAY OF THE 1ST FULL MONTH OF SCHOOL 9/30/24*

Update Webpage – Pictures of new staff & short bio

OCTOBER

***Student Enrollment**

IC Caseload Review/ DMHC Report/Board Report

Update CIMS as needed – Cross reference w/IC & Caseload List

Run Special Ed Exit Report

File ARC Documents in CO Folders – Update CIMS/Medicaid Form Dates

SPED Conference Documents, Registration & Reservations

***PCG Claiming/SBAC – (JS) Q3**

- Email Shannon & Kim for SBAC Q3 for Finance Data – need 10/15
- (July-Sept) Quarterly Financial Reporting Due 11/15
- CPE Form Signature/Data Uploaded 12/1-15

Quality Assurance/Medicaid Document Due

ezEdMed - Rejects & Corrections Report

Submit Financial MAP 735 Due 10/14

District's Quality Assurance Policies & Procedure Due to KDE

Peer Review

- Set Up Peer Review Team
- Draw 10% of Medicaid Eligible Student from ezedMed
- Schedule 3 Meeting w/Team, Take Notes
- Sign In Sheet Required
- Pull Student DP Folders
- Create Review Files
- Assign Reviews, Review Documents, Sign Off
- KDE Monitoring Forms are to be used for Peer Review
- No member of the Peer Review Team will Review Records of the Students they Serve.
- Peer Review Data Must be Kept for 5 Years.

Review Map 900 Revalidation – (Due 11/25)

- IRS Letter of verification of FEIN or IRS documentation supporting FEIN
- NPI and Taxonomy Code Verification
- NPI – 1366560476 SPN – 21-019021

Review & Update NOPC Parental Consent Forms in ezEdMed

NOVEMBER

***Student Enrollment**

IC Caseload Review/ DMHC Report/Board Report

Update CIMS as needed – Cross reference w/IC & Caseload List

File ARC Documents in CO Folders – Update CIMS/Medicaid Form Dates

Process Invoices for RSP – Submit to Shannon

SBAC JS Q3 Due/Submit 11/15

SBAC Staff Pool List and Calendar Entries (JM22)

Peer Review – Continues – Review Files, Take Notes

ezEdMed -Rejects & Corrections Report

Enter Transportation Claims in ezEdMed

DECEMBER

***Student Enrollment**

IC Caseload Review/ DMHC Report/Board Report

Update CIMS as needed– Cross reference w/IC & Caseload List

Run Special Ed Exit Report

File ARC Documents in CO Folders – Update CIMS/Medicaid Form Dates

Process Invoices for RSP – Submit to Shannon

PCG Claiming/SBAC (JS22) Q3 CPE Form Signature/Data Uploaded 12/1-15
(J-M) Participant List/RMTS Updates Due 12/9
Peer Review – Review Files, Make Notes
ezEdMed – Rejects & Corrections Report
Enter Transportation Claims in ezEdMed

JANUARY

***Student Enrollment**

IC Caseload Review/ DMHC Report/Board Report
Update CIMS as needed – Cross reference w/IC & Caseload List
File ARC Documents in CO Folders – Update CIMS/Medicaid Form Dates
Update Inventory of School/Classroom/District Purchases

***PCG Claiming/SBAC – (OD) Q4**

- Email Shannon & Kim for SBAC Q4 for Finance Data – need 1/15
- (Oct-Dec) Quarterly Financial Reporting Due 2/13
- CPE Form Signature/Data Uploaded 3/1-15

ezEdMed – Rejects & Corrections Report
Enter Transportation Claims in ezEdMed
Peer Review Continues
Submit Financial MAP 735 Due 1/14
Review & Update NOPC Parental Consent Forms in ezEdMed

FEBRUARY

***Student Enrollment**

IC Caseload Review/ DMHC Report/Board Report
Update CIMS as needed – Cross reference w/IC & Caseload List
Run Special Ed Exit Report
File ARC Documents in CO Folders – Update CIMS/Medicaid Form Dates
Prepare Projected Caseload List for next year
Process Invoices for RSP – Submit to Shannon

