

Secret Sauce to Medicaid Documentation and Compliance

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Secret Sauce to Medicaid Documentation and Compliance

Does your district perform internal audits to ensure IEP compliance?

Is your district documenting for all allowable services types?

Does your district have access to financial and student reports, monthly account reviews, revenue enhancement studies, and documentation tools?

Is your Medicaid solution emphasizing increased accountability?

Is your school district receiving all the Medicaid revenue that it should be getting?

This session will discuss our methodology and best practices for school-based Medicaid claiming

1 Cup of Internal Audits

Perform

Perform internal district audits to ensure that your IEPs are compliant

Select

Randomly select a sample of students

Review

Review their IEPs to ensure they are meeting all the required elements

1 Cup of Internal Audits

Is the IEP initiation and duration date, student demographic data correct ?

Does the IEP meeting include the required participants? consulted? excusals?

Did providers contributing and participating in the meeting/development sign and date the IEP?

Does the PLAAFP state assessment info and current levels of performance?

Does the PLAAFP state strengths and areas in need of improvement?

1 Cup of Internal Audits



Does the PLAAFP address functional AND academic needs and services?



Does the PLAAFP prioritize, verify and substantiate student needs?



Is there a clear and direct correlation between needs, Related Services and goals?



Are the goals measurable?



Does the IEP pass the “stranger” test ?



Is the IEP finalized, finished, and ready to go with NO changes?

1 Cup of Internal Audits

Do you have all the additional items for a complaint school-based Medicaid claim?

Does your state require

- Prior Authorization
 - Referrals
 - Physician Prescriptions
 - Provider Medicaid and NPI numbers
 - CPR and First Aide certifications
-
- ❖ Do you have all these documents for the students you are auditing?
 - ❖ Are they easily accessible?

1 Cup of Internal Audits

- ▶ Does the student have
 - A parental consent
 - Valid IEP start and end dates for the session date being audited
 - Were the services prescribed in the IEP?
 - Were all qualifying signatures in place?

1 Cup of Internal Audits

Did your IEPs not measure up to the internal audits?

If they were lacking in any area?

Create a plan so that your IEPs can be compliant

Assign key staff to make sure all areas are being completed in a compliant manner

Having accountability will assist in maintaining compliance

Know the most common findings for your state, so you know what to watch out for

2 Cups of documenting on all allowable services per your State Medicaid plan

Typical service areas that are allowable for school-based Medicaid claiming

Speech Therapy	Occupational Therapy
Physical Therapy	Audiology services
Mental Health services	Nursing services
Personal Care services	Transportation services

- ▶ Verify the allowable services in your State Medicaid Plan
- ▶ If you are missing claim submission on any allowable services, consider documenting to generate more revenue for your district.

***your state plan may or may not allow all these services, your state plan may include additional services not listed here**

2 Cups of documenting on all allowable services per your State Medicaid plan

- ▶ Review your plan
- ▶ If you are providing services that are allowable and not capturing those services for Medicaid reimbursement
 - ▶ Figure out why and take steps to start capturing the revenue that your district is eligible for.
 - ▶ This drastically impacts your district revenue
 - ▶ Having all the allowable service types documented is a key ingredient - if you are providing the services, it would be easy to start collecting on them.

