**9/10/13**

**Medicaid Instructions**

Grant County Schools can bill Medicaid for any special education student that receives: Occupational Therapy (OT), Physical Therapy (PT), Speech Therapy, and/or Special Transportation, and in which our district has obtained a signed release from the parent and/or guardian.

As special education secretary, case manager, and or service provider, you will need to make sure each year that Medicaid is discussed and handled correctly on **all** special education students receiving Occupational Therapy, Physical Therapy and/or Speech Therapy. This will need to be taken care of at the annual review (ARC) meeting.

Our district is no longer required to obtain a new consent each year. It is now a one-time consent. The consent has to be obtained in Grant County, if the signed consent was obtained in another district and there is not a previous consent on file that was obtained in Grant County consent in Grant County will have to be obtained. You will need to look in IC and the Special Education Folder to verify that consent has been obtained. If a signed consent is in the folder and not IC, please be sure to upload a copy to IC. A copy of the signed consent needs to be in both the Special Education Folder and IC.

Steps to Follow:

1. if our district already has a signed release form on file and the parent is present during the next ARC meeting, check the box under section V of the Conference Summary (Medicaid) that you have given the parent their annual notice, give them the attached annual notice and all will be good until the next ARC.
2. if our district already has a signed release form on file and the parent does NOT attend the next ARC meeting, check the box under section V of the Conference Summary (Medicaid) that you have given the parent their annual notice, mail the parent the attached annual notice, make note in the summary section that parent was not present and the Medicaid annual notice will be mailed and all will be good until the next ARC.
3. if our district does NOT already have a previously signed Medicaid release form on file and the parent is present during the next ARC meeting, have them sign the FERPA release, check the box under section V of the Conference Summary (Medicaid) that you have given the parent their annual notice, give them the attached annual notice and all will be good until the next ARC.  Once they sign the

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FERPA form, the therapists or Admin can then submit paper logs to KSBA or update ezEdMed with the parental release signature date within the student’s demographics tab.

1. if our district does NOT already have a previously signed Medicaid release form on file and the parent does NOT attend the next ARC meeting, mail the attached FERPA release, check the box under section V of the Conference Summary (Medicaid) that you have given the parent their annual notice, make note in the summary section that parent was not present and the Medicaid annual notice will be mailed, mail them the attached annual notice and make sure they send the FERPA release back.  Once they sign the FERPA form and send back, the therapists or Admin can then submit paper logs to KSBA or update ezEdMed with the parental release signature date within the student’s demographics tab.

Conference Summary: Please be sure the following section of the Conference Summary is marked and addressed: The first statement should always be marked and the bottom statement should never be marked for students receiving Occupational Therapy, Physical Therapy, and/or Speech Therapy. The bottom statement should only be marked for those students that are not receiving one of the above mentioned services.

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| |  | | --- | | **Medicaid** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Do Not Print |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Annual written notice was provided to the parent in order to submit claims for Medicaid Reimbursement. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| In addition to covered services on the student's IEP and/or covered evaluations outlined through evaluation planning, collateral services will be provided by qualified providers as needed. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Student is not eligible for Medicaid. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Notes |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

In regards to ARC meetings in which the guardian does not attend or attends by phone, the FERPA Form and annual notice will need to be sent home. Please keep a log and be sure to follow-up to see if the FERPA Form is returned. Once the FERPA Form is returned, scan and upload a copy to Infinite Campus, file the

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original copy in the folder, and forward a scanned copy by e-mail to Velma Bowen @ the district office. If the guardian doesn’t return the FERPA Form within 2 weeks, make a phone call to the guardian, if the FERPA Form is not received within 4 weeks after the ARC meetings please notify Velma Bowen @ the district office via e-mail. She will then handle the issue and make sure any needed

follow-up or contact is made to obtain the FEPA Form from the guardian. Once

Velma obtains the completed FERPA Form from the guardian, she will send you a copy that will need to be filed and uploaded in Infinite Campus.

If the guardian attends the ARC meeting you should have a newly completed Medicaid annual notice, please scan and upload a copy to Infinite Campus, file the original and forward a scanned copy by e-mail to Velma Bowen @ the district office.

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