SBAC OD Q4 Due/Submit 2/15

SBAC Staff Pool List & Calendar Entries (AJ)
Work on Peer Review Documentations

MARCH

***Student Enrollment**

IC Caseload Review/ DMHC Report/Board Report
Update CIMS as needed– Cross reference w/IC & Caseload List
File ARC Documents in CO Folders – Update CIMS/Medicaid Form Dates
Process Invoices for RSP – Submit to Shannon

PCG Claiming/SBAC (OD) Q4 CPE Form Signature/Data Uploaded 3/1-15
(April – June) Participant List/RMTS Updates Due February

Previous Year Fairbanks Cost Settlement Fairbanks Due 3/25

- Obtain Munis Salary Report from Kim Snapp
- Obtain Contractor Report from Shannon Meyer
- Obtain Transportation Cost/Depreciation Costs from Jennifer Hoover
- Obtain Transportation Odometer Reading from Kathi Baldwin
- Update LEA Provider Data
- Verify Unrestricted Indirect Costs w/ PCG
- Verify Direct Medical Services Time Study Percentages w/PCG
- Verify Medicaid Eligible Special Ed Students w/ KDE/Infohandler
- Verify IEP Ratio & Medical Plan Ratio w/KDE & Infohandler

- Provider Summary must match Munis/Contractor Report
- Direct Medical Service Totals must match Medicaid Allowable Costs
- Certify Report – Recertify Report in July after Audit

ezEdMed Performance Report – follow-up with nurse

ezEdMed Transportation T5 updates

Run KYMMIS Report – check errors – re-submit to ezEdMed

Work on Peer Review Documentations

APRIL

***Student Enrollment**

IC Caseload Review/ DMHC Report/Board Report

Update CIMS as needed – Cross reference w/IC & Caseload List

Run Special Ed Exit Report

File ARC Documents in CO Folders – Update CIMS/Medicaid Form Dates

Make sure ASHA Certifications are up to date for Speech Therapist – Print Copies

Provide Accommodations Report to Curriculum for testing

Process Invoices for RSP – Submit to Shannon

Related Service Provider Contracts (review language/rate of pay staying within range of credentials)

- Update all Contracts
- Addendum Update
- Check with K. Klosterman for District Updates & Attorney Approval
- Print & Upload Certifications and Licenses
- Updated Liability Insurance Certificates & W9's
- Print ASHA Certifications
- Email Contracts & 2024-25 District Calendar
- Contracts sent out April 15. Due back May 10th
- Create Routing Sheets for the Board of Education Meeting
- Contracts sent to K. Klosterman May/June for Board Approval

***PCG Claiming/SBAC – (JM) Q1**

- Email Shannon & Kim for SBAC Q1 for Finance Data – need 4/15
- (Jan-Mar) Quarterly Financial Reporting Due 5/13
- CPE Form Signature/Data Uploaded 6/1-15

Admin Revisions to ezEdMed Calendar as District Calendar Changes

Final Peer Review Meeting/Complete and submit Peer Review (June/July Use Record Review Documents to complete Peer Review.)

ezEdMed– Rejects & Corrections Report

Submit Financial MAP 735 Due 4/14

Follow-up with Nurse on ezEdMed approvals

Review & Update NOPC Parental Consent Forms in ezEdMed

Fairbanks Cost Report Quality Assurance Verification from Cost Data Report – Emails

- √ Provide evidence for all identified reported financial outliers

Peer Review Final Meeting – Take Notes – File Data

MAY

***Student Enrollment**

IC Caseload Review/ DMHC Report/Board Report

Update CIMS as needed – Cross reference w/IC & Caseload List

File ARC Documents in CO Folders – Update CIMS/Medicaid Form Dates

Place Summer School Orders – If Needed

Process Invoices for RSP – Submit to Shannon

Update & Email EOY Checklist & Inventory List

- Set Up & email EOY Checkout Dates w/Teachers
- Final Call for 2023-24 ARC Documents