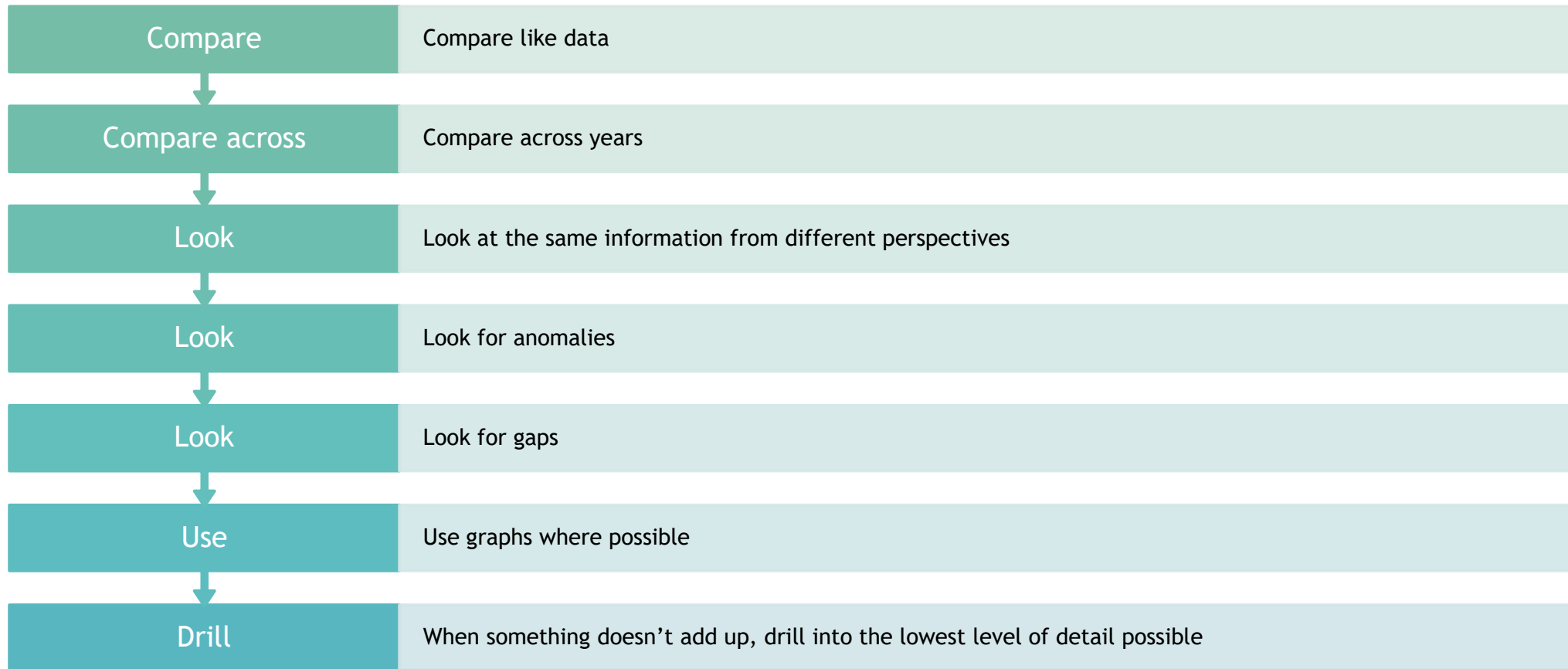
½ Cup of utilizing the tools at your disposal

- ▶ Ask yourself these questions
 - ▶ Do you have access to reports that show you which of your providers are documenting services?
 - ▶ Do you have access to reports that show you reasons claims may not have qualified to be submitted to Medicaid for processing?
 - ▶ Do you have access to reports that will show you the revenue by service area and date?
 - ▶ Do you have access to reports that will show you if the students are getting all the services prescribed on their IEP?

Questions that your tools/reports should answer

- ▶ How much did we recover last year? The last four years? Why do the numbers change?
- ▶ Are there ways/areass we can recover more funds?
- ▶ Why do we have denied claims?
- ▶ Were our denied claims corrected and resubmitted?
- ▶ Why did we have to pay back money on our audit?
- ▶ How does our revenue break down:
 - ▶ By service
 - ▶ By school/program
 - ▶ By Provider
 - ▶ By students
- ▶ Are our providers documenting everything they can/should?
- ▶ Are the providers documenting in an efficient manner?

3 Cups of analyzing your data



1 Pinch of implementing an improvement plan



Review the data you collected while analyzing your program performance



Identify any areas that need improvement - the data will lead you



Create improvement plans to address each area identified



Implement the plans



Continue to monitor the program monthly

1 Pinch of implementing an improvement plan

- ▶ Step back and re-assess the program after the plans have been implemented
 - ▶ Mid-year review
 - ▶ Compare the same time from as the prior year
 - ▶ Look at the number of providers documenting
 - ▶ Look at the number of students with services
 - ▶ Look at the revenue by service area

You should see growth in each of the above areas if your plans have been implemented

