

# Washington State Health Care Authority

## Skilled Professional Medical Personnel (SPMP):

Requirements, Writing SPMP Activity  
Descriptions, and SPMP Activity Codes  
*for New Participants*

# Discussion Topics

- SPMP in the MAC Program
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# SPMP in the MAC Program

- Some LHJ clinical staff may be designated as Skilled Professional Medical Personnel (SPMP) for the purposes of MAC claiming because their jobs require professional medical education and training, as do some of the MAC activities they perform.
- The expertise, education and training of the SPMP staff who perform MAC activities advances the goals of the *Medicaid State Plan* and assists HCA in effectively implementing the Affordable Care Act (ACA).
- Enhanced reimbursement is available for the SPMP activities related to administration of the Medicaid State Plan.

The *Medicaid State Plan* is a federal-state agreement describing how the Medicaid program is administered in the state, within federal guidelines.

# SPMP Activities in the RMTS

- There are two SPMP activity codes in the RMTS.
- Some SPMP activities are not related to the administration of the Medicaid State Plan, but still require professional medical education and training to perform.
- Other SPMP activities support the Medicaid State Plan.
- Claimable SPMP activities in the RMTS are organized into six HCA-directed categories.
- A category must be selected each time a claimable SPMP activity is recorded in the RMTS.
- See Handout: *HCA-Directed SPMP Activity Categories*

# Federal SPMP Requirements

- SPMP MAC activities must be directed by HCA (the state Medicaid agency).
- You must be an employee of the LHJ.
- You must be in a job classification that requires you to perform SPMP activities and requires completion of a 2-year or longer academic program leading to licensure or certification in a medically-related field.

Note: Individuals working under contract to the LHJ cannot be designated as an SPMP.

# Federal SPMP Requirements (continued)

- You must have a current license or certification valid in Washington state.
- On the job training or work experience cannot be used as a substitute for academic education and training.
- Professionals in allied health fields (masters level social workers, for example) must meet additional requirements.

# SPMP and Job Classifications: Another Step to SPMP Designation

## Does your position qualify for SPMP?

- You are a registered nurse hired into a public health nurse (PHN) position.  
**Yes!** This qualifies as an SPMP because a nursing degree and licensure are mandatory job requirements for a PHN.
- You are a registered nurse hired as a program manager.  
**No!** This does not qualify as an SPMP because the position *prefers* a nursing background, but *does not require* it and accepts qualified candidates with bachelors' degrees in other fields.

# Documenting Your SPMP Status

- As your position has been determined to meet the requirements for SPMP designation, you will need to complete an SPMP Questionnaire before the quarter starts.
- The purpose of the SPMP Questionnaire is to document that you meet all federal SPMP education and training requirements. The completed questionnaire, and a copy of your professional licensure/certification, become part of the documentation that supports the LHJ's MAC reimbursements.



# When to Use an SPMP Code

You may only use the SPMP codes (12a and 12b) when your skilled professional medical education and training are **required** to perform the activity.

- If someone who is not an SPMP could perform the activity, then it is not an SPMP activity.
  - For example, if a non-SPMP could perform a task such as copying materials for a case staffing to discuss the medical care options for a child with special health care needs, the SPMP should use the appropriate non-SPMP code.
- SPMP staff are expected to use other (non-SPMP) time study codes to describe activities that do not require their skilled professional medical education and training.

# Writing An SPMP Activity Description

- In addition to the steps for writing a good activity description, the SPMP activity description needs to demonstrate that medical/clinical education and training was required to perform the activity.
- In other words, the description should demonstrate that someone without the medical education and training needed for your job could not have performed the activity.

Reminder: You have to certify on the random moment response form that the activity you described required your professional medical education and training.

# Writing an SPMP Activity Description (continued)

- For Code 12b only, the description must fall within one of the HCA-directed categories of SPMP activity.

Refer to the *HCA-Directed SPMP Activity Categories*, which expands on the HCA-directed SPMP activities for Code 12b.

# Selecting an SPMP Activity Code

- Code 12a: SPMP Activity not in Support of the Medicaid State Plan
- Code 12b: SPMP Activity Related to the Administration of the Medicaid State Plan

Refer to the *MAC Activity Codes* and the *RMTS Code Quick Reference Guides* for these codes.

# Code 12a SPMP Activity not in Support of the Medicaid State Plan

## **Code 12a:** SPMP Activity not in Support of the Medicaid State Plan

- SPMP qualifications apply; however, the activity does not support the Medicaid program or medical services.
- This code includes assessing the need for or consulting with providers about the need for and/or adequacy of an individual's non-medical care and treatment.
- It includes paperwork, travel and training directly related to the activity.
- If you select this code, you must check a box certifying that your SPMP training/education was needed to perform the activity.

# Code 12b: SPMP Activity Related to the Administration of the Medicaid State Plan

## **Code 12b:** SPMP Activity Related to the Administration in Support of the Medicaid State Plan

- This means it must have some direct benefit to the Medicaid program.)
- Federal guidance on SPMP activity includes assessing the need for or consulting with the Medicaid providers about the need for and/or adequacy of an individual's medical care and treatment.
- It includes paperwork, travel and training directly related to the SPMP activity.
- If you select this code, you must check a box certifying that your SPMP training/education was needed to perform the activity.

# Reminders about the Client De-Identifier

- Code 12b is one of the linkage-related codes that requires you to record a de-identified client ID on the random moment response form if your SPMP activity involved a client.
- Medical service coordination and case staffings are often done with or on behalf of a client, therefore related random moments require a client de-identifier.
- Some 12b activities are done at the systems level and do not require a de-identifier. Examples: planning and coordination with other medical providers, clinical consultation regarding best practices, and providing medical consultation to the State.

# SPMP Coding Reminders

- Direct medical services and activities that are integral to or an extension of a direct medical service CANNOT be recorded as an SPMP code. (If care management is part of the direct medical service use Code 5.)
- Not all client-related care management activity requires SPMP training; code to the activity occurring at the specific moment.
- The Medicaid eligibility status of the individual is *not relevant in selecting a code*.