- Make Sure All IC Docs are Locked
- Teachers Run Caseload Summary on the Last Day of School
- Make Sure Dept. Heads Monitor the All Progress Reports are Filed in DP Folders
- Sign Off on Classroom Inventory Forms
- Make Sure All Standardized Testing Kits & Assistive Technology Devices are Turned In
- All ezEdMed Data Entered by TBD
- Non-Returning Students List from Teachers
- Non-Returning Teachers Turn In Key Fob, File Cabinet Key, Secure Classroom

Copy & Put Together SPED Temporary Paperwork Enrollment Forms and Send to School Secretaries

Student Record Retention – (Morgan & Kelly)

- Pull all Inactive Folders from CO Files - Kelly
- Combine Inactive DP & CO Folders & File in Inactives - Morgan
- Move Inactive Files Forward to Make Room for More Files -Morgan
- Pull Inactive Folders dated 2005 and earlier. - Morgan
- Reduce Pertinent Inactive Documents place in Brown Folders, Label & File - Morgan
- Document Name and Address from each Inactive File for Destruction Letter - Morgan
- Make Labels for Destruction Letters, Add Postage & Mail - Kelly
- Box Up & Label all Records to be Destroyed – Morgan

Records Destruction – Get w/Dennis for destruction date

- Count Boxes, Get receipt from Dennis
- Complete Records Destruction Certificate, Series No., Dates & Signature

SBAC JM Q1 Due/Submit 5/13

Contact Infohandler 2024-25 Contract – Steve Daughtery 805-705-7202 (5% for 3 years)

Update/Enter Appropriate Practitioner Modifier for PCG/Infohandler

Enter Transportation Claims in ezEdMed – Submit & Verify

Fairbanks Cost Report Quality Assurance Verification from Cost Data Report – Emails

- √ Provide evidence for all identified reported financial outliers

JUNE

***Student Enrollment**

IC Caseload Review/ DMHC Report/Board Report

Final Update CIMS if needed – Cross reference w/IC & Caseload List

File ARC Documents in CO Folders – Update CIMS/Medicaid Form Dates

Run Special Ed Exit Report

Email NKCES for Phoenix Calendar

Update All Inventories Based on Teacher Inventory Forms

Check IC Roster for Online Enrollments

Set up Temporary Placement Spreadsheet

Call Gordon Stowe – Audiometer calibrations

Process Invoices for RSP – Submit to Shannon

PCG Claiming/SBAC (JM) Q1 CPE Form Signature/Data Uploaded 6/1-15

CPE Form Signed/Upload (JM) data

Enter Final Transportation Claims

EOY Clean-Up & ezEdMed Reporting

ezEdMed Rejects & Corrections Report – Check all CRFSs

Final Reconcile of ezEdMed– All AREQs

Final Review 2023-2024 Fairbanks Cost Data & Submit – Reverify

All ezEdMed data must be entered by TBD - correct all error & rejects prior

Fairbanks Cost Report Quality Assurance Verification from Cost Data Report – Email

- √ Provide evidence for all identified reported financial outliers

AS NEEDED –

Related Service Providers Audits

- Cross Reference Related Service Minutes on IEP with ezEdMed, Attendance & Contractor Invoices

Supply Orders – Placed more than 130 Orders 2023-24 (Amazon, Quill, Lakeshore, Pearson etc.)

- Prepare & place orders for all SPED teachers, DMHC, SPED Dept
- Set Up New Accounts as Needed for Resources, W9, Tax exempt, etc.
- Maintain Login and Passwords of all Accounts
- Item search, PO Request, Munis Entry, Place Order
- Unpack & Send Orders to Schools
- Email Ok to Pay Invoices & PO to Finance.
- Send out Acquisition & Materials List for all Purchase Except Consumables
- Inventory Purchases

Out of District Professional Development

- Create POs for Registration, Hotel, Flight, Food & Mileage
- Enter POs in Munis
- Do Group Registration or Send to Participant to Register
- Make Hotel Reservations
- Process Trip Reimbursement Form

Extra Pay Invoices (as needed)

- Cross Reference w/PD Sign in Sheets
- Code & Submit

Food for Professional Development/Department Meeting, etc.

