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STATE OF IOWA DEPARTMENT OF

Health <sup>AND</sup> Human

SERVICES

# Medicaid Training for Local Education Agencies (LEA)

August 2023

Billing Education for LEA

Provider Enrollment



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# Agenda

- ❖ Introduction to Early and Periodic Screening, Diagnostic and Treatment (EPSDT) and Individuals with Disabilities Education Act (IDEA)
- ❖ General Service Documentation Requirements
- ❖ Billing for Transportation
- ❖ Provider Enrollment

# Introduction to Early and Periodic Screening, Diagnostic and Treatment (EPSDT) and Individuals with Disabilities Education Act (IDEA)

# Introduction to Early and Periodic Screening, Diagnostic and Treatment (EPSDT) and Individuals with Disabilities Education Act (IDEA)

## **EPSDT:**

Provides comprehensive and preventive health care services for children under age 21 who are enrolled in Medicaid. EPSDT is key to ensuring that children and adolescents receive appropriate preventive, dental, mental health, developmental, and specialty services.

- ✓ *Early:* Assessing and identifying problems early
- ✓ *Periodic:* Checking children's health at periodic, age-appropriate intervals
- ✓ *Screening:* Providing physical, mental, developmental, dental, hearing, vision, and other screening tests to detect potential problems
- ✓ *Diagnostic:* Performing diagnostic tests to follow up when a risk is identified, and;
- ✓ *Treatment:* Control, correct or reduce health problems found.

## Individuals with Disabilities Education Act (IDEA)

- 1) Provides a free appropriate public education to children with disabilities.
- 2) Requires schools to find and evaluate students suspected of having disabilities, at no cost to parents.
- 3) Evaluation may result in determination that there is a need for 504 services or for Individualized Education Program (IEP) services.

## Individuals with Disabilities Education Act (IDEA)

- 4) Schools must provide a student with special education and/or related services (like speech therapy and counseling) if there is a need for Individual Education Plan (IEP) services to meet the student's unique needs.
- 5) The goal is to help students make progress in school.

## Individuals with Disabilities Education Act (IDEA)

- ✓ IDEA covers individuals from birth through high school graduation or age 21 (whichever comes first).
- ✓ It provides early intervention services up to age 3 and special education for older kids in public school.
- ✓ Schools must get the parent's consent before providing IEP services to the child and prior to billing Medicaid for covered services.



# IEP – Final Consideration

- ❑ Schools may choose to contract with healthcare agencies to provide the needed services.
- ❑ Contracted services are the responsibility of the school and the contracted providers should bill the school and not Medicaid for services written in the student's IEP.

# IEP – Final Consideration, con't.

- ❑ In addition, an IEP might require health paraprofessional services supervised by the school nurse if private duty nursing services are not medically necessary.
- ❑ If rejected by the IEP team, the private duty nursing agency cannot fail to provide services at the other authorized times of day.

# General Service Documentation Requirements

# General Service Documentation Requirements

- Effective September 16, 2022 changes were made to the Medicaid service documentation requirement in 44I IAC 79.3(2)c(3).
- These changes were made to clarify documentation requirements and remove administrative burden related to delivering services.

# General Service Documentation Requirements

## Amendments:

- To clarify that Medicaid providers must include all records and documentation to substantiate the services provided to the member and all information necessary to allow accurate adjudication of the claim.
- In addition, documentation requirements must meet the professional standards pertaining to the service provided.
- Remove the requirement for narrative service documentation for each service encounter or shift.

# General Service Documentation Requirements

- A narrative will now be required only when any incident, illness, or unusual or atypical event occurs during the service encounter.
- Providers may document the services in any format, given that the documentation adequately substantiates the medical necessity and that the services were rendered.

# Billing

# Billing

## ■ EXCEPTION:

- Health care services provided under Part B of Individuals with Disabilities Education Act (IDEA) that are **referenced** in an Individual Education Plan (IEP) may be billed to Medicaid regardless of whether there is a charge for the service for non-Medicaid students.
- This includes medical transportation services that **are included in the student's IEP.**



# Billing

## EXCEPTIONS:

- Example: School districts that do not charge for bussing students, should not bill Medicaid for transportation of a Medicaid member for that same service.
- Example: School districts should not bill Medicaid students or family for services.

# Billing

## Transportation Services to receive medical care:

- Helps ensure that members have access to medical care within the scope of the program, the Department reimburses for transportation to receive necessary medical care.
- Expenses for transportation of a student to and from the site of medical services are covered **when the medical need for transportation is on the child's IEP.**
- Transportation may be billed only once per day.

# Local Education Agency

- The child must have received a medical service on that day. For IEP students, medical transportation includes transportation services to a student who:
  - Resides in a geographic area within which school bus transportation is not provided, or
  - Requires transportation in a vehicle specially equipped or staffed to accommodate the student's special medical needs.

