SBHS Annual Training for Returning School Districts 2018-2019

Shanna Muirhead
SBHS Program Manager
Health Care Authority
August 2018
New to SBHS?

Are you...

• A new SBHS coordinator or new school district with no previous SBHS training?
  ➢ Watch the *SBHS 101 Training* FIRST!
  ➢ *SBHS 101 Training* is available on the [SBHS webpage](#) under the “Trainings” section.
SBHS Annual Training Overview

- SBHS overview/contacts
- Program updates
- Trainings/resources
- Annual requirements
- Provider and Contact Update form
- Eligible provider types
- Provider revalidation

- Covered and non-covered services
- Documentation requirements
- Student eligibility
- Intergovernmental transfer (IGT) process
- Program monitoring
SBHS Overview

• The Health Care Authority (HCA) administers the SBHS program.
• HCA is the state agency responsible for managing the Medicaid program in WA State.
• HCA is the state agency that reimburses contracted school districts for providing health-care related services to students with IEPs/IFSPs.
• Your program contact is the SBHS program manager (yours truly!)
### Who to Contact With Questions About...

<table>
<thead>
<tr>
<th>Category</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SBHS Program/Policy</strong></td>
<td>• SBHS program manager, <a href="mailto:shanna.muirhead@hca.wa.gov">shanna.muirhead@hca.wa.gov</a>, (360) 725-1153</td>
</tr>
</tbody>
</table>
| **Claims**                                    | • Self biller: HCA’s Provider Relations, [ProviderRelations@hca.wa.gov](mailto:ProviderRelations@hca.wa.gov)  
  • Non–self biller: Contact your billing agent  |
| **ProviderOne**                               | • HCA’s Provider Relations, [ProviderRelations@hca.wa.gov](mailto:ProviderRelations@hca.wa.gov)  |
| **Provider enrollment/Updating provider information in ProviderOne** | • HCA’s Provider Enrollment, [ProviderEnrollment@hca.wa.gov](mailto:ProviderEnrollment@hca.wa.gov), 1-800-562-3022 ext. 16137 |
| **A–19 Invoices**                             | • HCA’s accounting office, [HCASchoolBased@hca.wa.gov](mailto:HCASchoolBased@hca.wa.gov) |
| **WAMR, EasyTrac, HealthOffice Anywhere, EmbraceIEP** | • Contact your billing agent                                                     |
Who to Contact With Questions About…

**DOH License Status**
- Department of Health, hsga.csc@doh.wa.gov, 360–236–4700

**Potential Medicaid Eligible Student Worksheet (due to OSPI annually in June)**
- OSPI, Office of Special Education/Safety Net, medicaidreports@k12.wa.us, 360–725–6075
- Contact your billing agent
- School districts can use the [SBHS fee schedule](#) to assist with completion of this report

**Medicaid Consent to Bill/Annual Notification**
- **Part B**: OSPI, Office of Special Education, medicaidreports@k12.wa.us, 360–725–6075
- **Part C**: DCYF, Early Support for Infants and Toddlers, esit@del.wa.gov, 360–725–3500
SBHS Updates

Contract amendments

• Current contracts expire June 30, 2019
• HCA to email new contracts to districts in late 2018/early 2019

New behavioral health code

• 90791: psych evaluation
• Added January 1, 2018
• Billable per psychologist, social worker, licensed mental health counselor

SBHS GovDelivery

• Review 2017–18 program communications
New/Updated SBHS Resources

SBHS fee schedule
  • Updated July 11, 2018

IGT flowchart
  • Updated June 2018

SBHS fact sheet
  • Updated August 2018

SBHS Billing Guide (1/1/2019)
  • Will be updated and available on SBHS webpage 1/1/2019
  • New SLP code: S9152 (speech therapy re-evaluation)
  • Updated directions on how to bill for telemedicine
New/Updated SBHS Trainings

Provider Trainings
- Trainings for each provider type (new)
- NCCI edits training tool (new)
- SBHS 101 (optional for providers; mandatory for new SBHS coordinators)

ProviderOne/SBHS Coordinator Trainings
- How to enroll servicing providers (updated May 2018)
- How to end-date providers (new)
- Checking Medicaid eligibility (new)
- How to access ProviderOne (for new coordinators)
- More to come!!
## Annual Requirements

