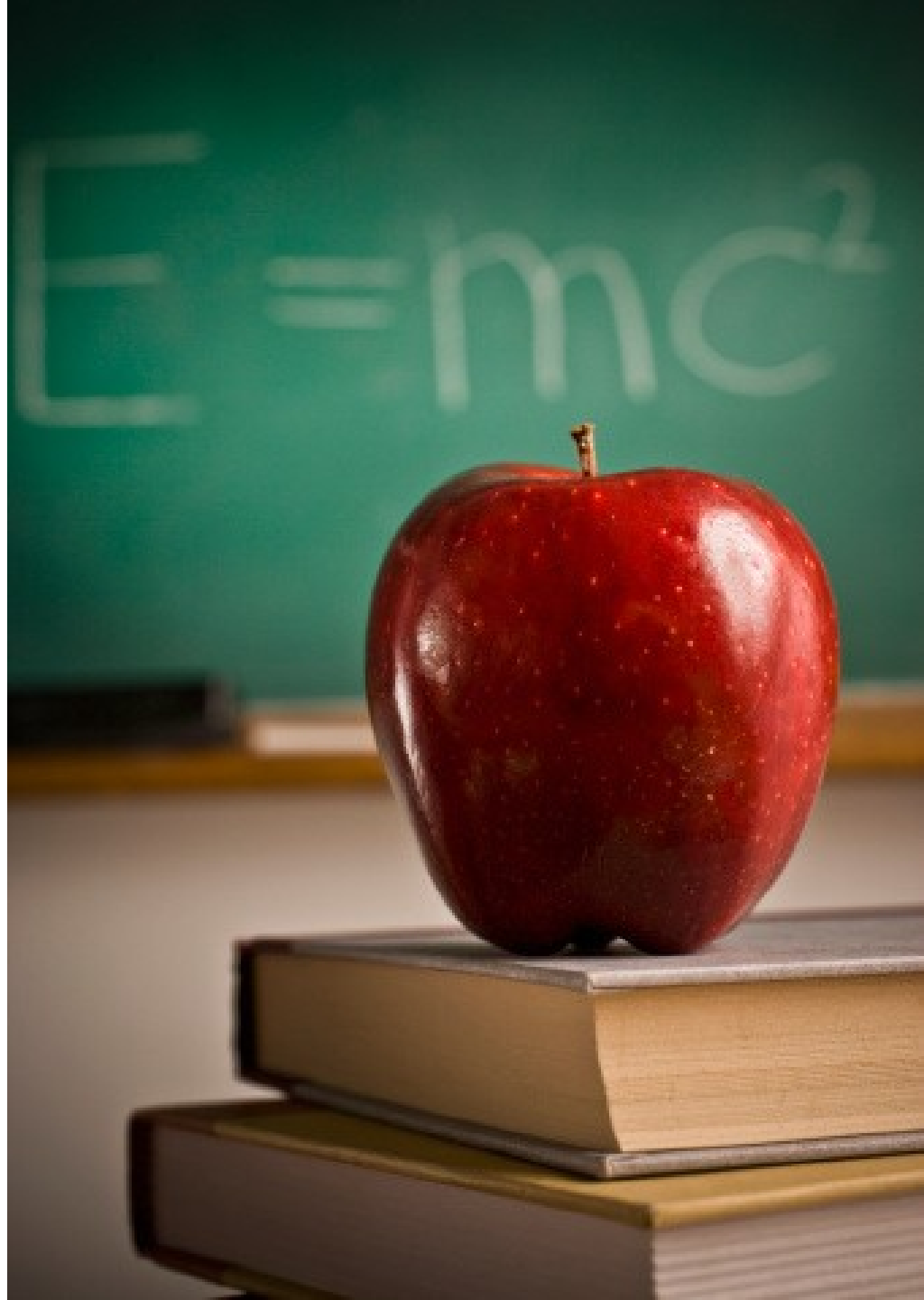


Guide to Medicaid Reimbursement

Livonia Public Schools
Special Education Department



Prepared by Elizabeth Santer
August 2, 2013



Why This Guide?

Medicaid billing has become very important. However, we don't want the billing process to be a stressful event!