- Get Quote from Restaurant
- Create PO Request/Enter PO in Munis
- Order Food/Pick Up if Needed

Field Trips for Classrooms

- Have Teacher Provide Destination, Names of Students & Teachers & Cost
- Contact Transportation for Busing
- Create PO, Purchase Tickets, Send Tickets to Teacher

Maintain Protocol & Assessment Inventory & Ordering

Maintain Program Licenses & Subscriptions as needed

Maintain Teacher Pay Teacher Library – Copy Resources As Needed by Teachers

First Step Meetings & Part C Infant & Toddler Enrollment

- Get Quarterly Report from Nikki Hayden
- Cross Reference w/First Step Files
- Update First Step in CIMS

File & Maintain Sign in Sheets for PD, Dept. Mtgs, Trainings etc.

- Use to Cross Reference Extra Pay Invoices
- File in Binder

District Mental Health Clinicians

- Order Requests, Item search, PO Request, Munis Entry, Place Order, Have Order Delivered
- Parent Engagement Food – (Open PO)
- Conference – POs -Registration, Hotel, Flights, etc.
- Mental Health Brochure
- Update Caseloads

Record Request

- Must have a signed Record Request or an IC Request
- Fax or Copy Records, File request

State Disability Determination Request – (completed 65 last year 2023-34)

- Direct questionnaires to the appropriate teacher and/or provider
- Print Student Records
- Submit to SDD & Retain all Copies

Medicaid Webinars – When Required for New Updates

Run RMTS Compliance Report as Needed

Submit KDE Amendments for new providers in GMAP email Lindsey Kimbleton/Can back date 15 days.

File Assistive Technology Claims – 75% reimbursement

- IEP must be in compliant when requesting Assistive Technology
- Medical necessity must be evident in the evaluation
- Documentation must be present in the Specially Designed Instruction (health) & Supplemental Aids & Services.
- Need a rationale completed by a therapist & teacher
- Student issued, invoice & IEP date must be within the same fiscal year.
- File Assistive Technology Claim to Medicaid

Update ezEdMed Calendar for NTI or Snow Days, anytime school is canceled

DAILY

Check IC Message Center for New Student Enrollment

- Download Online Enrollment Application
- School Will Email SPED Office When Student Shows Up
- Follow Up w/School If Necessary

WEEKLY

Monitor RMTS - Forward Final Reminders to Staff that did not complete RMTS

ezEdMed Transaction/Eligibility Report Report

ezEdMed RFS Report – Check for errors

Nursing Supervisor Approval Report

New & Old Student Medicaid Consent Updates

MONTHLY

KYHealthNet - Print KYMMIS Report & Review for errors or rejects

- Check the first Monday of Each Month
- Print Remittance Advices (RA) – Receipt for all Claims
- Check Medicaid Eligibility Verification – SSN or Medicaid Number
- Prior Authorizations are Required for all Students Annually
- Claim Inquiry – Lookup Individual Claims for Voids and Adjustments -Contact Infohandler for Resolutions

Enter Transportation Claims in ezEdMed

- T5/IEP CYR Indicator must be set in Demographics
- Transportation Mileage is Determined Utilizing Mapquest
- Only Paid Claims Generate Eligible Transportation Service Claims

Continuously Update Medicaid Consent Forms in ezEdMed

Therapist Treatment Provided vs. Scheduled Services Comparison – ezEdMed Report

Medicaid on Demand Training Videos updates or as needed

Review Invoices – determine if ok to pay. Sign & Submit to L. Hightchew

YEARLY

Disclosure of Ownership – as needed when Superintendent/School Board Changes – MAP 811

Must include Name and Address of Each Board Member and Superintendent

EVERY 5 YEARS – (Due November 25)

