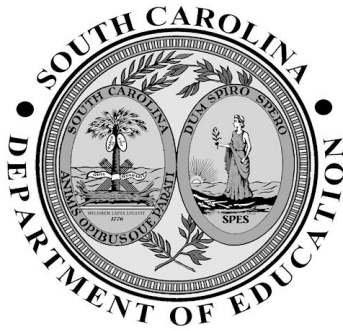


October 2021



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

MEDICAID UPDATES

Progress Summary

The South Carolina Department of Health and Human Services' Local Education Agencies (LEA) Services Provider Manual and Rehabilitative Behavioral Health Services (RBHS) Provider Manual have been updated to reflect that progress summaries must be completed at least every 90 days. The policy change will permit progress summaries to be completed more frequently than every 90 days to align with the reporting requirements of the Individuals with Disabilities Education Act (IDEA) regarding Individualized Education Program (IEP) Progress Reports and to reduce administrative burden for school districts. The policy change is effective October 1, 2021, and therefore, any progress summary that is due on or after October 1, 2021 may be completed more frequently than every 90 calendar days.

For purposes of Medicaid compliance and billing, the progress summary must continue to include all required documentation components and must be present in the child's clinical record. Staff qualifications to complete the progress summary has not changed. Please review the LEA & RBHS Provider Manuals to identify the required documentation components, staff qualifications and comprehensive policy regarding progress summaries.

Both the memo from the South Carolina Department of Health and Human Services (SCDHHS) and the collaborative memo from the Office of Medicaid Services (OMS) and the Office of Special Education Services (OSES) was provided to school districts' Medicaid Coordinators and/or Special Education Directors via email on September 8, 2021. The memo from the OMS and OSES can be found on the OMS webpage in the 'SBRS or RBHS sections' by clicking the 'Memo' link.

District Contracts

On August 18, 2021, the South Carolina Department of Health and Human Services (SCDHHS) notified the Office of Medicaid Services (OMS) that SCDHHS had begun emailing the Rehabilitation and Related Services contracts to each district's Superintendent. Your district should have received your contract. If your district has not received contract, please reach out to SCDHHS' Provider Service Center (PSC) at 1-888-289-0709 and request a copy of your contract. Also, please inform the OMS that you have not received your contract.

District Consolidations

District consolidations must be reported to SCDHHS as soon as possible. The SCDHHS Provider Enrollment Division must be notified of the consolidation and can be reached via the Provider Service Center (PSC) at 1-888-289-0709, option 4, for initial assistance regarding enrollment of the consolidated district and/or change of ownership process. All SCDHHS [provider enrollment](#) information can be found on the SCDHHS website.

A copy of all documents submitted to the SCDHHS Provider Enrollment must also be provided via email to the SCDHHS Division of Coverage and Benefit Design. Deborah Munchmeyer, Program Manager is the appropriate contact within the Division of Coverage and Benefit Design and can be reached at Deborah.Munchmeyer@scdhhs.gov.

Removal of Archived Documents

The OMS will be removing all archived documents from the OMS webpage by October 31, 2021. Please download and save all documents needed. The documents will no longer be available on the webpage after October 31, 2021.

QUALITY ASSURANCE (QA)

Office of Medicaid Services (OMS) and the Office of Special Education Services (OSES) Collaboration- Resources and Guidance

The Office of Medicaid Services (OMS) and the Office of Special Education Services (OSES) have collaborated to develop guides and resources which will assist districts in better understanding the requirements and mandates of the Individuals with Disabilities Education Act (IDEA) and Medicaid. The following guides and resources are now available to districts on the OMS webpage by selecting the ['Forms'](#) link within the 'Quality Assurance' section.

IDEA & Medicaid Crosswalk

The crosswalk will guide districts through the requirements of each program relative to processes, documentation, staff requirements, timelines, etc. The OMS and OSES strongly encourage districts to review the crosswalk. The crosswalk does not provide a comprehensive review of policy requirements and does not replace the need for districts to review and adhere to policy and procedures established by each program.

IDEA & Medicaid Terminology Guide

A terminology guide has been developed to identify and define common language and terms utilized by both programs.

Goal Examples

In an effort to help districts better understand the information and content needed specific to the goals in the Individualized Education Program (IEP), the OMS and OSES have identified the components that must be present and provided examples of goals which meet both, IDEA and Medicaid requirements.

Impact Statement Guidance

The guidance ensures that the impact statement within the IEP addresses the educational disability and medical necessity which satisfies the requirements for both IDEA and Medicaid.

Individualized Treatment Plan (ITP) & Individualized Healthcare Plan (IHP) Crosswalk

Per the Local Education Agency (LEA) Provider Manual, the ITP must include specific components/information. As district nurses may currently utilize an IHP (remember to indicate “ITP” on the document for Medicaid billing purposes), a crosswalk has been developed to identify the ITP components that must be present and where the ITP components should be captured on the IHP. In working with State School Nurse Consultant, Victoria Ladd, MSN, RN, it is the OMS’ hope that this document will assist nurses in the district with capturing the information needed for Medicaid billing purposes.