Our Purpose

This guide gives you step-by-step directions for submitting reimbursement when providing health-related services and case management services for special-education certified, Medicaid eligible students

Hopefully, this guide will reduce the stress of the billing process!



Who Can Use This Guide

The following staff areas must report their services to Medicaid monthly for reimbursement:

Audiologists (Licensed)
Certified Occupational Therapy
Assistants
Early Identification/Intervention
Personnel
RNs and LPNs
Occupational Therapists
Orientation and Mobility Specialists
Licensed Physical Therapists

Physical Therapy Assistants
Psychiatrists
Special Education Classroom
Teachers
Teacher Consultants
Speech Pathologists
Personal Care Paraprofessionals
Psychologists
Social Workers

Different Staff, Different Guidelines

While each staff area has different services that it can bill for, the basic steps or framework for billing are the same.

For specific information regarding Medicaid billing for your particular discipline, please see the link at the end of this presentation. This link will take you to the “tip sheet” for your particular discipline.



To Receive Reimbursement

For LPS to receive reimbursement under the provisions of the School Based Services (SBS) program, our services MUST:

- Be provided to a Medicaid eligible student under the age of 21
- Be provided to a student with an active IEP/IFSP, or
- In the case of IDEA assessments (METs and IEPs), be provided to a student who will have an IEP/IFSP within one year
- Be provided by a qualified practitioner based on SBS Policy
- Address a student's physical, mental or emotional disability
- Be consistent with the intent of the IEP / IFSP identified services and planned goals

Services That Are NOT Reimbursed

Examples of services that are NOT Reimbursed:

- Practitioner travel to / from place of service
- IDEA assessments that do not result in implementation of an IEP /IFSP within 1 year
- Services provided to students who do not have an active IEP or IFSP
- Educational occupational, physical and speech therapies that are not medically related
- Vocational and work skills services
- Art, music and recreation therapies

Services That Are NOT Reimbursed

Examples of services that are NOT Reimbursed:

- Supplies or equipment utilized in service delivery that are included as part of the service and not reimbursed separately.
- Report writing related to an evaluation is not separately reimbursable
- Administration of medications by staff other than an RN or LPN (under the direction of an RN)
- Services considered observational or stand-by in nature, including “supervision” of medication administration or other medical services
- First Aid

Services That Are NOT Reimbursed

Examples of services that are NOT Reimbursed:

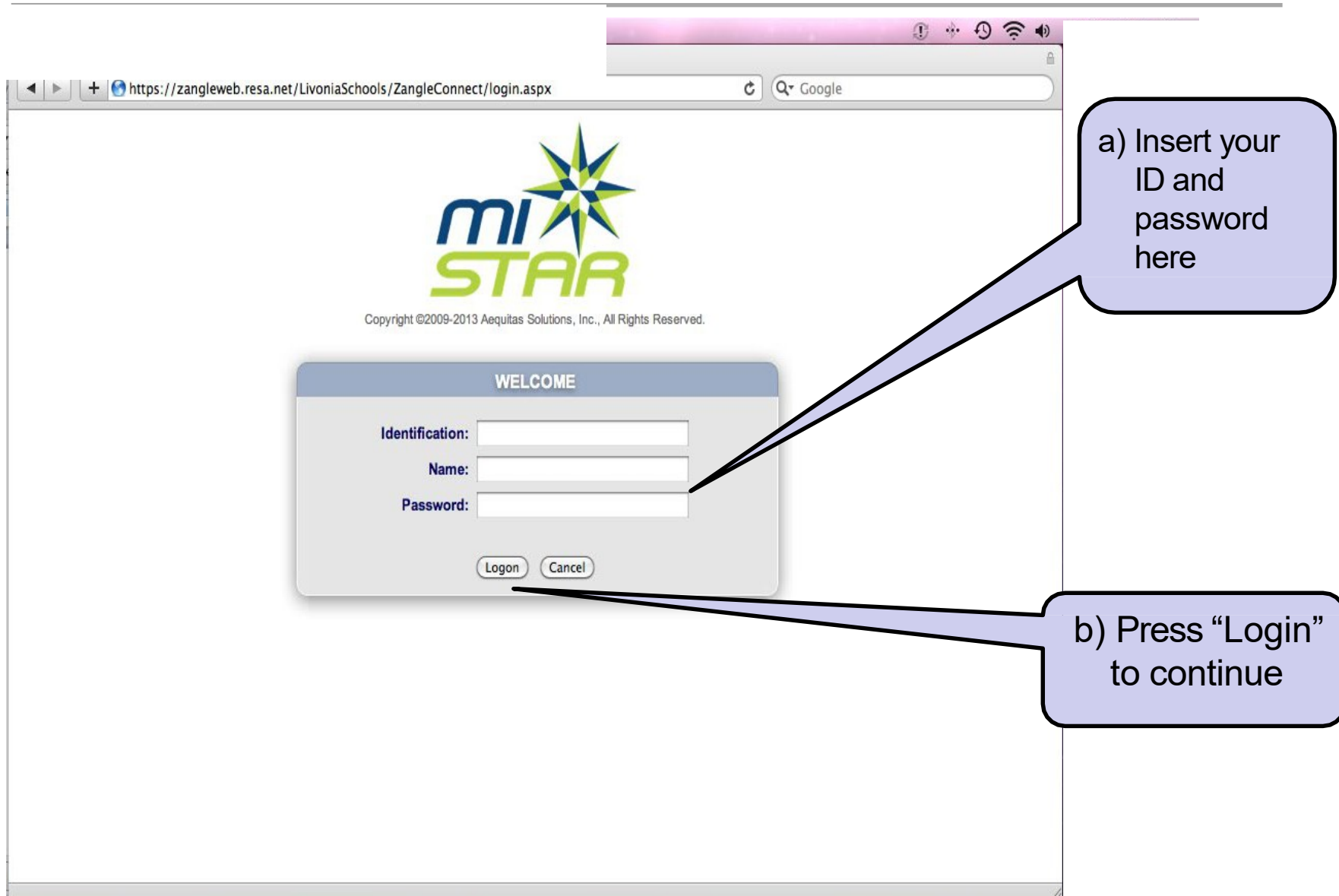
- Consultations or consultative services are an integral part or an extension of a direct medical service and are not separately reimbursable
- Manifestation Reviews are NOT billable. However, manifestation IEP's ARE reimbursable
- Children's Special Health Care Services (CSHCS): Services for students with both CSHCS and Medicaid coverage are reimbursed by the Medicaid program. Services are not reimbursable for students enrolled only in the CSHCS program