Map 900 Revalidation

- **IRS Letter of verification of FEIN or IRS documentation supporting FEIN**
- **NPI and Taxonomy Code Verification Documents**
- **NPI – 1366560476 SPN – 21-019021**

AS REQUIRED

Student Audits
Medicaid Audits
Desk Audit

CONTACTS

KDE/School Based Health Services
Lindsey Kimbleton – 502-564-6771 Lindsey.kimbleton@education.ky.gov

KDE/MEDICAID -Cabinet for Health & Family Services
Lucy Senters - 502-564-6890 lucy.senters@ky.gov

Fairbanks Cost Settlement Program
Cathy Houston 312-450-6379 Cell 847-712-6745
Support – 888-321-1225 chouston@fairbanksllc.com

PCG 804-200-4001

Infohandler – ezEdMed
Tony Fluty – 800-942-9432 Cell 502-523-1090
Li Griffin – 800-942-9432 Ext. 1015

Notes:

District 504 Plans – Guidance Counselor each school

Talk to Jenny Stewart about . . .

- Online Registration and SPED forms (Medicaid Form)
- Social Security Numbers – (SSN's are link to Medicaid Numbers in KYHEALTHNET)

For Teachers During Aug. PD

- New Dual Medicaid forms to be signed during the first meeting of the year.
 - Do not write “does not qualify” on form. These forms cannot be altered in any way.
 - Do not upload the letter – Do not have parents sign the letter – only the form.
 - Please only upload the signed form
- No staples, no paper clips, not tape on Pony envelopes
- Need Social Security Numbers (on all initial placements)

Misc. Info for SPED Mtg.

- Please remember to always update Team Member Tab
- Toileting – 10 minutes – if it takes longer record actual time.
- MHT – 16 minutes or more in the IEP
- Use precise terminology when documenting service data.
- When you update an IEP – email a copy of the IEP to all Service Providers
- Update Random Moment Info – Call PCG
- Students using a Harness needs to be added to the student's IEP in Supplementary Aides & Services.

Speech Pathologist

- Make up Sessions in the same day can no longer be combined with a regular session on the same day. An additional session can be held on the same day w/ notation under notes that it's a make-up session.

- Evaluation Billing – Evaluation, Observations, Writing the Eval & IEP must be done during regular school hours to be billable.
- Group Therapy must be stated in the IEP under Supplementary Aides & Services. Small Group or Individual Group Therapy can't be larger than 6 students. Service Units Billed – 7.5-15 Minutes as 1 Unit.
- Speech – IEP Services 1x per week vs. 4x per month - Should have been changed last year.
- Compensatory Speech Services held after school hours must be marked as nonbillable in ezEdMed. All Speech Services shall be limited to Services Provided During Normal School Hours.

Tracking Medicaid Consent Forms

SPED needs a better procedure on how to track signed parental consent for all students.

(Note: one example is that each caseload manager prints all consent forms at the beginning of the year and submit those to the person tracking the forms. Parent consent is required one time if the student is continuously enrolled.)

KDE is recommending that all practitioners/RSPs input their data into ezedMed within 7 days of the provided service. (Hospitals require all services documented within 24 hours). Mass inputting at any time results in errors.

Now more than ever, documentation will be crucial to Medicaid data in ezEdMed. Practitioners/RSPs need to be very detailed and thorough in service notes. You will never be dinged for having too much information. All services delivered through Telehealth must be documented in their notes.

Always Remember

- Munis Reports printed on two different dates could have changes resulting in additional monitoring findings in SBAC and Cost Settlement.
- When Changing Billing Agents, you must notify in writing the previous Billing Agent, failing to do so can result in HIPAA Violations.
- It is Best Practices to Keep Backup Documentation for Specialized Transportation.
- Practitioners must show variation times a service is provided. Service must be documented in actual time the service was provided. Bathroom/Toileting can not always be a 10-minute service.
- Telehealth is not a Service; it is a type of Service Delivery.

NEW SBAC PCG

Jan-Mar Apr Jun
Apr-Jun Jul Sep
Jul-Sep Oct Dec
Oct-Dec Jan Mar

