The Medicaid Billing Office would like to wish all of you a Happy Holidays and a healthy and prosperous New Year. We are in the fifth month of the school year and you are doing a wonderful job of sending in the IEP Coordination Record forms. Ninety-eight percent of forms have been submitted for the months of August-October. Ninety-nine percent of all forms have case management letters and 40% of schools are on the honor roll; which means that they have 100% of their forms submitted and 100% of their students have parental consent. Please review the Honor Roll recipient list on page 3. Thank you for all you do and for putting in a great effort to help the Special Education Students of Prince George’s County Public Schools.

Parental Consent

There 78 schools that have obtained parental consent for all of their Medicaid-enrolled students. We would like to share some of their successful ideas:

- Get it signed at the Annual Review/IEP Meeting.
- Arrange to fax the parental consent form to their job.
- Have a student who has brought in their signed consent form get their incentive school bucks in front of the students who have not yet returned their form. Seeing is believing!
- Have a lottery for the staff who have all their permissions completed or updated and purchase something from their wish list.
- Offer the students incentives such as homework passes, extra computer time, free admission to school events, get out of trouble free passes.
- Arrange to meet a parent at work to have them sign the form.
We are in the fifth month of the school year and some of us are still questioning what to put in the discussion box of the IEP Coordination Record form. The discussion box is used to summarize the purpose and outcome of the IEP meetings and to detail case management activities. The “Supporting Documentation box” should document or summarize the following case management activities:

- Contact with the student or parent/guardian regarding implementation of or access to IEP services.
- Summarize the discussion related to IEP services and progress.
- Summarize a discussion with the student or the parent/legal guardian regarding progress in a goal or progress in the IEP overall.
- Discuss the students’ progress towards goals and objectives.
- Detail the implementation of strategies that are geared towards improving the student’s progress.
- Document whether the IEP is appropriate to meet the students’ needs at this time.

Remember you are documenting case management services. Case management services involves monitoring the delivery of the students’ IEP and ensures the goals on the IEP meet the students’ current needs. Please use the sample booklet that is on our website and have successful documentation of case management services.

Unlock the Mystery
“The Discussion box”

Susy’s Corner
Cool things to buy with your incentive money

It is shopping season for everyone this time of year so why not spend your incentive money on something wonderful for your department. Here are some great ideas.

Printers
Testing materials
Carpet for circle time
Dry erase boards
Smart boards
Calculators
Digital recorders
Software
Dictionaries
Shredders

REMINDER
Be sure to contact Susy at 301.952.6349 when your order arrives.
In order for Medicaid billable services to be reimbursable, the services must be listed in the related services section of the IEP.

Per MSDE Technical Assistance Bulletin 21, the duration and frequency of services should not be denoted as “Yearly, Semi–Quarterly and Quarterly”. Please make sure the IEP are in compliance with this regulation.

Providers must complete his or her signature on the service logs where it is denoted “Provider Signature.” (see examples in Health Related Services Manual)

Initials are needed for each service being billed.

DO NOT list absent dates on the Monthly Service Record form.

Remember to staple your log to the Monthly Service Record form.

When billing for evaluations/assessments, please attach a copy the evaluation/assessments!
Spotlight on Success
Thurgood Marshall Middle School

Shawnte Richeson-Wilkeson is the Medicaid Coordinator for Thurgood Marshall Middle School. Thurgood Marshall Middle School is a Turn Around School with 27 Medicaid students and 7 special education staff. They have managed to achieve 100% in parent permission despite starting the year off with 14 expired permissions. This was half their population.

The Medicaid Office contacted Shawnte Richeson-Wilkeson, to inquire how Thurgood Marshall managed to get the expired permissions updated despite the many difficulties that are encountered everyday. Ms. Richeson-Wilkeson said the Special Education staff of Thurgood Marshall really joined together and stepped up and took ownership of the task. This is the secret of their success. Without everyone helping and putting in the effort the task would have been much more difficult.

1. What methods did you use to get the signed permissions returned?
   The students were offered $5 Claw Cash which could be used for activities, and at the school store. In addition, whenever meetings were held with the parents, they were also asked to sign the permission form. We held a Special Education “Meet and Greet”, in addition to using the Parent teacher conferences and Back to School night as opportunities to collect permissions.

2. What were the challenges you faced and what did you do in particularly difficult cases?
   Some of the biggest challenges were parent unresponsiveness, students losing or leaving the forms and a lack of understanding regarding the need for permission. The Case Managers called parents and also took meetings as an opportunity to educate the parents about the Medicaid program and how it benefits the students. We looked at each student individually.

3. What advice would you give to schools that are struggling to reduce their expired permissions?
   Don’t give up and be persistent. Getting permissions requires patience and creativity.

Congratulations and “GREAT JOB” to the staff of Thurgood Marshall Middle.
Dear Medicaid Myra,
I have been using the Medicaid IEP Progress Note for most of my case manager contacts and I keep getting my forms returned. I mark the “Disseminated formal progress report”, in the Service Coordination section and I use a Date of Service date of when I sent it home. I staple the note to the billing form and I sign the note and the bottom of the billing form. What am I doing wrong? Signed Wanna do it once.

Dear Once,
Using the Medicaid IEP Progress Note is an efficient way to complete case management responsibilities. This note is particularly useful for students under age seven and for students that can not have a discussion about their progress. However, this is a note home and not a formal progress note. Mark the box that begins with “Assisted student in gaining access to IEP services”. Then make sure the date on the note and the Date of Service are the same. We bill for the date the note was written not the date it was sent home. Make these adjustments to your IEP Coordination Record form for successful submission of case management services for the month.

Making ONCE a reality, ! Signed Medicaid Myra

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