

Clarifying Current SBAP Issues



May 26, 2010
Webinar
PaTTAN



Pennsylvania Training and Technical Assistance Network

PaTTAN's Mission

The Pennsylvania Training and Technical Assistance Network is an initiative of the Pennsylvania Department of Education working in partnership with families and local education agencies to support programs and services to improve student learning and achievement.

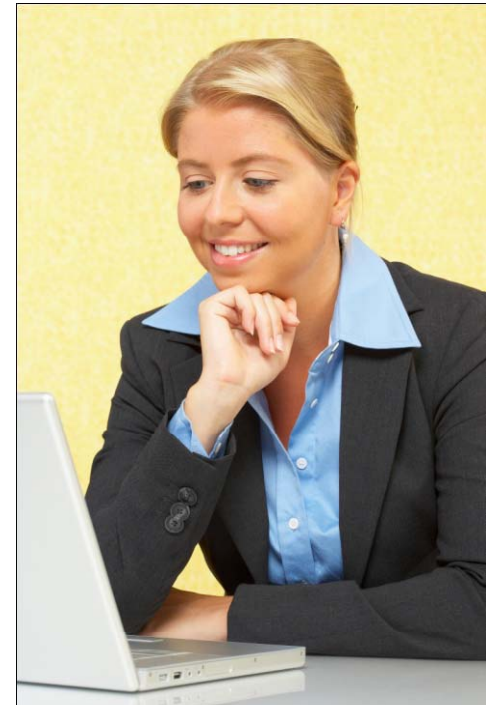
PDE's Commitment to Least Restrictive Environment (LRE)

Our goal for each child is to ensure Individualized Education Program (IEP) teams begin with the general education setting with the use of Supplementary Aids and Services before considering a more restrictive environment.

Webinar Topics

Topics to be covered:

- Medical Authorization
- Impact of Parental Consent on other MA services
- Electronic Signatures
- Quality Assurance



Medical Authorization (DPW Memo: February)

Covered services must be ordered/prescribed by physician or certified registered nurse practitioner via:

- Physician's prescription

or

- SBAP Medical Authorization Form



Medical Authorization

As per the January 2005 SBAP Manual:

- Psychological services may be ordered/prescribed by a psychologist qualified to participate in the SBAP.
- Social work services may be ordered/prescribed by a licensed social worker or licensed professional counselor, under the auspices of the PA Social Work Practice

Medical Authorization

Exceptions to requirement for an order/prescription or medical authorization

- Evaluations
- IEP Billing

Medical Authorization

Health services that occur prior to the date of the practitioner's prescription/order are not eligible for Medicaid reimbursement; thus, should not be billed to the MA Program.

Example:

IEP date – April 15

Speech service implemented – April 20

Practitioner's prescription/order/Medical authorization date – April 30

Speech services provided prior to April 30 would **NOT** be claimable.

Medical Authorization

Health services occurring during a lapse between the practitioner's prescription/order period covered are not eligible for Medicaid reimbursement; thus, should not be billed to the MA Program.

Example:

Previous practitioner's prescription/order/medical authorization covers 9/1/06-6/15/07

New practitioner's prescription/order/medical authorization dated 9/9/07

Claims submitted for dates 6/16/07 - 9/8/07 would NOT be claimable.

Impact of Parental Consent

Department of Public Welfare (DPW), Office of Medical Assistance Programs (OMAP) memorandum addresses parents' concerns that allowing the school to bill MA will not limit services a child receives outside of school.



Impact of Parental Consent

DPW memorandum explains:

- There is no “cap” or limit on the total amount of money that may be paid by the MA Program for SBAP services or MA services that the MA eligible child may receive.
- Health-related SBAP services are separate and apart from other MA services.

Impact of Parental Consent

DPW memorandum explains:

- Medically necessary health services outside of school have a separate scope and duration from SBAP services.
- Based on federal Medicaid law, children covered by MA are eligible for all medically necessary services.

Electronic Signatures

DPW will accept e-signatures on SBAP provider logs.

What is an e-signature?

“An electronic sound, symbol or process attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record.”

