

Chapter 4

PROVIDER QUALIFICATIONS and SERVICE DESCRIPTIONS

RULE #8

Service providers must meet SBAP licensure and/or certification requirements.

Qualified Service Providers

SBAP qualifications are established for service providers rendering billable services. All SBAP providers are responsible for evaluating the credentials of all employees or contracted staff who will render SBAP-billed services. Licensure and certification must be current. Positions requiring supervision must adhere to program requirements for supervision and sign-off. New employees or contracted staff should be evaluated to ascertain that they meet SBAP service provider qualifications. Information on new service providers must be sent to Leader via the *PA Service Provider Update Form*, prior to billing for services. A review of on-going service providers **must occur** at the start of a new school year.

Leader sends the LEA a list of service providers designated by the LEA during the previous year. At that time, SBAP providers should ensure that the service provider list is complete and licenses/certifications are current. Any new service provider information should be sent to Leader using the form mentioned previously. **Billing for SBAP services rendered by individuals who don't meet the SBAP service provider qualifications is a violation of the SBAP Medical Assistance Provider Agreement. It can result in termination as a MA provider and restitution of MA payments.** SBAP service provider qualifications follow:

Audiologic Services

Audiologic services must be provided by an audiologist or speech pathologist who:

- Has been granted a Certificate of Clinical Competence by the American Speech and Hearing Association; or
- Has completed the equivalent education and work experience necessary for such a certificate; or
- Possesses Pennsylvania licensure; or

- Has completed the academic program and is acquiring supervised work experience necessary for such a certificate; or
- Has PDE certification and is working under the direct supervision of someone who meets one of the first three bulleted criteria.

Note: PDE-certified audiologists and speech pathologists who are working in the same building under the direct supervision of a qualified audiologist or speech pathologist, must obtain a supervisory signature on all SBAP Service Description Slips and Professional Services Logs.

Interpreter Services

Individuals who function as educational interpreters in PA schools must have all of the following:

- Bachelor's degree or higher.
- Graduation and valid certification from a recognized national and/or state interpreters' evaluation program.
- The ability to interpret/transliterate at a normal conversational rate in Signed English, PSE and/or ASL.
- National RID certification.

In addition, interpreters should:

- Adhere to the Interpreter's Code of Ethics: Guidelines for Education Settings.
- Be proficient in spoken English.
- Be fluent in the use of simultaneous cued transliteration, if employed as Cued speech translators.
- Be proficient using voice-over techniques, if employed.

Nursing Services

Nursing services may be provided by a Medical Doctor (MD), Doctor of Osteopathy (DO), Certified Registered Nurse Practitioner (CRNP), Registered Nurse (RN), or Licensed Practical Nurse (LPN).

Occupational Therapy Services

Occupational therapy evaluation services must be provided by a licensed occupational therapist. Occupational therapy treatment services must be provided by a licensed occupational therapist or a licensed occupational therapy assistant supervised by a licensed occupational therapist.

Orientation and Mobility Services

Orientation and mobility services must be provided by an individual who possesses all of the following:

- Bachelor's degree or higher.
- Pennsylvania Department of Education teaching certification in Visually Impaired.
- Professional certification from the Association for the Certification of Vision Rehabilitation and Education Professionals (ACVREP).

Personal Care Assistant Services

A personal care assistant must be a high school graduate or have a general equivalency diploma (GED). She/he must also have a current certification in first aid and cardiopulmonary resuscitation (CPR). These certifications must be maintained during employment. Verification of the educational and certification requirements are the responsibility of the LEA. The LEA is responsible for assuring appropriate training and supervision of all personal care assistants.

Physical Therapy Services

Physical therapy evaluation services must be provided by a licensed physical therapist. Physical therapy treatment services must be provided by a licensed physical therapist or a licensed physical therapist assistant supervised by a licensed physical therapist. Direct supervision means the person must be on the premises to provide assistance when needed.

Physician/Medical Services

Physician/Medical Services must be provided by a Medical Doctor (MD), Doctor of Osteopathy (DO), or a Certified Registered Nurse Practitioner (CRNP).

Psychiatric Services

Psychiatric services must be provided by a MD or DO, specializing in the field of psychiatry.

Psychological Services (Individual and Group)

Psychological services must be provided by a psychologist who meets one of the following credential requirements:

- License in Psychology as issued by the State Board of Psychology;
- Pennsylvania Department of Education (PDE) certified psychologist.

Social Worker Services

Social work services must be provided by a licensed social worker or licensed professional counselor.

