

Medicaid Billing for Personal Care Paraprofessionals

A 20 minute video that walks you through the process step by step:

<http://www.mistreamnet.com/vidflv.php?who=percare081112n01&t=1&chan=mist>

When prompted for a password, type in "resa123". This allows you to view the entire video on entering information into Service Tracker. An additional video is also available that gives a general overview of Medicaid school based services.

The attached 4 page Quick Start Guide will also lead you through the process. Staff can also get this guide electronically by clicking on the tab at the bottom right side of the screen entitled "Zip File: Personal Care Materials" and opening the file for recording personal care services in Service Tracker on the video page.

Staff log on is their last name, and the password is 12345

Services are best billed at the end of each week (or even daily) due to the daily nature of personal care services that paraprofessionals will bill.

TWO IMPORTANT NOTES:

**Paper log sheets are still necessary, and must be saved for 7 years.
NEVER, EVER bill for somebody else.**

2012-13 Tip Sheet

Personal Care – 125

Procedure Code	Description
T1020	<p>Personal Care Services – May be billed once per day</p> <p>Personal Care Services are a range of human assistance services provided to persons with disabilities and chronic conditions, which enables them to accomplish tasks that they would normally do for themselves if they did not have a disability. Assistance may be in the form of hands-on assistance or cueing so that the person performs the task by him/her self.</p> <p>Personal Care Services may include, but are not limited to, assisting with the following:</p> <ol style="list-style-type: none"> 1. Eating/feeding 2. Respiratory assistance 3. Toileting 4. Grooming 5. Dressing 6. Transferring 7. Ambulation 8. Personal hygiene 9. Mobility/Positioning 10. Meal Preparation 11. Skin Care 12. Bathing 13. Maintaining continence 14. Assistance with self-administered medications 15. Redirection and Intervention for behavior 16. Health related functions through hands-on assistance, supervision and cueing <p>Note that Personal Care services do not include aseptic or sterile procedures, including irrigation, suctioning, tracheostomy care, application of sterile dressing, administering medications by injection, insertion or irrigation of catheters, tube feeding, oxygen administration, ventilator care and drawing blood. These types of services may be reported only by an RN or LPN.</p>

Staff Qualifications:

These services may be reimbursed when provided by: Teacher Aides, Health Care Aides, Instructional Aides, Bilingual Aides, Program/Teaching Assistants, Trainable Aides, under the direction of a qualified professional. Note that some districts have 'Assistants' as opposed to 'Aides'. These assistants are also qualified to record their services.

Personal Care Services are **not** covered if they are: provided by a family member or "legally responsible relative", not documented in the IEP/IFSP, not supported by a personal care authorization, or if they are educational in focus (including tutoring, preparation of educational materials or Braille interpretation).

Service Documentation:

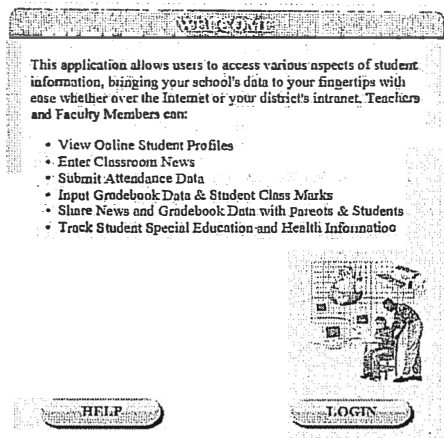
Each child's record must contain a completed, signed and dated monthly activity log/checklist.

Personal care must be checked "Yes" on the student's current IEP.

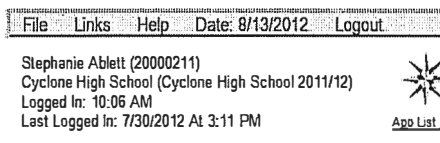
The student must have a current "Personal Care Authorization" form on file.

Recording Personal Care Services in MISTar “Service Tracker” Quick Start Guide

Log in to MISTar using your Name (last name, first name), and Password.