The [ITP/IHP crosswalk](#) does not provide a comprehensive review of policy requirements specific to the ITP and does not replace the need for districts to review and adhere to the LEA manual.

QA Review Process

The QA review process will be carried out as follows by the OMS:

- All school districts will be reviewed during academic school year 2021 – 2022 for services rendered during academic school year 2020 – 2021.
- Each district will be notified of their review date at least four weeks prior to the review date.
- OMS will randomly select the Medicaid students whose file(s) will be reviewed, and a list of student’s names and services to be reviewed will be provided to the district.
- Based on the requirements of the LEA/SCDHHS contract, the OMS will
 - review two files per school-based rehabilitation service provided by the district,
 - review two file per rehabilitative behavioral health service provided by the district,
 - review one SNT file per district, and
 - review one SDAC per district.

- A minimum of 12 files will be reviewed (i.e., If only nursing services are provided by a district, 12 nursing services will be reviewed. If only occupational and physical therapy services are reviewed, six occupational therapy and six physical therapy files will be reviewed).
- The review period is for the entire academic year.
- The OMS Education Associate (EA) will discuss the findings of the review and answer questions during the exit conference.
- OMS will provide technical assistance, training (if needed), and the opportunity for questions specific to the trainings available on the OMS website during the exit conference.

Districts are reminded of the following:

- Internal self-assessments must be completed and submitted at least 2 weeks prior to the QA review date.
- All documentation requested must be submitted to the OMS prior to the review date.
- All requested staff must be made available for the exit review.
- Corrective action plans (CAP) must be submitted within four weeks from the date that the district receives the OMS's QA report via the QA Application.
- The OMS' will respond to the CAP submitted and districts must follow-up if needed.
- QA reports must be finalized and accepted by the district by June 30th.

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. Districts do not have to wait until notification of the SCDE review date is received to begin completing the ISA. Districts can complete the ISA and enter the information into the QA application at any time as long as it is two weeks before the SCDE review date.

Quality Assurance Documents for Reviews

The [2021-2022 Medicaid checklists](#) are available on the OMS webpage and will be used to review the academic 2020-2021 school year. You will find that the OMS has developed a COVID-19 Testing checklist. The checklist will be utilized to review COVID-19 testing services rendered by districts during academic year 2021-2022. If you have any questions about the checklists or need support, please contact your district's assigned EA.

The QA review [Preparation Guide](#) is also available on the OMS webpage. Districts are encouraged to review the document thoroughly and follow-up with the district's assigned EA should there be any questions or concerns. The document will guide districts in completing the required ISA and the SCDE QA review.

District and Entity Information Management System (DEIMS)

An SCDE memo was sent to superintendents on June 30, 2020 regarding the District and Entity Information Management System (DEIMS). DEIMS contains the official district contact or program liaison lists. It's fully operational through the South Carolina Department of Education (SCDE) Member Center. The DEIMS eliminates the need for multiple SCDE offices to request lists of district contacts for a variety of topics and programs.

The district is responsible for updating the information in DEIMS at the beginning of each new school year and throughout the school year as needed. Please ensure that your district's contact information for program leads (Medicaid Coordinator, SDAC Coordinator, SNT Coordinator, etc.) are updated in DEIMS. The DEIMS contact list is used for all communication. It is imperative that your district's contact list is up to date to ensure that your district receives all OMS information and communication. To update your district's contact list, please contact your district's Web Access Coordinator.

Payment Error Rate Measurement (PERM)

As previously stated in the OMS' August newsletter, the South Carolina Department of Health and Human Services (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. 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.

If a school district is selected to participate in the PERM review and the district would like the assistance of the OMS, please notify the OMS as soon as possible. Districts should review the [PERM Assistance Instructions](#) and complete the [PERM Checklist](#) located on the OMS webpage.

For more information regarding the PERM process, please review the [PERM Overview](#) presentation located on the OMS webpage and the [SCDHHS bulletin](#). If you have questions regarding the SCDHHS bulletin, please contact the SCDHHS PERM team at PERM@scdhhs.gov.

District Consolidation Checklist Updated

The OMS is working with the SCDHHS to update the School District Consolidation Checklist. The checklist will help districts navigate through the consolidation process efficiently as it relates to Medicaid. Districts that are in the process of consolidating or will be consolidating in the near future are encouraged to review the document to ensure that you are knowledgeable of the information needed and actions to be completed for Medicaid billing purposes. The checklist will be found by clicking the 'Consolidation Guidance' link within the 'Additional Resources' section of the webpage. The updated document will be added to the OMS website next week with a revision date of 10/1/2021.