Step By Step Instructions

To start, log into the Mi-Star website, which can be found on the LPS website



Step 1: Log Into MI-STAR

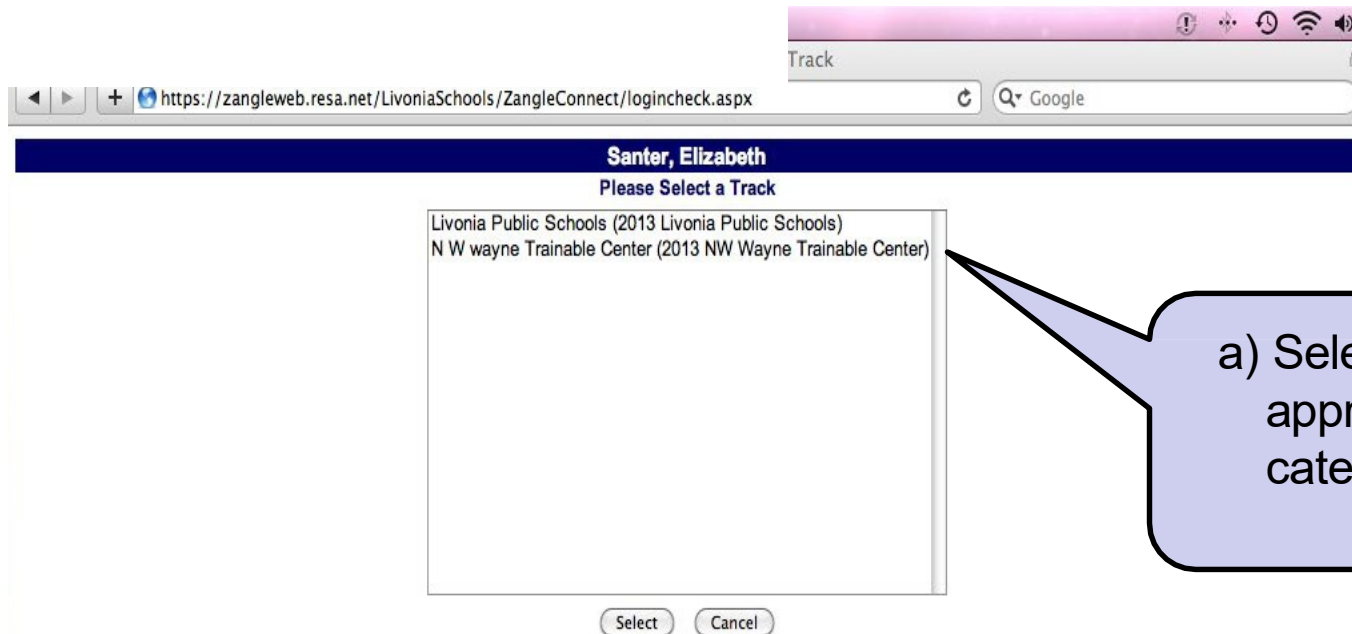


The screenshot shows a web browser window with the address bar displaying `https://zangleweb.resa.net/LivoniaSchools/ZangleConnect/login.aspx`. The page features the MI-STAR logo, which consists of the text "mi" in blue and "STAR" in green, with a stylized star graphic. Below the logo, the text "Copyright ©2009-2013 Aequitas Solutions, Inc., All Rights Reserved." is visible. The main content area contains a login form titled "WELCOME". The form has three input fields: "Identification:", "Name:", and "Password:". Below these fields are two buttons: "Logon" and "Cancel".

a) Insert your ID and password here

b) Press "Login" to continue

Step 2: Select Your Track Category



The screenshot shows a web browser window with the address bar displaying <https://zangleweb.resa.net/LivoniaSchools/ZangleConnect/logincheck.aspx>. The page title is "Track". Below the address bar, there is a dark blue header bar with the text "Santer, Elizabeth" and "Please Select a Track". A scrollable list box contains two options: "Livonia Public Schools (2013 Livonia Public Schools)" and "N W wayne Trainable Center (2013 NW Wayne Trainable Center)". Below the list box are two buttons: "Select" and "Cancel".

Track

Santer, Elizabeth
Please Select a Track

Livonia Public Schools (2013 Livonia Public Schools)
N W wayne Trainable Center (2013 NW Wayne Trainable Center)

Select Cancel

a) Select your appropriate category

b) Then press "Select"

Step 3: Enter the Service Tracker Area

https://zangleweb.resa.net/Lh

File Help Date: 8/2/2013 Logout

Elizabeth Santer (20000229)
Livonia Public Schools (2013 Livonia Public Schools)
Logged In: 8:08 PM
Last Logged In: 7/25/2013 At 10:34 AM

[App List](#)

Please Make a Selection

- CLASS A - Assessment
- Decision Support Tool
- MISTAR - Q
- Service Tracker**
- Special Ed Forms
- Student Profile - Q
- Web Administrator
- Reports

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Step 4: Select Student You Wish to Bill

The screenshot shows a Mac OS X desktop with two overlapping windows. The top window is titled 'Untitled' and is a PDF viewer with a toolbar showing 'Previous', 'Next', 'Zoom', 'Move', 'Text', 'Select', and 'Annotate'. The bottom window is titled 'Service Tracker' and displays a web application for 'Livonia Public Schools'. The application has a dark blue header with the school name and a 'Logged In: 8/2/2013 8:09:19 PM' status. Below the header, the text 'Service Tracker' is displayed in a cursive font. A 'Find Student' button is visible on the right side of the interface. A large light blue speech bubble on the left points to the main content area, which currently displays 'No Students Available'. A circular light blue callout at the bottom center contains a note about red asterisks. Another light blue speech bubble on the right points to the 'Find Student' button.

a) Select student from caseload that would be shown in this area

Note:
Students that are eligible for Medicaid are shown with an red asterisk (*)

b) If student is not listed, select "Find Student"