Speech, Language and Hearing Services

If a speech/language pathologist does not possess a Certificate of Clinical Competence from the American Speech and Hearing Association or a license in speech pathology issued by the State Board of Examiners in Speech, Language, and Hearing, the provider may participate in SBAP if the person meets the following:

- Possesses a master's degree in speech/language pathology;
or
- A master's equivalency with 36 credits, at least 30 of which are at the graduate level, from a university approved to offer graduate credits:
 - At least 6 credits must be in speech disorders,
 - At least 6 credits must be in language disorders,
 - At least 6 credits must be in audiology, and
 - The remaining 18 credits must be in speech/language courses;

- Has documentation of 18 hours of direct on-site observation by her/his supervisor and documentation of 18 other contacts, such as telephone conversations, records reviews, IEP reviews, video observations of therapy;
- Holds certification by the Pennsylvania Department of Education (PDE) in speech/language pathology; and
- Has at least one year of supervised work experience in the field of speech/language pathology.

Note: PDE-certified audiologists and speech pathologists who are working in the same building under the direct supervision of a qualified audiologist or speech pathologist must obtain a supervisory signature on all their SBAP Service Description Slips and Professional Services Logs.

Teacher of the Hearing Impaired Services

A qualified teacher of the hearing impaired may participate in SBAP if she or he possesses any of the following:

- Pennsylvania license as a teacher of the hearing impaired;
- Current professional certificate issued by the Council of Education of the Deaf (CED);
- Master's degree, from an accredited college or university, with a major in teaching of the hearing impaired or a master's equivalency as indicated below:
 - 39 graduate semester hours.
 - 12 hours in curriculum and instruction.
 - 12 hours in language and communication.
 - 3 hours in foundations, 3 hours in speech science and audiology, and
 - 9 hours among the above-listed areas or other coursework related to teaching of the hearing impaired.
 - One year of supervised experience as a teacher of the hearing impaired.
 - Eighteen (18) hours of direct, on-site supervision and at least 18 additional contacts related to the job IEP reviews, telephone conversations, etc.

Note: Graduate hours in practicum do not count towards the 39-semester hour requirement.

Vision Services

Vision services must be provided by a Certified Registered Nurse Practitioner (CRNP) or Registered Nurse (RN).

Policy on SBAP Services Rendered by Out-of-State Providers

Some LEAs are geographically adjacent to other states. Students may receive medical/mental health services from non-PA licensed providers. In a policy clarification from DPW, PDE was informed that SBAP services provided by out-of-state providers and billed by the SBAP provider were allowable as long as the providers were licensed, and registered or certified or both, by the appropriate agencies in their respective states. If the out-of-state provider can enroll as a provider in the state's Medicaid Program, he/she must be enrolled. To bill for an out-of-state service provider, the SBAP provider must ensure the completion of all required

service documentation and that services are rendered in adherence to all SBAP policies and requirements. Out-of-state service providers must be referred to Leader for inclusion in the LEA's service provider database maintained for claims processing.

Billable Types of Service

There are two classifications of billable services in the SBAP. One is Direct Services and the other is Collateral Services. The two types of service are important, and they are also interrelated.

Direct Services

A direct service is a face-to-face service between the student and the service provider. The service provider could be rendering therapy or doing an assessment to determine a need for service. The time the service provider interacts with the student face-to-face is recorded as direct service time.

Collateral Services

Much of a service provider's time involves completing activities that support the face-to-face time spent with a student. Examples of these activities include setting up equipment, communicating with parents or other professionals concerning a student's therapy, writing a report following an assessment/evaluation, or traveling to the student's location to provide therapy. These supportive services are collateral services. To be billable, a collateral service must be affiliated with a direct service date. All services, regardless of direct or collateral, must be fully documented. Information on required documentation to support SBAP claims is contained in Chapter 5 of this manual.

Evaluations and Assessments

Psychological Evaluations/Assessments

Prior to placing a student in special education, an evaluation or assessment occurs. Usually, a psychologist completes an evaluation. Concerning psychological evaluations or assessments, if an evaluation or assessment does not lead to placement in special education and creation of an IEP, the evaluation or assessment is not billable. When an evaluation or assessment leads to determining a need for special education and creation of an IEP, the time spent completing the evaluation/assessment is billable. Time billed includes both direct and collateral activities. The maximum billable hours for any psychological evaluation/assessment is 20 hours. The date of the IEP is used as the service billing date.

Other Professional Evaluations/Assessments

Other therapists, as well as professional nurses, may complete evaluations/assessments to determine the need for medical/mental health-related services. As long as a student is determined to meet special education criteria, and an IEP is written which lists at least one medical/mental health-related direct service, the evaluation/assessment is billable. The

maximum billable hours for an evaluation/assessment or re-evaluation/re-assessment adheres to the billable time per day limit for the specialty rendering the service. The limits are contained in the SBAP Service and Payments Limits Section (Appendix C) of this manual.

