

Q&A Training Webinar

The following Q&A is based on questions submitted during an SBAP webinar held on 5/26/2010. The list does not include every question that was submitted; rather, it addresses those questions that we believe will benefit the majority of our clients. Questions pertaining to special education regulations are not included in this list; they should be addressed to your LEA's special education director/supervisor.

Q: If a Medical Assistance (MA) service is billed through the school and the child receives the same service outside of school on the same day, will MA reimburse for the outside services?

A: Yes. Reference DPW memo dated December 28, 2009 which states: The health related services a student receives through the SBAP are separate and apart from the MA services a child receives outside of the school setting.

Q: The Medical Practitioner Authorization (MPA) doesn't have an expiration date. Does it expire on the expiration date of the IEP or is it good for 1 year?

A: The medical authorization should mirror the services listed in the IEP with the projected start date and anticipated duration (cannot exceed a one year period).

Q: If a new annual IEP is developed before the previous one expires, are the dates from the previous IEP still covered by the MPA signature. Ex: Current IEP Duration date is 4/30/10. The new Annual IEP was completed on 4/15/10. Can services rendered for the dates 4/15 to 4/30 be billed under previous MPA?

A: Yes, provided services are rendered under the terms of the original IEP. The original IEP and MPA are valid until the duration date specified on the IEP. If services are being rendered under the new IEP, a new MPA would be needed.

Q: If a student only receives social work, does the service require an MPA? If not, what do we need to have from the Social Worker?

A: Yes, an MPA is required. A Licensed Social Worker or Licensed Professional Counselor can order social worker services under the scope of his/her practice act.

Q: Is transportation considered a health related service? If a child receives Special Instruction and Transportation, do you need an MPA?

A: Yes, special transportation is a health related service that requires a physician's order or MPA.

Q: Is a new MPA required if an IEP revision occurs that changes only the frequency of services? Example: speech changes from 2 sessions/week to 1 session/week.

A: Yes. A new MPA is needed any time an IEP revision involves a related service.

Q: Do you need an MPA for the IEP billing only?

A: No. An MPA is not required for MA reimbursement for the development of an IEP.

Q: Does both the IU name and district name need to be on the parental consent?

A: Yes, but only if the consent form is being shared. Then both school names should appear on the form.

Q: Can a foster parent sign the parental consent form?

A: Yes, if the foster parent has legal guardianship and educational rights.

Q: Can nursing services be provided using a doctor's prescription?

A: Yes, provided the nursing services are specified in the student's IEP.

Q: Can a Speech Language Provider authorize services for speech, or must it be an MD or Licensed CRNP?

A: No. Speech services must be authorized by an MD, DO or CRNP.

Q: Regarding PT services, does a Doctor RX need to be obtained if a Physician Authorization has been signed for the PT services?

A: No, an MD, DO or CRNP can authorize medical necessity for physical therapy.

Q: If during an IEP revision, a related service remains unchanged, do we need to obtain a new MPA for that service?

A: No. If there is no change to the related service, you do not need a new MPA form.

Q: If you are adding a new service during an IEP revision, and you are using the doctor's prescription for the service, should another parent letter be signed?

A: Yes, the parent or guardian must be fully informed of the MA services being claimed by the school.

Q: What is considered altering a log? If office staff crosses out detail lines not billable due to doctor authorization timing, is that considered altering, even if the original electronic doc is not altered?

A: No. Changing a date, time, name or signature is considered an alteration to a log. However, a strike-through for non-billable time should be noted and initialed.

Q: In regards to over billing, can you bill for IEP writing times on the service logs?

A: No. A service provider cannot bill for attending an IEP meeting or collateral activities directly related to the development of the IEP.

Q: Can time for charting, parent contact, teacher contact and travel be entered on a provider log over and above the time listed in the IEP for a service? Is this time billable?

A: Yes, this time is billable as Collateral time. The time spent on Collateral Services is not counted against the frequency or duration of a service. Collateral time is billable when documented and the activity directly supports the health related service. The time to complete the SBAP log is not allowable collateral time.

Q: Should time spent to prepare an IEP, or for the team meetings to prepare for the IEP meeting be billed under charting and report writing?

A: No. The time spent preparing, writing, and developing the IEP is considered part of the development of that IEP and is reimbursed at a fixed rate.

Q: If a qualified service provider is contracted by the district for a specific period of time and is being paid by ACCESS funds, can that provider bill for his/her services?

A: Yes, the school must register the service provider and the contracted costs are reported on the direct service cost report.

Q: If someone is hired someone and paid 100% through ACCESS and one of their benefits is tuition reimbursement, can you reimburse their tuition from ACCESS funds?

A: Yes.

Q: How many years should records be maintained in case of an audit?

A: SBAP records need to be maintained for 4 years from the date of service.

Q: When doing a self-audit, how do you recommend choosing the number of students to audit?

A: There is no set protocol governing the number of student records to review. You should choose a sampling for each specialty.

Q: What do we tell parents who ask how to go about applying for MA?

A: You can apply for and renew your benefits by using *COMPASS*. You can also contact your local County Assistance Office.

Q: Can we print the slides from this webinar?

A: Yes. The webinar presentation and the PowerPoint slides are available on Leader's PA home page.

Q: Will DPW accept an E-signature for the Medical Practitioner?

A: Not at this time.

Q: Are Leader Services' web applications able to accept electronic signatures?

A: Leader is currently exploring program modifications specific to e-signatures. Leader will notify providers of any updates regarding e-signatures.

Q: Will there be any future training in the use of electronic signatures/logs?

A: No, however there will be future discussions and updates regarding e-signatures.

Q: Do you foresee a change to the service logs for the 2010-2011 school year or can we start to prepare them for next year at any time for our service providers?

A: Changes to the service logs are still being discussed with DPW. Leader will notify providers once a decision has been reached.

Q: Does Leader Services have sample spreadsheets available for school district use to track all information regarding billing, etc?

A: No, but Leader does provide WebSDS and WebPSL, two web applications to assist in the entering, monitoring, and reporting of data. For more information, contact your SBAP Account Manager.

Q: Can more examples of acceptable logs be given for each specialty?

A: No. DPW advises against this practice citing the uniqueness of each student's health needs and IEPs.

Q: Will claims filed for services beyond the frequency and duration of a given service generate an automatic warning when entered into WebSDS? Ex: A student's IEP dictates speech for 30 minutes (listed in student demographic in WebSDS). A claim is filed for 45 minutes.

A: No. At this time WebSDS will not indicate a problem when this occurs. This suggestion was passed along to our programming department for consideration. If this change is implemented in WebSDS, Leader Services will notify providers of the change.

Q: Will Leader Services implement a date-check in the WebSDS program to flag those claims billed prior to the MPA?

A: Yes. Leader Services is in the process of updating the WebSDS & WebPSL programs to check for services whose date precedes the MPA date.

Q: When entering dates into WebSDS, which IEP date do we enter?

A: The IEP meeting date should always be entered as the billing date provided the child is 3 years of age or older.