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Summary of 2015 Local Education Agency (LEA) Medicaid Technical Review

In 2015, The Executive Office of Health and Human Services performed technical reviews for 21 Local Education Agencies (LEAs) seeking Medicaid reimbursement for Medicaid direct services and Administrative claims submitted for reimbursement during calendar year 2014. Below is a summary of the reviews (21 LEAs visited) that had findings requiring attention, per category, which required a Medicaid action plan. The submission and adherence to the Medicaid Action Plan will support compliance with the guidelines outlined in The Medicaid Direct Service Guidebook for LEAs and The Medicaid School Based Administrative Claiming Guide.

It is encouraged that districts review this document with relevant personnel.

Medicaid Direct Services

- **Parental Consent** - 16/21 LEAs were missing accurate Parental Consent for the service provision date. LEAs should have policies and procedures in place to have the Parental Consent signed prior to rendering services. In adherence with any requirements of RIDE in conjunction with requirements issued by the Office of Special Education and Programs (OSEP), parental consent must be obtained before Federal funding (Medicaid) can be accessed.
- **Individual Education Programs (IEPs)** – 8/21 LEAs had at least one IEP that did not satisfy the guidelines set forth in the Medicaid Direct Services Guidebook for Local Education Agencies August 2010. LEAs' practice for obtaining an Individualized Education Program and documenting services within the students' Individualized Education Programs should be consistent with the requirements described in the Medicaid Direct Services Guidebook for Local Education Agencies August 2010.
- **Progress Notes** – 7/21 LEAs were missing progress notes. LEAs' policies and procedures for documenting progress notes should be consistent with the requirements described in the Medicaid Direct Services Guidebook for Local Education Agencies August 2010.
- **Span Dating**– 14/21 LEAs did not consistently use span dating. Districts' practice should reflect the policies and procedures for span dating as described in Section IV-C-6: Direct Services Claiming, Span Date Policy in the Medicaid Direct Services Guidebook for Local Education Agencies, August 2010.
- **Provider Qualification** - 6/21 LEAs did not provide accurate documentation of staff certifications/licenses. LEAs' should initiate obtaining provider credentials prior to the onset of services and should be consistent with the requirements described in the Medicaid Direct Services Guidebook for Local Education Agencies August 2010.
- **Attendance** - 6/21 LEAs were unable to present accurate attendance records. LEAs should maintain attendance records for at least 10 years after the service date. LEAs should also perform at least annual quality assurance checks to ensure that services rendered have the required attendance records to support the claim as described in the Medicaid Direct Services Guidebook for Local Education Agencies.
- **Diagnosis** - 3/21 LEAs did not satisfy the requirement for a documented diagnosis for the reviewed student. LEAs' practice should reflect the policies and procedures for documenting a student's diagnosis in the Medicaid Direct Services Guidebook for Local Education Agencies, August 2010.
- **Billing units incorrect** - 6/21 LEAs submitted claims that contained inaccurate units of service billed.
- **Recoupment of funds** will be completed by EOHHS for 9/21 LEAs for significant non-compliance and/or inaccurate billing.

As a reminder, the EOHHS revised the Medicaid Direct Services Guidebook and Medicaid School-Based Administrative Claiming Guide for Local Education Agencies, effective 9/1/14. These will be the guidebooks utilized for the Local Education Agency (LEA) Medicaid Technical Review site visits for CY2015 claims.
<http://www.eohhs.ri.gov/ProvidersPartners/GeneralInformation/ProviderDirectories/LocalEducationAgency.aspx>