Step 5: Finding a Student in the System

The screenshot shows a web application interface with a 'Find Student' dialog box. The dialog box has a title bar 'Find Student' and a header 'Find Student'. It contains three input fields: 'Last Name:', 'First Name:', and 'Student ID:'. Below these fields are two buttons: 'Find' and 'Clear'. A speech bubble points to the 'Find' button with the following instructions:

- a) If you need to find student, type in the requested information and press "Find"
- b) If you selected a student from your caseload previously, ignore this step

Step 5: Finding a Student in the System (Continued)

The screenshot shows a software interface with a 'Find Student' window. The window has a title bar with standard macOS window controls and a menu bar with 'Preview', 'File', 'Edit', 'View', 'Go', 'Tools', 'Bookmarks', 'Window', and 'Help'. The main content area displays a table with the following data:

ID	Student	Birth Date	Grade	School
123456	Public, John Q.	6/19/1996	10	Franklin High School

A blue callout box points to the 'ID' cell '123456'. The callout contains the following text:

- a) If you use "find student", it will pop up like this. Then click on the ID to continue.
- b) If you have already selected a student from your caseload, you can go right to selecting the next step

The background interface includes a sidebar with 'Elizabeth Santer (20000229)' and 'Case Load For: Santer', and a top right area with 'Logged In: 8/2/2013 8:15:23 PM' and a 'Find Student' button.

Step 6: Checking Program Information

Service Tracker

Elizabeth Santer (20000229) School: N W wayne Trainable Center Logged In: 8/2/2013 8:15:23 PM

Menu Help About Close

Record Service

Demographic Detail

Student: Public, John Q.
Student ID: 123456
Birth Date: 6/19/1996
Attending District Code: 82095
District Name: Livonia Public Schools
School: Franklin High School (01302)

Service Detail

Service Date:
Practitioner Type Code:
Procedure Code:
Treatment Response:
Start Time:
Notes:
Presenting Problem:
TCM Code:

Save Save/Copy

Summary Detail

Monthly Progress Date: Please Make Selection
Monthly Progress Note:

Service Notes

Service History

Monthly History

- Make sure your program information is correct.
- If not, select your correct information from the pull down menu

- Then click on service date to bill for services on a particular day

Step 7: Select the Billing Date

Apple Preview File Edit View Go Tools Bookmarks Window Help

Calendar

August 2013

<< < Today > >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Cancel

Service Tracker

School: N W wayne Trainable Center

Logged In: 8/2/2013 8:15:23 PM

Menu Help About Close

Record Service

Caseload

Practitioner: Santer, Elizabeth A
Practitioner ID: 20000229
Practitioner's District Code: 82095

se, Breanna Cherie
10
1996
5
ia Public Schools
nklm High School (01302)

Service History

Presenting Problem:

TCM Code:

Frequency:

End Time:

Practitioner Type Code:

Procedure Code:

Treatment Response:

Start Time:

Notes:

Save Save/Copy Clear

Summary Detail

Monthly Progress Date: Please Make Selection

Service Notes

Monthly Progress Note:

Step 8: Record the Data

The screenshot shows the 'Service Tracker' web application interface. At the top, the user is logged in as 'Elizabeth Santer (20000229)' and the school is 'N W wayne Trainable Center'. The main section is titled 'Record Service'. Below this, there are several fields and dropdown menus. Three callout boxes provide instructions:

- a) Your particular practitioner code and pull down menus will activate once your billing date is selected** (points to the 'Service Date' field).
- b) Select service being billed for and select appropriate "Presenting Problem" from pull down menus** (points to the 'Presenting Problem' dropdown).
- c) Once a procedure code is selected, a "Procedure Code" will appear here.** (points to the 'Procedure Code' dropdown).

The form includes the following fields and options:

- Attending District Code:** 82095
- District Name:** Livonia Pub
- School:** Franklin High (dropdown)
- Service Date:** 8/2/2013
- Practitioner Type Code:** 111-Speech Pathologist with CCC
- Procedure Code:** 92506:HT - Speech/Hearing Eval & MET (dropdown)
- Treatment Response:** 0 - Evals/case Mgt
- Start Time:** (empty field)
- Notes:** (empty text area)
- Presenting Problem:** Speech/Language (dropdown)
- TCM Code:** (empty field)
- Save** button
- Monthly Progress Date:** Please Make Selection (dropdown)
- Monthly Progress Note:** (empty text area)

Navigation tabs at the bottom include 'Service Detail', 'Service History', 'Summary Detail', and 'Monthly History'.

