



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MOLLY M. SPEARMAN
STATE SUPERINTENDENT OF EDUCATION

MEMORANDUM

TO: Medicaid Coordinators
Special Education Directors

FROM: Vanesha Perrin
Director, Office of Medicaid Services

Rebecca Davis
Director, Office of Special Education Services

DATE: September 8, 2021

RE: Progress Summary- Frequency of Completion

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 manuals to identify the required documentation components, staff qualifications, and comprehensive policy regarding progress summaries. The progress report in the Enrich system will suffice for Medicaid billing purposes if it contains all the required information, including the number of sessions attended out of the total number of sessions that were scheduled.

Please communicate this information to the appropriate person(s) within your district.

If you have questions, please contact Vanesha Perrin, Director, Office of Medicaid Services, at vrperrin@ed.sc.gov.