- *U.S. Electronic Signatures in Global and National Commerce Act*, Public Law 106-229,
enacted June 30, 2000

Electronic Signatures

The following protocol must be on file:

- Identifies the individual signing by name and title
- Ensures documents cannot be altered once the signature has been affixed.
- Provides an audit trail that can validate the signer's identity.

Electronic Signatures

- Schools must have written policies/procedures regarding use of e-signatures;
- Electronically transmitted signatures must be encrypted to protect and prevent access, alteration, manipulation
- Service providers should sign statement assuring they alone will have access to and use the key or computer password

Electronic Signatures

Upon request from DPW schools must:

- Provide a hard copy of the log showing either verification of the provider's PIN/password or an actual signature.
- Provide written policy/procedures regarding use of e-signatures.

Compliance with Medicaid Regulations

A Compliance Program is an ***ongoing, good faith effort*** to:

- Prevent and detect violations of law or regulations;
- Identify under and over payments;
- Report findings to the applicable sources for resolution

Compliance with Medicaid Regulations

Through self monitoring activities, schools can identify instances when Medicaid billing might be inappropriate; benefits include:

- Identify overpayments and underpayments
- Identify individuals who may be submitting time inappropriately

Compliance with Medicaid Regulations

Benefits:

- Opportunity to implement corrective measures to ensure compliance;
- Prevention of violations and their recurrence; and
- Improvement of operations and quality treatment.

Compliance with Medicaid Regulations

Helpful hints. Prior to billing SBAP, verify:

- Student is MA-eligible
- IEP defines the health-related service (including frequency and duration)
- Signed parental consent is on file
- Medical authorization or practitioner's order/prescription is:
 - ✓ in the student's file
 - ✓ covers the duration of the current IEP

Compliance with Medicaid Regulations

Helpful hints:

- Service provider meets SBAP qualifications
- Service provider is paid with state and/or local funds
- Student and service provider attendance is on file for the date of service
- Special transportation log is maintained for the services rendered
- Service provider has been trained in documentation and record keeping

Compliance with Medicaid Regulations

Helpful hints: On a monthly basis verify Service Provider Log for:

- Legibility
- Student's full name and DOB
- The appropriate diagnosis
- Date the treatment/service is rendered
- Length of time for each treatment service
- Length of time compared to time indicated in IEP

Compliance with Medicaid Regulations

Helpful hints: Verify Service Provider Log for:

- Indication of progress/outcome for each date that treatment/service is rendered
- Service provider's name, signature and if applicable, the supervisor's signature
- Service time does not exceed IEP frequency and duration

Compliance with Medicaid Regulations

Helpful hints: Verify Service Provider Log for:

- Detailed progress note for each encounter, in lieu of a daily progress note;
- A descriptive monthly note that describes progress/outcomes for the month

Compliance with Medicaid Regulations

Helpful hints: Maintaining compliance requires:

- Collaboration at all levels:
 - ✓ School administrators
 - ✓ SBAP Coordinator
 - ✓ Direct Service providers
 - ✓ Business Managers
 - ✓ Parents

Compliance with Medicaid Regulations

Helpful hints: Maintaining compliance requires that:

- Staff understand the SBAP and its governing regulations
- Internal policies and procedures are reviewed regularly
- Periodic self-audits are conducted
- Corrective action plans are implemented for areas of non-compliance

Compliance with Medicaid Regulations

Helpful hints: Maintaining compliance requires that:

- Findings of overpayments, fraud or abuse are reported to the Bureau of Program Integrity (BPI) by:
 - **MA Provider Compliance Hotline: 1-866-DPW-TIPS (1-866-379-8477)**
 - **E Mail:** omaptips@state.pa.us
 - **Fax:** (717) 772-4655 - Attention: MA Provider Compliance Hotline
 - **Electronic Submission:** [MA Provider Compliance Hotline Response Form](#)
 - **Mail:** DPW, BPI, MA Provider Compliance Hotline, P.O. Box 2675; Harrisburg, PA 17105-2675
 - **Phone:** (717) 772-4606

Compliance with Medicaid Regulations

Helpful hints: Maintaining compliance requires that:

Findings of overpayments, fraud or abuse may also be reported to Leader Services

Contact Information

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