<table>
<thead>
<tr>
<th>Provider and Contact Update Form (HCA Form 12–325)</th>
<th>Due by October 31 each year and throughout the year as changes occur.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Email or fax to <a href="#">SBHS program manager</a>.</td>
</tr>
<tr>
<td></td>
<td>Blank form available on the <a href="#">SBHS webpage</a>.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature log</th>
<th>Update signature log with any new providers and remove providers who are no longer with the district.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Keep form on file with the district (do not send to HCA).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Update providers in ProviderOne</th>
<th>End-date providers in ProviderOne who are no longer with the district using the <a href="#">How to End Date Providers</a> training tool.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Enroll new providers in ProviderOne using the <a href="#">How to Enroll Servicing Providers</a> training tool.</td>
</tr>
<tr>
<td></td>
<td>Confirm provider information is correct in ProviderOne (license end-date, taxonomy code, NPI, etc.).</td>
</tr>
</tbody>
</table>
Provider and Contact Update Form (HCA Form 12-325)

• List **ALL** providers who will be participating in SBHS for the school year AND any providers who have recently left the district (Tab 2).
• List current school district contact information (Tab 1).
• Directions are available on Tabs 3 and 4.
SBHS Eligible Providers

In order for school districts to receive reimbursement through SBHS, providers must meet federal and state requirements which include:

- Holding active licensure with WA State Department of Health (DOH).
- Obtaining a National Provider Identifier (NPI) through NPPES.
- Being enrolled as a “servicing/rendering provider” under the contracted school district’s ProviderOne account.
  
  - Non-licensed school staff performing delegated nursing tasks do not need to be enrolled in ProviderOne. Nursing services provided by non-licensed staff are billed under the supervising RN’s license and NPI.
- Providers may be school staff or contracted providers.
- ESA certification is not required in order to bill Medicaid.
SBHS Eligible Providers
WAC 182-537-0350

- Audiologist
- Licensed independent clinical social worker (LiCSW)
- Licensed advanced social worker (LiACSW)
- Licensed mental health counselor (LMHC)
- Licensed mental health counselor associate (LMHCA)
- Licensed psychologist
- Registered nurse (RN)
- Licensed practical nurse (LPN)
- Non-licensed school staff providing delegated nursing tasks
- Occupational therapist (OT)
- Occupational therapy assistant (COTA, OTA)
- Physical therapist (PT)
- Physical therapy assistant (PTA)
- Speech language pathologist (SLP)
- Speech language pathology assistant (SLPA)

WA State provider licensing requirements can be found on the Department of Health website:
http://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate
SBHS Non-Eligible Providers

• Only DOH licensed providers listed in SBHS WAC 182-537-0350 and the SBHS Billing Guide are allowed to participate in the SBHS program.

• Non-eligible providers include, but are not limited to:
  – Interim permit holders
  – Limited permit holders
  – Health care students completing their schooling in order to become licensed

• Questions regarding eligible and non-eligible SBHS provider types should be directed to the SBHS program manager.

• Questions regarding license requirements or the status of a provider’s license should be directed to the Department of Health.
Enrolling Providers in ProviderOne

• All eligible providers participating in SBHS must be enrolled as servicing providers under the school district’s ProviderOne account.

• View How to Enroll Servicing Providers Training for step-by-step directions on how to enroll providers in ProviderOne.

• DOH provider credential search tool:
  ➢ https://fortress.wa.gov/doh/providercredentialsearch/

• NPI search tool:
  ➢ https://npiregistry.cms.hhs.gov/
Provider Backdate Process

• HCA’s Office of Provider Enrollment enrolls providers in ProviderOne with a September 1 start date for the current school year if:
  ➢ The provider’s license was active on 9/1
  ➢ The provider was employed by or contracted with the district on 9/1

• If a provider is not backdated correctly, email the SBHS program manager at shanna.muirhead@hca.wa.gov.
Provider Revalidation

• School districts participating in the SBHS program are required to participate in provider revalidation activities every five (5) years.
• When a school district is selected for revalidation, the agency’s Provider Enrollment notifies the district via letter.
• The revalidation notice is sent to the contact and mailing address listed in ProviderOne.