Click on “Service Tracker”



Please Make a Selection

TeacherConnection

Gradebook

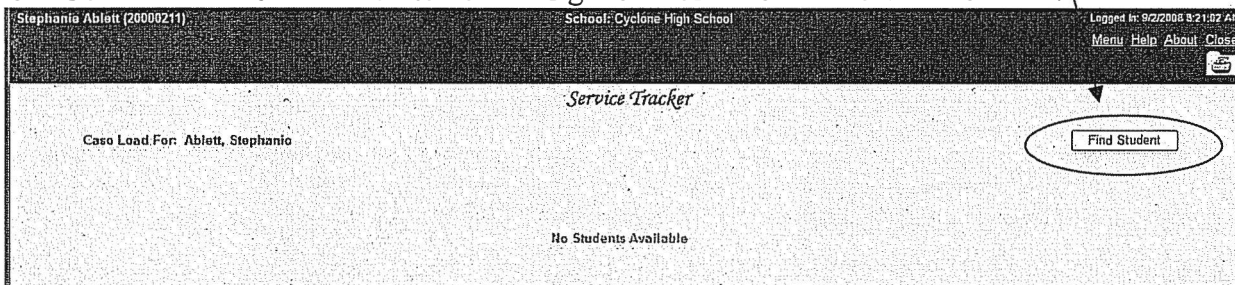
Special Ed Forms

Reports

*The Service Tracker screen will say that you have “No students available.” This is because you don’t have a caseload.

Find a Student

Click on the “Find Student” button on the right side of the screen to find a student.



Find Student

Last Name:
First Name:
Student ID:

To find a student, enter the first few letters of their last and/or first name in the search fields...

ID	Student	Birth Date	Grade	School
20005818	Aamumaw, Audrey Dana	10/23/1981	9	John Adams High School
20123971	Aamumaw, Audrey Mackenzie	12/30/1997	3	Cherry Elementary School
20129110	Aaron, April	4/12/2002	5	Aspen Elementary School
20129073	Aaron, Dayna Lamm	12/10/1994	7	Lake Huron Middle School
20129078	Aaron, Vanessa	11/24/1996	9	John Adams High School
20005845	Aarondale, Aaron	11/12/2002	1	Out of District
20128308	Audrey, Hilam Logan	10/5/1999	0	Aspen Elementary School
20128680	Abela, Brian Emmanuel	9/19/2002	0	Larch Elementary School
20125270	Abela, Lesha Olivia	12/15/2000	1	Larch Elementary School
20125271	Abela, Ryan Joseph	1/31/2001	1	Larch Elementary School
20005864	Abraham, Andy	2/1/1999	3	Cherry Elementary School

To select a student, double click on their name, OR click once on their name and then click on the "Select" button below the list.

The red asterisk next to the student name indicates the student is Medicaid eligible.

Select Search Cancel

Enter a Service

The Service History screen will list all of the services you have entered this year for the student.

Stephanie Ablett (20000211) School: Cyclone High School Logged in: 9/2/2008 8:21:02 AM
Menu Help About Close

Service History

Student: Aaron, April
Practitioner: Ablett, Stephanie (20000211)

Previous Year Current Year

No Services Available For 2007/2008 School Year

New Service Monthly History Case Load

To enter a **new** service for the student, click on the "New Service" button.

There are 3 steps to entering a service: 1) Enter the Service Date, 2) Select the student's Presenting Problem, 3) Click on Save/Copy (if you want to enter more than one service) OR click on Save if you're done entering services.

Service Date

On the Record Service screen (shown below), go to the "Service Detail" section and start by entering your first Service Date. You can either type the date in the following format: 9/1/2008, OR you can use the little blue calendar icon to pull up a calendar and select your date.

Once you've entered your date, you must click outside the date field or press the TAB key to confirm your date.

Presenting Problem

When your date has been accepted, the rest of the fields on the screen will fill in, EXCEPT for the "Presenting Problem" field. Use the drop down box to select the student's medical issue.

Record Service

Caseload

Demographic Detail

Student: Aaron, April
 Student ID: 20129110
 Birth Date: 4/1/2002
 Attending District Code: 82001
 District Name: Hometown School District
 School: Aspen Elementary School (aspen)

Practitioner: Ablett, Stephanie
 Practitioner ID: 20000211
 Practitioner's District Code:

Service Detail

Service Date: 9/1/2008

Practitioner Type Code: 125-Personal Care Aide
 Procedure Code: T1020 - Personal Care Service
 Treatment Response: 0 - Evals/case Mgt

Start Time:
 Notes:

Presenting Problem: Please Make Selection
 TCM Code: Please Make Selection
 Frequency: Autism
 End Time: Deaf/Blindness
 Early Childhood Developmental Delay
 Psych/Social/Behav/Emotional
 Hearing
 Other Developmental Delay
 Other Health
 Physical
 Severe Multiple
 Speech/Language
 Traumatic Brain Injury
 Vision
 Non-Academic LD Services
 Non-Academic CI Services

Save Save/Copy Clear

Summary Detail

Monthly Progress Date: Please Make Selection
 Monthly Progress Note:

Service Notes

Monthly History

Save/Copy and Save

If you have additional service dates to enter for the student, click on the **Save/Copy** button. This will save your service and make a copy of it. All you have to do to enter the next service is fill in the next service date. Continue using the Save/Copy button until you get to the last service you need to enter. Then click on the "Save" button.

The **Save** button clears all information from the Service Detail section, and allows you to go down to the "Summary Detail" section.

Record Service

Caseload

Demographic Detail

Student: Aaron, April
 Student ID: 20129110
 Birth Date: 4/1/2002
 Attending District Code: 82001
 District Name: Hometown School District
 School: Aspen Elementary School (aspen)

Practitioner: Lipniltz, Roberta
 Practitioner ID: 20000277
 Practitioner's District Code:

Service Detail

Service Date:

Practitioner Type Code:
 Procedure Code:
 Treatment Response:
 Start Time:
 Notes:

Presenting Problem:
 TCM Code:
 Frequency:
 End Time:

Summary Detail

Monthly Progress Date: Please Make Selection
 Monthly Progress Note:

Supervisor Type:
 Supervisor Signature:
 Practitioner Signature:

Date Signed:
 Date Signed:

Monthly History

Monthly History/Summary

To complete the Summary Detail section: 1) Select the month you are finishing up, 2) Type a note in the Monthly Progress Note field (just a brief list of services you provided to the student is fine), 3) Click on the "Save" button to save your note, 4) Click on the "Ready to Bill" button.

The screenshot shows the 'Summary Detail' form. At the top, there are two tabs: 'Summary Detail' and 'Monthly History'. The form contains the following fields and buttons:

- Monthly Progress Date:** A dropdown menu showing 'September 2002'. A circled '1' points to this field.
- Monthly Progress Note:** A text area containing 'Toileting, position, grooming'. A circled '2' points to this field.
- Supervisor Type:** A label.
- Supervisor Signature:** A label.
- Practitioner Signature:** A label with the text 'Ablett, Stephanie'.
- Date Signed:** A label.
- Date Signed:** A label.
- Buttons:** 'Save', 'Reset', and 'Ready To Bill'. A circled '3' points to the 'Save' button, and a circled '4' points to the 'Ready To Bill' button.

5) You will be asked to verify that your services are ready to bill. Click on the OK button to confirm.

The screenshot shows the 'Summary Detail' form with a 'Windows Internet Explorer' dialog box overlaid. The dialog box contains the following text:

Windows Internet Explorer

?

This will mark all open services within the given month as "Ready To Bill". Press OK to continue or Cancel to quit.

OK Cancel

A circled '5' points to the 'OK' button in the dialog box. The background form is partially visible, showing the same fields as the previous screenshot.

SCREEN DESCRIPTIONS:

Service Tracker: For teachers, this screen lists their caseload. For Aides, this screen will list all students that have services that are "Open" or "Ready to Bill". When all of a student's services have been Billed, the student's name will disappear from this screen, and you will have to use the "Find Student" button to locate their services.

Service History: This screen lists all the services you have saved for the student. You can also get to the Monthly Summary from this screen (using the Monthly Summary button on the right side of the screen).

Record Service: This screen includes the "Service Detail" section, which is the data entry screen for your services. It also includes a "Summary Detail" section, where your Monthly Progress (Summary) note is entered and services are made "ready to bill".

"OPEN" SERVICES:

On the Service History screen, if you see that a student has services with a status of "Open", you need to complete their Monthly Summary and make the services "Ready to Bill". To do this: 1) From the Service History Screen, click on the "Monthly History" button, 2) Click on the name of the Month you need to finish, 3) Type a summary note, 4) Click on the "Save" button, 5) Click on the "Ready to Bill" button, 6) Click on OK.

TO DELETE SERVICES:

You may delete any service that has not been "billed" you will need to click on the student's ID number, then select the service date that you want to delete, then in the Service Detail portion of the record, click on the "delete" button. You will be asked to confirm that you want to delete this service.