Numerous activities are involved in evaluations. The process may involve student interviews, parent conferences, testing, observation, report writing, and treatment recommendations. The entire process may take days to weeks. All activities involved in the evaluation or assessment should be fully documented and combined; the service is billed once with the date of the IEP as the service billing date.

The IEP may contain time frames for re-evaluations or re-assessments. After an IEP is established for a student, medical authorization for all SBAP services listed in the IEP, including evaluations and assessments, is required.

Evaluation or Assessment as an Integral Component of Service

Evaluation or assessment may be a component of rendering a therapy session of another SBAP service. As such, it would be documented with the rest of the service rendered. Time could be recorded as either direct or collateral service time.

SBAP Covered Services

The number of SBAP billable services expanded throughout the history of the program. A list of the services and information related to each service follows:

- Assistive Technology Devices
- Audiology
- IEP Meetings
- ~~Interpreter~~
- Nursing
- Occupational Therapy
- Orientation and Mobility
- Personal Care Assistant
- Physical Therapy
- Physician
- Psychiatric
- Psychological
- Social Work
- Special Transportation
- Speech, Language and Hearing
- Teacher of the Hearing Impaired
- Vision

Assistive Technology Devices

As with all other SBAP services, assistive devices must be considered medically necessary. Assistive devices billed and reimbursed by MA funds become the property of the student. There is a separate procedure involved in billing assistive devices. Contact Leader to obtain the instructions and forms required for obtaining reimbursement for this SBAP service.

Assistive Technology Devices are billable when:

- The need for assistive technology is identified in the IEP.
- Medical necessity is determined by a MD, DO, or CRNP.
- A ~~Parental Notification Letter~~ **Parental Consent Letter** for Assistive Devices is sent.
- The device is purchased or repaired for an eligible student.
- Ownership of the device is transferred to the student.

Audiology Services

Qualified Service Providers

An audiologist or speech pathologist meeting the SBAP qualifications.

Billable Services

Audiology services are rendered to identify and treat students with a hearing loss. Instructions related to documentation of services are contained in Chapter 5 of this manual.

Examples of billable audiology services:

- Pre-IEP and follow-up evaluations/assessments.
- Determining the range, nature, and degree of hearing loss, including referrals for medical or other professional attention to improve the student's hearing.
- Providing qualified activities, such as language skills, auditory training, speech, lipreading, hearing evaluation, and speech conversation.
- Counseling a student regarding his/her hearing loss.
- Determining the student's need for group and individual amplification, selecting and fitting an appropriate aid, and evaluating the effectiveness of the amplification.
- Identifying hearing loss as early as possible in a student's life by implementing a formal plan for identification.

Non-Billable Services

- Routine or group screenings.
- Testing, evaluations, and assessments that do not lead to placement in special education and creation of an IEP.
- Testing, evaluation, and assessments related to a student who consequently has no direct medical/mental health-related services included in his/her IEP.

IEP Meetings

SBAP providers may receive MA reimbursement for an IEP meeting for students ages 3-21, when he or she is enrolled in Medical Assistance, and the student is receiving at least one medical/mental health-related service. Only IEP meetings that result in specification of a direct medical/mental health service are billable.

Authorization of the IEP services by a qualified medical practitioner is required prior to billing for the meeting. The medical authorization relates to the medical necessity of the IEP services only, not the IEP meeting itself. The medical authorization is required regardless of whether or not the LEA will bill the SBAP for a direct service. For example, the IEP may contain psychological services, but the LEA does not employ or contract with a SBAP qualified psychologist. The psychological services are not billable to the SBAP, but the IEP meeting can only be billed if the LEA has a prescription or medical authorization for the service. Instructions for documenting billable IEP meetings are contained in Chapter 5 of this manual.

First Right to Bill

Home school districts, charter schools, and early intervention agencies possessing Mutually Agreed Upon Written Agreements (MAWAs) are ultimately responsible for implementing IEPs and retain the first right to bill the SBAP for IEP meetings. This right to bill an individual IEP may be waived. Granting a waiver allows an Intermediate Unit (IU), Approved Private School (APS), or other type of SBAP-enrolled LEA that participates in an IEP meeting to bill for the meeting.

Blanket waivers are not permitted. A *Waiver for IEP Billing Form* must be completed by the SBAP provider waiving the right to bill. A copy of this form is contained in the Sample Forms Section (Appendix B) of this manual. The original waiver form should be sent to the LEA receiving the waiver for retention in the student's record. The LEA granting the waiver should retain a photocopy in its records. The waiver remains in effect until either the student no longer attends the IU, APS, or other LEA, or the waiver is revoked by the LEA granting it. There is no SBAP form for revoking a waiver. The LEA wishing to revoke a waiver is required to send a written communication to the other LEA revoking the waiver.