➢ Contact Provider Relations for assistance with updating your contact information in ProviderOne.
Revalidation letters specify the requirements for each school district. Requirements for all school districts include:

- Updated disclosures of ownership, managing employees, and other controlling interests.
- **Managing employee** is defined as a general manager, business manager, administrator, director or other person who exercises operational or managerial control over, or who directly or indirectly conducts the day-to-day operation of an institution, organization, or agency.
- All disclosing entities must provide the name, address, date of birth (DOB), and Social Security Number (SSN) of any managing employee.
- **It is at each school district’s discretion to determine which school district personnel meets the definition of “managing employee”**.
- More information about the Provider Revalidation process can be found in the [SBHS Billing Guide](#).
Covered Services

• Evaluations when a child is determined to need early intervention or special education related services.
• Re-evaluations to determine whether a child continues to need early intervention or special education related services.

Note: Evaluations and re-evaluations are reimbursable only if they result in an IEP or IFSP in the specific service being evaluated.
Covered Services, cont.

Health-care related services included in the child’s IEP or IFSP limited to:

- Audiology services
- Counseling/mental health services
- Nursing services
- Occupational therapy services
- Physical therapy services
- Psychological assessments
- Speech-language therapy services
Health care related services must be included in the IEP/IFSP as a special education service, a related service, or a consultation service.

Consult services are only reimbursable if direct services are provided to the student. Consult services provided to a special education teacher or another staff member are not reimbursable.

The SBHS program will not reimburse for services provided in excess of what is authorized in the IEP/IFSP.

Example: If a student’s IEP states the student requires physical therapy services 2x/week but the student receives services 3x/week, the provider can only bill for two sessions.
Make-Up Sessions

- Make-up sessions may be reimbursable when the provider clearly documents in the treatment notes that the session is a make-up.

  - **Example:** A student’s IEP states she requires PT services 30 minutes/3 x week. The student receives services on Monday and Wednesday but is out sick on Friday and misses her session. The physical therapist can bill for 4 sessions the following week but must note in the treatment notes the reason for the extra session.
## Non-Covered Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>Applied behavioral analysis (ABA) therapy</td>
<td></td>
</tr>
<tr>
<td>Attending meetings</td>
<td></td>
</tr>
<tr>
<td>Charting</td>
<td>Equipment preparation when student is not present</td>
</tr>
<tr>
<td>Equipment preparation when student is not present</td>
<td></td>
</tr>
<tr>
<td>Observation</td>
<td></td>
</tr>
<tr>
<td>Parent consultation</td>
<td>Parent contact</td>
</tr>
<tr>
<td>Parent contact</td>
<td>Planning</td>
</tr>
<tr>
<td>Preparing and sending correspondence</td>
<td></td>
</tr>
<tr>
<td>Professional consultation</td>
<td></td>
</tr>
<tr>
<td>Report writing</td>
<td>Review of records</td>
</tr>
<tr>
<td>Supervising a student when direct services are not provided</td>
<td></td>
</tr>
<tr>
<td>Health related services not included in the IEP/IFSP</td>
<td></td>
</tr>
<tr>
<td>Teacher contact</td>
<td>Test interpretation</td>
</tr>
<tr>
<td></td>
<td>Travel and transportation</td>
</tr>
<tr>
<td>School district staff accompanying a child to and from the school bus</td>
<td></td>
</tr>
<tr>
<td>Health related services not included in the IEP/IFSP</td>
<td></td>
</tr>
</tbody>
</table>
Telemedicine

• Covered SBHS services may be reimbursable when delivered via telemedicine.

• A school district can receive reimbursement for telemedicine when a provider is enrolled as a servicing provider under the district’s ProviderOne account.

• Detailed instructions on how to bill for services delivered via telemedicine is available in the SBHS Billing Guide.

Due to recent CMS changes, the way districts bill for telemedicine will change effective January 1, 2019. All changes will be outlined in the SBHS Billing Guide.
Medicaid providers must maintain documentation to verify the level, type, and extent of services provided to each student to fully justify the services and billing.

Documentation requirements are outlined in the SBHS Billing Guide.