# Local Education Agency

- Escort services are a separate billable service allowed only in connection with medical transportation.
- Escort services for IEP students must be indicated in the IEP as assistance required for the student, during transportation, due to the student's physical or behavioral disability and specific needs.
- If an IEP student is able to ride on a regular school bus, but requires escort assistance, the transportation cost is not billable, but the escort service can be paid if it is noted on the IEP.

Next: Clarification

# Billing for Transportation Form

- ❖ Billing Form
- ❖ Billing Form instructions

## Mileage log/trip log:

[Transportation and Escort I1012019.docx \(live.com\)](#)

### LEA Medicaid Billing - Service Documentation – Medical Transportation

Print Student name: Johnny Appleseed birthdate: 8/5/2012 ICD – 10 code(s): Child's diagnosis code

School district: Des Moines building: MS (ES MS HS)

Address: home:

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**Location of pickup: HOME / SCHOOL BUILDING/ OTHER ADDRESS** Home, 1211-7<sup>th</sup> St., Any Town, Iowa 50309

**Location of drop off: HOME / SCHOOL BUILDING/ OTHER ADDRESS:**

Richards Middle School, 300 W. Main St., Any Town, Iowa 50301

May bill for one round-trip per day when the student is in the vehicle, i.e. home to school and school to home. Number of miles must be the direct route. If the vehicle type is the same for each trip on one day, may record roundtrip miles, and check the vehicle type. If a different type of vehicle is used for each trip on one day, record the miles for each one-way trip, and check the vehicle type.

Date of Service	Miles	Vehicle type #1	Vehicle type #2	Vehicle type #3	Vehicle type #4	Driver initials	Date of Service	Escort time in	Escort time out	Total time	Escort initials
8/15/2023	13		A0130			SS	8/15/2023	7:15 am	7:50 am	45 min	MJ
8/15/2023	13			A0090		EK					

Total escort time (paraprofessional) 0 minutes (T2001 U9)  
Total escort time (RN) 45 minutes (T2001)

**Vehicle types:**

**Code Total miles (each vehicle type):**

# 1	Standard school bus	A0110		Student attendance verified for these dates of service <u>MJ</u> (initials). Round total to the nearest mile.
# 2	Lift accessible vehicle	A0130	13	
# 3	Specialized transportation - other	A0120		
# 4	Specialized transportation – volunteer, individual or family	A0090	13	

**Service providers:**

	Printed Name	Signature	Signature Date	Initials
Driver:	Samantha Smith	<i>Samantha Smith</i>	8/17/2023	SS
Escort:	Mary Jolly	<i>Mary Jolly</i>	8/17/2023	MJ
Driver:	Extra Kind	<i>Extra Kind</i>	8/17/2023	EK
Escort:				





# How to document transportation cost Local Education Agency

- Calculate the number of miles from the point of origin to the service location, multiplied by the cost per mile, times two if return trip is provided.

# of miles from the start of trip to destination x cost per mile x 2 (if return trip is provided)

- The total cost for that day is billed.
- Claims that exceed the edits must be submitted with the **mileage log/trip log**:
  - [Transportation and Escort 11012019.docx \(live.com\)](#)

# How to Document Transportation Cost

- Documentation for travel must be recorded in the child's record (trip logs may be used) and must include:
  - ✓ The date of service,
  - ✓ The point of origin of travel (location),
  - ✓ The location of service,
  - ✓ Location of return travel (if provided), and;
  - ✓ The number of miles from the point of origin to the location of service.

# How to Document Transportation Cost

- For a round trip, document for both ways.
- For escort services:
  - “Time in” and “time out,” to support 15-minute billing units AND
  - a short description of the child’s status while escorted.
- Regardless of IEP ordered medical services:
  - The Department will arrange nonemergency medical transportation (NEMT) OR
  - reimburse the member under certain conditions for transportation costs to receive necessary medical care.

# How to Document Transportation Cost

- Modes of transportation may include:
  - Bus tokens
  - Volunteer services
  - Mileage reimbursement, or
  - Other forms of public transportation. (Iowa Medicaid Enterprise has contracted NEMT services through TMS Management Group, Inc. )

# Medical Transportation Fee Schedule

- Modes of transportation may include:
  - Bus tokens
  - Volunteer services
  - Mileage reimbursement, or
  - Other forms of public transportation. (Iowa Medicaid Enterprise has contracted NEMT services through TMS Management Group, Inc. )

# Provider Enrollment

# Enrollment

- According to IAC 441—77.44(249A)

“School districts accredited by the department of education pursuant to 281—Chapter 12:

- The Iowa Braille and Sight Saving School governed by the state board of regents pursuant to Iowa Code section 262.7(4), and the State School for the Deaf governed by the state board of regents pursuant to Iowa Code section 262.7(5) are eligible to participate in the medical assistance program as providers of local education agency (LEA) services.”

