

CHERRY HILL PUBLIC SCHOOLS
Cherry Hill, New Jersey

S-45

ADMINISTRATIVE PROCEDURE
SEMI PROGRAM IMPLEMENTATION

The following procedures will be in place for participation of Cherry Hill Public Schools in the Special Education Medicaid Initiative (SEMI):

1. Cherry Hill Public Schools administration will complete the Medicaid Provider Application package to enroll as a Medicaid provider with the Medicaid program. The administration will seek out assistance, as needed, from the Public Consulting Group (PCG) to complete the various forms included in the application package.
2. Once the enrollment is complete, Cherry Hill will receive a unique seven-digit Medicaid provider number which will be the number used for billing purposes once the program is established.
3. Cherry Hill Public Schools administration will designate PCG as the Local Education Agency's (LEAs') Medicaid billing agent.
4. Cherry Hill Public School Administration will submit student data to PCG for verification of actual eligibility of specific students for Medicaid claims.
5. Using the data received from PCG identifying the eligible students, Cherry Hill Public School Administration will distribute a form letter to parents of eligible students in an effort to obtain their consent for sharing information about school-based medical services (as defined by the SEMI program) which are provided to their child by the district.
6. Cherry Hill Public School Administration will ensure that personnel receive thorough training on the role/responsibility of the district, including training in the electronic system, EasyTRACTM, established by the DOE and PCG for N.J. districts to manage Medicaid claims.
7. Usernames will be established for personnel (providers) who would be using the electronic system (EasyTRACTM) to submit data used by PCG as the basis for submitting claims for students whose parents have provided consent.

8. Oversight will be provided of submission of data by employees and private providers as well as oversight of electronic submissions of data used for claims once parents have provided consent.
9. Verification will be made that service providers have the appropriate qualifications or credentials for Medicaid billing as it pertains to the SEMI requirements.
10. Verification will be made that signed written parental consent has been obtained prior to submitting service records so that PCG can submit services for Medicaid.
11. Monitoring of service documentation and compliance by related service providers will be conducted as well as necessary follow-up, including regular communication with providers to ensure consistent and accurate submissions of documentation.
12. Copies of all IEPs of eligible students will be on file centrally for use as documentation of services that are eligible for processing claims.
13. Verification will be made that student services submitted to PCG for Medicaid billing are included in the student's IEP and checks will be conducted of the validity for the dates of service.
14. Verification will be made that transportation services billed to Medicaid are:
 - (a) for transportation on specialized vehicles;
 - (b) included in the student's IEP;
 - (c) for a student who received another Medicaid covered service on the day transportation is billed; and
 - (d) for a student who actually used the transportation service
15. Continued training sessions on updated components of EasyTRAC™ will be made available to district personnel, and regular communication with PCG will occur to ensure district participation in the program.

Approved: November 24, 2009