School districts must:

- Ensure documentation is maintained for 6 years from the date of service.
- Make documentation available to the SBHS program manager for program monitoring activities.
- Ensure providers keep accurate, legible, evaluation reports and complete treatment notes.
- Ensure treatment notes are authenticated by the provider who rendered or supervised the service(s).
Which Students are Eligible?

• Birth through age 2 (Part C) with individualized family service plan (IFSP)
• Age 3 through age 20 (Part B) with individualized education program (IEP)
• Active Title XIX Medicaid coverage
• Eligible RAC code (viewable in ProviderOne)
• Parental consent (per IDEA regulations)
Billing for Early Intervention (Part C) Services

Per Federal IDEA regulations at 34 CFR 303.26, Part C services must be provided:

- To the maximum extent appropriate, in natural environments; and
- In settings other than the natural environment that are most appropriate as determined by the parent and the IFSP team.

This means that Part C services are reimbursable through the SBHS program as long as they are in a school setting OR a home setting if provided via telemedicine.

- Example school settings include a classroom, private therapy room located on school/ESD grounds, child care center on school/ESD grounds or a child care center managed by a school district or ESD.
Billing for Early Intervention (Part C) Services, cont.

In order for your school district to receive reimbursement through SBHS for providing early intervention (Part C) services, you must:

• Be contracted with the SBHS program.
• Bill per the SBHS Billing Guide.
• Ensure providers meet DOH licensure requirements.
• Enroll participating providers as servicing providers under the district’s ProviderOne account.
• Bill private insurance prior to billing Medicaid.
SBHS General Billing Requirements

• Contracted districts must bill according to the current [SBHS Billing Guide, SBHS WAC 182-537](https://example.com) and the SBHS interagency agreement.

• Claims must be submitted to HCA:
  - Within 365 calendar days from the date of service ([WAC 182-502-0150](https://example.com)).
  - Within twenty-four (24) months of the date the service, a provider may resubmit, modify, or adjust an initial claim ([WAC 182-502-0150](https://example.com)).

• Submit local match to HCA per the IGT process within 120 days of invoice.
Intergovernmental Transfer (IGT)

- After claims are entered into ProviderOne, HCA’s claims staff sends a secure email with an A-19 invoice and an Excel spreadsheet with a list of billed claims to the:
  - School district business manager
  - SBHS coordinator
  - Additional fiscal staff listed on the Provider and Contact Update Form

- Districts are invoiced as soon as there is a significant amount of claims in ProviderOne
  - Invoicing timeframe for each district varies
  - Some districts are invoiced monthly, some every two weeks
IGT, cont.

- HCA’s accounting staff emails reminders to the district at 30, 60, & 90 days and a final notice is emailed at 120 days if local match is not received.
- Local match can be submitted to HCA via paper check or electronically.
- If local match is not received after 120 days of invoicing, claims will be denied and districts will have 24 months to resubmit claims.
- IGT flowchart (updated June 2018) explains the IGT process.
IGT, cont.

• Invoice/local match questions should be directed to:  
  ➢ HCASchoolBased@hca.wa.gov

• Be sure to add HCASchoolBased@hca.wa.gov as an approved sender to ensure you receive invoices!
Program Monitoring

On-site or desk reviews are conducted to ensure districts are adhering to SBHS program requirements and federal and state Medicaid rules.

School districts chosen for monitoring are notified via email.

Documentation requested during monitoring includes but is not limited to:

- Current and previous IEPs/IFSPs
- Attendance records
- Assessment/evaluation reports
- Treatment notes
- Signature logs

HCA recovers overpayments if a school district is found out of compliance with Medicaid and program requirements.
Questions?

Shanna Muirhead, SBHS program manager
Shanna.Muirhead@hca.wa.gov
Tel: (360) 725-1153

Resources
SBHS Billing Guide
SBHS Fee Schedule
SBHS WAC
SBHS 101 Training

Sign up to receive SBHS email updates!
Thank you for your continue participation in the SBHS program!

**NOTE:** The purpose of this training is to provide guidance to contracted school districts participating in the SBHS program. The information in this training does not supersede the current SBHS Billing Guide, SBHS WAC 182-537, other agency rules, or the Centers for Medicare and Medicaid Services (CMS) policy. Any questions regarding information presented in this training should be directed to the SBHS program manager at shanna.muirhead@hca.wa.gov.