# Enrollment - LEA Agreement

- The LEA Agreement is a cooperative agreement between Health and Human Services (HHS) and the LEA.
- The provider must submit a copy of this form, [LEA Agreement](#) along with their initial enrollment application in order to be eligible for enrollment.



# Enrollment - Restrictions

- **Required Documents for Enrolling as an Iowa Medicaid Provider:**

- [Iowa Medicaid Universal Provider Enrollment Application \(470-0254\)](#)
- [Electronic Funds Transfer \(EFT\) Authorization Form](#)
- [Provider Agreement](#)
- [W-9 IRS Form](#)
- [Designated Contact Person](#)

# Enrollment - Restrictions

- LEA providers must be “public agencies” in order to be eligible for enrollment with Iowa Medicaid.
- When enrolling use the “Iowa Medicaid Universal Provider Enrollment Application”: [470-0254](tel:470-0254), [Iowa Medicaid Universal Enrollment Application](#)
- On Page 7, box 8a: LEA providers must be marked “other” and “government owned” or “government entity” should be written in.

# Enrollment - Iowa Educational Directory

- Provider Enrollment will verify LEA enrollment using the most up-to-date Iowa Education Directory book (a new book is issued for each school year), and the address listed on the application must match the address in the book.
- Note:
  - Some schools have multiple addresses; however, it is not required to enroll at each address.
  - The address on the application simply needs to be listed in the book as one of the addresses.

Next: Resources

# RESOURCES

- [secureapp.dhs.state.ia.us/MedicaidFeeSched/X56.xml](https://secureapp.dhs.state.ia.us/MedicaidFeeSched/X56.xml)

# Resources

- Local Education Agency (iowa.gov)
- IL 1935-MC-FFS
  - Early and Periodic Screening, Diagnostic and Treatment (EPSDT) and School-Based Services under the Individuals with Disabilities Education Act (IDEA)
- Individuals with Disabilities Education Act (IDEA):  
<https://sites.ed.gov/idea/>
- Medicaid in Schools Newsletter  
<https://www.macpac.gov/wp-content/uploads/2018/04/Medicaid-in-Schools.pdf>

# Resources

- Iowa Health and Human Services Enrollment questions:  
1-800-338-7909, or email  
[IMEProviderEnrollment@dhs.state.ia.us](mailto:IMEProviderEnrollment@dhs.state.ia.us)
- Medicaid Reference Guide:  
<https://hhs.iowa.gov/sites/default/files/Comm580.pdf?041320212209>
- LEA/AEA Fee Schedule:  
<https://hhs.iowa.gov/ime/providers/csrp/fee-schedule>

# Resources

- INFORMATIONAL LETTER NO. 2373-MC-FFS –  
Announcement of a new competency-based training for Iowa LTSS providers and case managers
- Locating the Transportation and Escort Form:
  - Main Page
    - [Service Documentation - Special Transportation \(Word\) \(2019-11-01\) | Iowa Department of Education \(educateiowa.gov\)](#)
  - Form Link:
    - [Transportation and Escort 11012019.docx \(live.com\)](#)

# Resources

- If you have questions, please contact Iowa Medicaid Provider Services at 1-800-338-7909 or by email at [imeproviderservices@dhs.state.ia.us](mailto:imeproviderservices@dhs.state.ia.us).



# Fun Quiz

- 1) **Yes or No:** If a student rides a “yellow” bus and has an escort can the bus charge be billed?
- 2) **True or False?** If a school district establishes a fee schedule for billing families for health care services, the services are **not** considered free and Medicaid may be billed.

# Answers:

- 1) **No:** If a student rides a yellow bus and has an escort, the bus charge **cannot** be billed.
- 2) **True:** If a school district establishes a fee schedule for billing families for health care services, the services are not considered free and Medicaid **may be billed**.

# Fun Quiz

- 4) **True or False:** Individuals with Disabilities Education Act (IDEA) that are referenced in an Individual Education Plan (IEP) may be billed to Medicaid regardless of whether there is a charge for the service for non-Medicaid students. This includes medical transportation services that are included in the student's IEP.
- 5) **True or False:** Transportation may be billed multiple times per day.
- 6) **True or False:** If an IEP student is able to ride on a regular school bus, but requires escort assistance, the transportation cost is billable, but the escort service can be paid if it is noted on the IEP.

# Answers:

4) **True:** Individuals with Disabilities Education Act (IDEA) that are referenced in an Individual Education Plan (IEP) **may be billed** to Medicaid regardless of whether there is a charge for the service for non-Medicaid students. This includes medical transportation services that are included in the student's IEP.

5) **False:** Transportation can only be billed **once per day**.

6) **False:** If an IEP student is able to ride on a regular school bus, but requires escort assistance, the transportation cost is **not** billable, but the escort service can be paid if it is noted on the IEP.