Step 8: Record the Data (Continued)

The screenshot shows a web application titled 'Service Tracker' with a browser address bar showing 'Fri 8:21 PM'. The page header includes the user 'Elizabeth Santer (20000229)', the school 'N W wayne Trainable Center', and a login timestamp '8/2/2013 8:15:23 PM'. Navigation links for 'Menu', 'Help', 'About', and 'Close' are present, along with a printer icon.

The main section is titled 'Record Service' and contains three tabs: 'Demographic Detail', 'Service Detail', and 'Summary Detail'. The 'Demographic Detail' tab is active, showing fields for Student ID (20000229), Birth Date (6/19/1996), Attending District Code (82095), District Name (Livonia Public Schools), and School (Franklin High School (01302)).

The 'Service Detail' tab is also visible, showing fields for Service Date (8/2/2013), Practitioner Type Code (111-Speech Pathologist with CCC), Procedure Code (92506:HT - Speech/Hearing Eval & MET), Treatment Response (0 - Evals/case Mgt), Start Time, Notes, Problem (Speech/Language), TCM Code, Frequency, and End Time.

At the bottom of the 'Service Detail' section are three buttons: 'Save', 'Save/Copy', and 'Clear'. The 'Summary Detail' tab is partially visible at the bottom, showing fields for Monthly Progress Date (Please Make Selection) and Monthly Progress Note.

Three callouts provide instructions:

- Callout d) points to the 'Notes' field: "d) Type in appropriate note(s) here".
- Callout e) points to the 'Save' button: "e) Press 'Save'".
- A circular callout points to the 'Clear' button: "Note: If you made an error, press 'Clear'".

Step 8: Record the Data (Continued)

Service Tracker

Elizabeth Santer (20000229) School: N W wayne Trainable Center

Record Service

Demographic Detail

Student: Public, John Q.
Student ID: 123456
Birth Date: 6/19/1996
Attending District Code: 82095
District Name: Livonia Public Schools
School: Franklin High School (01302)

Service Detail

Service Date: 8/2/2013
Practitioner Type Code: 111-Speech Pathologist with CCC
Procedure Code: 92506:HT - Speech/Hearing Eval & MET
Treatment Response: 0 - Evals/case Mgt
Start Time:
Notes:

Summary Detail

Monthly Progress Date: Please Make Selection
Monthly Progress Note:

Buttons: Save, Save/Copy, Clear

After step "e", you have completed billing your service for that day. If you would like to bill for service for another day, return to "service date" and select another date to bill for

Continue this same process until you are done billing for that month.

Step 9: Completing the Billing Process

Elizabeth Santer (20000229) School: N W wayne Trainable Center Logged In: 8/2/2013 8:15:23 PM

[Menu](#) [Help](#) [About](#) [Close](#)

Service History

[New Service](#) [Monthly History](#) [Case Load](#)

[Previous Year](#) [Current Year](#)

2012/2013 School Year

Service Date	Procedure Code	Start Time	End Time	Status	Status Reason
8/2/2013	92506:HT - Speech/Hearing Eval & MET			Open	

a) When you are ready to submit your billing for the month, click on "Monthly History"

Step 9: Completing the Billing Process (Continued)

The screenshot shows a web application interface for a 'Service Tracker'. The header bar is dark blue and contains the following information:

- Left: Elizabeth Santer (20000229)
- Center: School: N W wayne Trainable Center
- Right: Logged In: 8/2/2013 8:15:23 PM, Menu, Help, About, Close, and a printer icon.

The main content area is titled 'Monthly History' in a cursive font. Below the title, there is a search bar labeled 'Student: C' and three buttons: 'New Service', 'Service History', and 'Case Load'. There are also links for 'Previous Year' and 'Current Year'.