Third Party Liability (TPL) Letters

[TPL letters](#) for academic year 2021-2022 are now posted on the OMS webpage. The OMS received approximately 20 letters from insurance agencies/companies for districts to utilize. Additional letters will be added to the webpage as they are received. If you have any questions or concerns, please feel free to contact your district's assigned EA.

TPL Supplement & Additional TPL Resources

OMS would like to remind the school districts that the [TPL Supplement](#) is available to assist districts in answering TPL questions and concerns. The TPL Supplement policy is a comprehensive review of all TPL policies and procedures and includes guides such as the Suggested Third-Party Filing Process which informs districts of the filing process expectations.

Additionally, the [Reasonable Effort Documentation](#) form is available and can be utilized by districts when all reasonable efforts to resolve a billed claim submitted to the third party is not successful. The Reasonable Effort form allows districts to record all attempts made by the school district to seek reimbursement from the third party. Please review the TPL Supplement to identify when and how the Reasonable Effort Documentation should be utilized.

FINANCE

School District Administrative Claiming 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. To request a budget increase, you will need to compete and submit the [SDAC Contract Budget Amendment Request](#) form. The form is located on the OMS webpage. To request a copy of the form in Word format, send an email to mcmckinney@ed.sc.gov.

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 requests.

School District Administrative Claiming Training

The [SDAC Finance Training](#) will be held October 1, 2021. 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. Districts will be notified on October 8, 2021 that they may begin entering their financial information into the SDAC application for the first quarter's (i.e., July, August, and September- JAS 2021) invoice.

Quarterly Finance Meetings

Beginning October 12, 2021, quarterly meetings will be held with districts to discuss budget, expenditures, and utilization of Medicaid services that are eligible for reimbursement. Please begin to identify topics that you would like to discuss, information or clarifications needed, financial barriers that your district is facing, or information that would be beneficial to your district and submit that information to Monica McKinney by email at mcmckinney@ed.sc.gov or submit the information to the Office of Medicaid Services' general email account at MedicaidServices@ed.sc.gov.

SCHOOL DISTRICT ADMINISTRATIVE CLAIMING (SDAC)

Random Moment Surveys

Random moment surveys (RMS) for the second quarter (i.e., October, November, December- OND 21) of the academic year will be released on October 1st. The first quarter (i.e., July, August, September- JAS 21) surveys should be completed by October 8th.

Please ensure that RMS participants are completing the surveys timely. If you need assistance or have questions, please contact Ronette Weeks at rmweeks@ed.sc.gov.

SDAC Training

Thanks to all who attended the annual SDAC training on September 14, 2021. As a reminder, the trainings and forms are available on the OMS webpage for review at [School District Administrative Claiming \(SDAC\)](#).

If you need additional training, please reach out to Ronette Weeks at rmweeks@ed.sc.gov or 803-734-3913.

Bi-Monthly Meetings

The OMS has begun hosting bi-monthly SDAC meetings. The first meeting was held on September 22nd at 9:00 a.m. Approximately 19 districts attended the meeting and 20 district staff.

The bi-monthly meetings are in addition to the daily support offered by the OMS to the districts. Information about the SDAC application and pertinent SDAC related news are discussed during the meetings, 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. The next meeting will be held on November 10th at 9:00 a.m.

A Microsoft Teams invitation will be sent to SDAC Coordinators two weeks in advance of the scheduled meetings. SDAC Coordinators can forward the invite to other persons within their district as they see fit.

If you need assistance with random sample surveys or participant issues, please reach out to Ronette Weeks at rmweeks@ed.sc.gov or 803-734-3913.

SCDE Web Application Portal Access

The districts' Web Access Coordinators (WAC) are the gatekeeper for access to the SCDE Web Application Portal (WAA). The Web Access Coordinator should grant, change, and remove access to the application portal (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.

SNT Training

Thanks to all who attended the annual SNT training on September 16, 2021. As a reminder, the training is available on the OMS webpage for review at [Special Needs Transportation \(SNT\)](#). The OMS looks forward to developing and providing additional trainings throughout the school year. If you have any questions about the training or need additional training, please reach out to Ronette Weeks at rmweeks@ed.sc.gov or 803-734-3913.

Bi-Monthly Meetings

The OMS has begun hosting bi-monthly SNT meetings. The first meeting was held on September 22nd at 10:00 a.m. Approximately 29 districts attended the meeting and 35 district staff.

The bi-monthly meetings are held in addition to the daily support offered by the OMS to the districts. Information about the SNT application and pertinent SNT related news are discussed during the meetings, 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. The next meeting will be held on November 10th at 10:00 a.m.

A Microsoft Teams invitation will be sent to SNT and Medicaid Coordinators two weeks in advance of the scheduled meetings. Coordinators can forward the invite to other persons within their district as they see fit.

If you need assistance, please reach out to Ronette Weeks at rmweeks@ed.sc.gov or 803-734-3913.

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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.