3 Cups of accountability documentation

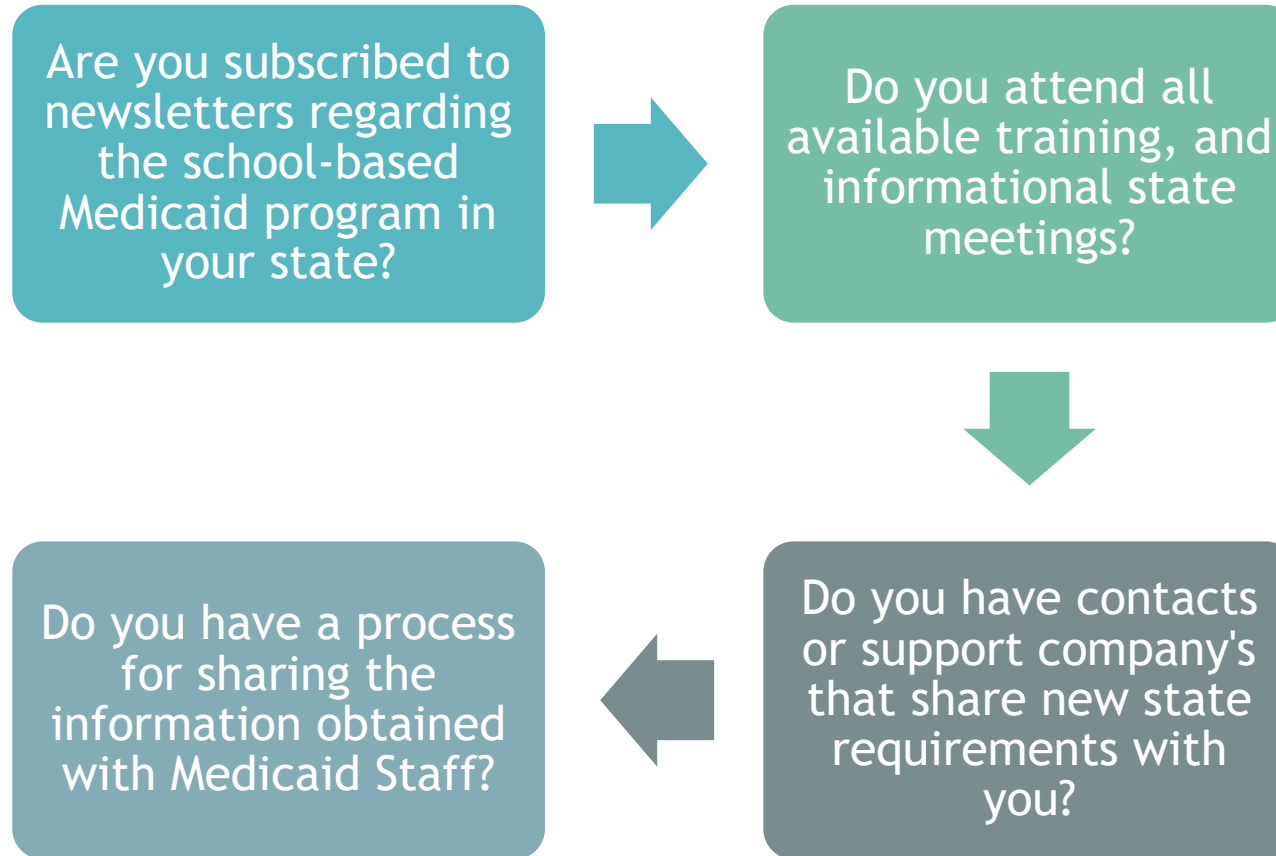


Documenting for IEP services regardless of whether the student is eligible or not is important

Ensure your providers are documenting their services somewhere so that you have backup supporting documentation showing the IEP prescribed services have been met.

You never know when you will need the documentation to support the services, so it is best if you can locate it quickly and it is all contained within the same place.

1 Dash of stay informed



1 Dash of stay informed

- ▶ The school-based Medicaid programs in all states are susceptible to change at any time
 - ▶ Stay informed
 - ▶ Be prepared for changes
 - ▶ Take advantage of those changes
 - ▶ Implement new rules and regulations when necessary

1 Dash of stay informed

- ▶ Take advantage of all training and refreshers
- ▶ Ask questions.
- ▶ Share information with staff

Complete Recipe for the Secret Sauce to a successful and compliant Medicaid program

1 Cup of Internal Audits

2 Cups of documenting on all allowable services per your State Medicaid plan

½ Cup of utilizing the tools at your disposal

3 Cups of analyzing your data

1 Pinch of implementation of an improvement plan

3 Cups of accountability documentation

1 Dash of stay informed



Questions - Comments