The '2012/2013 School Year' section contains a table with the following data:

Summary Date	Practitioner	Date Signed	Status
August 2013	Santer, Elizabeth A		Open

A callout box points to the 'August 2013' link in the table, containing the text:

a) All the services for that month are condensed. Click on the month you are ready to bill

Step 9: Completing the Billing Process (Continued)

The screenshot shows a web browser window titled "Service Tracker". The header bar includes the user name "Elizabeth Santer (20000229)", the school "School: N W wayne Trainable Center", and the login time "Logged In: 8/2/2013 8:15:23 PM". The main content area is titled "Service Detail" and contains several form fields: "Service Date:" (with a date picker set to August 2013), "Practitioner Type Code:", "Procedure Code:", "Treatment Response:", "Start Time:", and "Notes:". To the right, there is a "Presenting Problem:" field with a dropdown menu. Below these fields are buttons for "Save", "Save/Copy", and "Delete". A "Service Notes" button is also present. At the bottom, there are fields for "Supervisor Type:", "Supervisor Signature:", and "Practitioner Signature: Santer, Elizabeth A". At the very bottom, there are buttons for "Save", "Reset", and "Ready To Bill".

a) Make sure the correct month is shown. If not, use the pull down menu to select the correct month

b) Write in monthly progress note

c) Click on "Save"

d) After you "Save", then click on "Ready to Bill"

Step 10: Finishing Up

The screenshot shows a web application titled "Service Tracker". The user is logged in as Elizabeth Santer (20000229) at the N W wayne Trainable Center. The page displays the "Monthly History" for the 2012/2013 School Year. A table shows the status for August 2013 as "Open". A callout box points to the "Status" column, stating: "a) When you go back to your monthly history, the status should now say 'ready to bill.'"

Summary Date	Practitioner	Date Signed	Status
August 2013	Santer, Elizabeth A		Open

Callout: a) When you go back to your monthly history, the status should now say "ready to bill."

Three circular callouts provide further explanation:

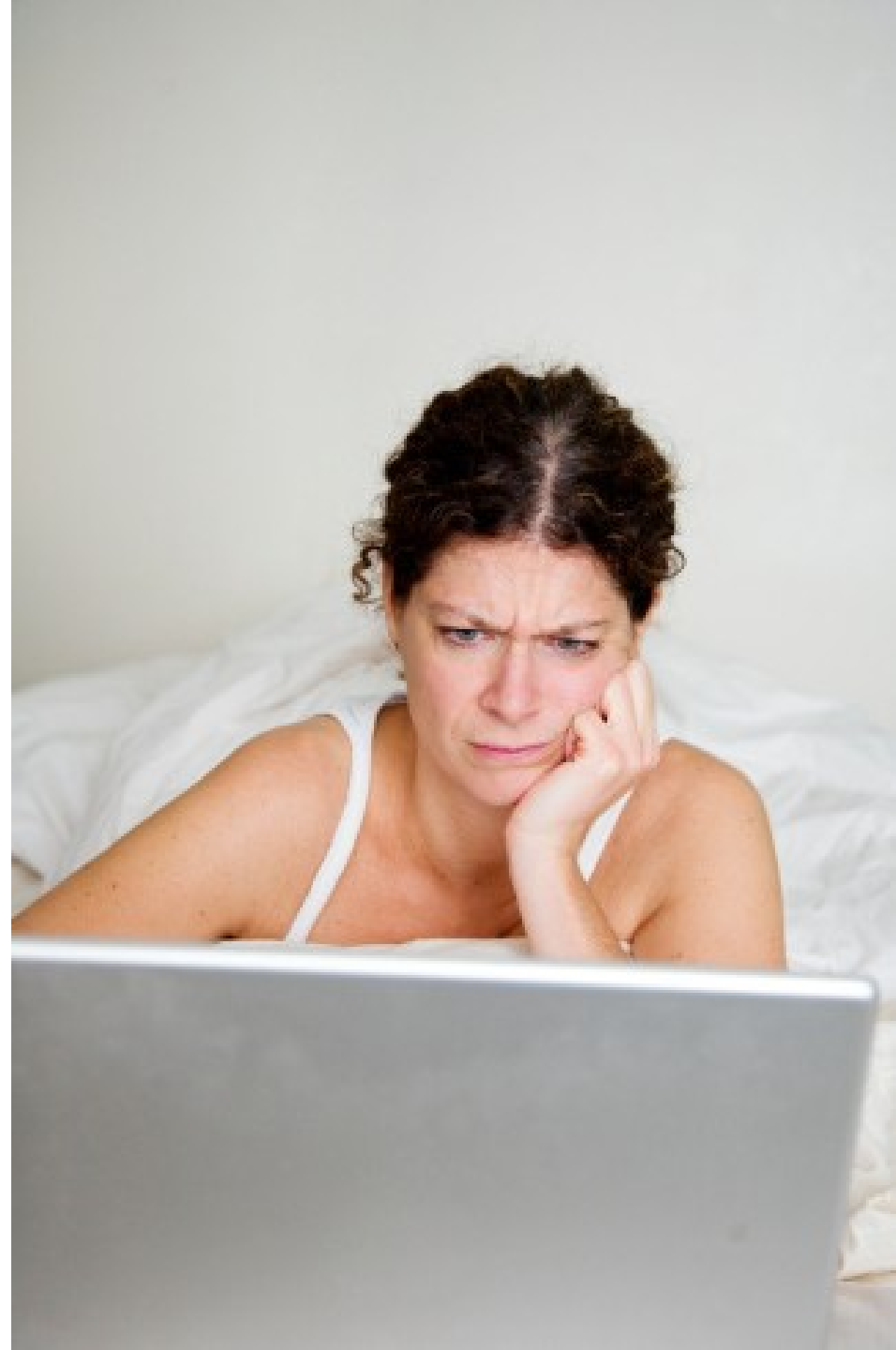
- "Ready to bill" means that the services for that month are ready for the county Medicaid staff to bill
- At some point when you log onto this student, the status will change to "complete or billed complete"
- That means that the county has completed billing for the services.

What About Mistakes?

It is important that if you have billed for services (clicked “Ready to Bill”) and realize that you made an error, you will need to call Wayne County to report the error as soon as possible

The phone number is:
(734) 334-1822

This number is also helpful when you need to report that a student needs to be added or deleted from your caseload or any other Medicaid questions



What About Those Different Billing Guidelines?

The following link will take you to “tip sheets” of specific information regarding Medicaid billing for your particular discipline

To find your tip sheet for your individual staff area, please go to:

<http://www.resa.net/services/medicaid/tipsheets/>

Then click on the tip sheet most appropriate for your area



Do's and Don't's for Reimbursement

DO:

- Make sure your MISTAR password is secure:
 - Use a combination of letters, numbers, upper and lowercase. Generic passwords (“staff”, “teacher”, “district name”, “your name”) are easy to guess and are NOT secure.
- Complete and submit services for billing on a monthly basis.
- Include a Daily progress note for all direct services (therapy and counseling). They are required to be entered in Service Track

Do's and Don't's for Reimbursement

DO:

- Use the current Tip Sheet for your Medicaid Practitioner Type (found at the end of this powerpoint) for guidance in recording services
- If you use a procedure code that does not require information in a field, you will not be able to enter data into that field. (Ex: group therapy does not require a start / end time, so you cannot enter start / end times for group codes)

Do's and Don't's for Reimbursement

PLEASE NOTE:

- A Monthly Progress Note / Summary is required for each student for each month services have been recorded.
 - Make sure your notes are complete, as they are required for billing and must describe the student's actual progress for the month.
 - If the only services provided in a month were IEP / MET evaluations and team assessments, please indicate in the summary whether it was:
 - An initial evaluation, or
 - A one or three year re-evaluation

Do's and Don't's for Reimbursement

DON'T:

- Do not refer to Tip Sheets for Practitioner Types other than your own or use more than one Practitioner Code
- Do not record services such as testing and reports related to a MET or IEP separately from the MET or IEP itself
- Do not report services delegated to non-Medicaid qualified staff (i.e., meds administered by school administrative staff).

Do's and Don't's for Reimbursement

DON'T:

- If you do not provide a service on a scheduled date, or if time spent with a student on a particular date is not billable (due to absences, staff not available, service time less than the specified minimum, etc.), you may use the new UNBILLABLE procedure code if it is included in your drop down list.
 - If you do not have the UNBILLABLE code, absences, etc., these may be noted in the Monthly Progress Notes section the next month a service is rendered