Types of Billable IEP Meetings

- **Initial IEP Meeting**

This meeting is used for a student's initial IEP. It is billed when a student is first identified as needing special education and an IEP. The service may only be billed once in the lifetime of a student. Students enrolled in early intervention often have their initial IEPs developed by the transferring agency. When another PA LEA, EI agency, or an out-of-state educational entity develops the initial IEP, an initial IEP meeting cannot be billed by the LEA receiving the student.

- IEP Review Meetings
 All IEP meetings subsequent to the initial IEP meeting are categorized as IEP review meetings. For children ages 3-21, a maximum of three IEP review meetings may be billed per 365 days. IEP review meetings are only billable when the entire IEP team, including the parent/guardian, meets to review and revise the student's IEP. All IEP meetings must meet all IDEA requirements and procedural safeguards, per PDE directives.

Non-Billable Services

- Exit IEP meetings for students graduating or aging out.
- Meetings that determine medical/mental health-related services are no longer required.
- Meetings that result in IEPs with only consultative or evaluative services.
- IEP meetings for students with gifted as the only exceptionality.
- IEP meetings held without the required IEP Team or the designated LEA representative present.

~~**Interpreter Services**~~

~~**Qualified Service Providers**~~

~~Individuals meeting the SBAP qualifications for Interpreters.~~

~~**Billable Services**~~

~~Interpreter services are rendered to assist students who are deaf or hard of hearing to benefit from medical/mental health services contained in the IEP. Interpreter services must be performed in conjunction with another billable SBAP direct service, with the exception of special transportation. Special instructions for documenting interpreter services are contained in Chapter 5 of this manual. Examples of billable interpreter services include:~~

- ~~• Interpret or transliterate (expressive and voice) assessments and evaluations for other qualified SBAP service providers, medical or psychological tests, therapy and treatments, etc., for students who are deaf and hard of hearing and receiving SBAP medical/mental health-related services.~~
- ~~• Interpret for parent conferences and other medical/mental health-related activities.~~
- ~~• Participate in team meetings to provide input on a student's use of interpreter services and proficiency in communication, in relation to medical/mental health services.~~
- ~~• Assist the LEA in developing IEP requirements for interpreter services needed for medical/mental health-related services identified by the IEP team.~~
- ~~• Provide accurate instruction to students on proper procedures to follow for medical and other type of emergencies e.g., personal illness or injury at school, fire drills, and other disaster procedures.~~

Non-Billable Services

- Interpretation transliteration of text, materials, tests, lectures, classes, etc., that is solely educational in nature.
- Interpretation at meetings or tutoring that is solely educational in nature.
- Interpreter services rendered on dates in which no SBAP direct services were provided.
- Interpreter services provided to a student whose only other service is special transportation.

Nursing Services

Qualified Service Providers

Licensed employees or contracted nursing staff meeting the SBAP qualifications.

Billable Services

Nursing services in the SBAP are rendered to meet the medical or mental health related needs of students. To be billable, nursing services related to the student's disability must be in the student's IEP. Instructions for documenting services are contained in Chapter 5 of this manual. Examples of billable services:

- Diagnostic testing such as blood glucose testing, vital signs, etc.
- Insertion and sterile irrigation of catheters.
- Dressings and wound care.
- Chest wall manipulation-inhalation therapy, suctioning, postural drainage, etc.
- Positioning and range of motion exercises.
- Oral medication dispensing and complex medication administration such as injection, nasal, rectal, intravenous, etc.
- Tracheotomy care, oxygen administration, ventilator care.
- Administering enteral and intravenous total parenteral nutrition.
- Nursing assessments and evaluations to determine medical/mental health-related status, identify actual and potential medical/mental health-related needs, planning for nursing and PCA activities, and referral to other SBAP service providers or the IEP team, if warranted.
- Medication management, including observation for adverse reactions, educating the student about medications, contacts with physician and family concerning tolerance, and adherence to medication regimen.
- Medical/mental health education provided to students related to health status and treatment. For example, teaching a student self-catherization or self-blood glucose testing, how to determine the amount of insulin needed, and giving self-injections.

Non-Billable Services

- Routine nursing service rendered to all students, such as vision and hearing screenings.
- Acute illness or injury care not designated in an IEP.
- Nursing evaluations or assessments that do not lead to placement in special education and creation of an IEP.
- Nursing evaluations and assessments rendered to a student who consequently has no direct medical/mental health-related services included in his/her IEP.
- Classroom instruction or educational services, such as chemical abuse or sex education classes.
- Nursing services provided by non-licensed staff without the SBAP required supervision.
- Testing, evaluations, and assessments that do not lead to placement in special education and creation of an IEP.
- Testing, evaluations, and assessments rendered to a student who consequently has no direct medical/mental health-related services added to his/her IEP.

Occupational Therapy

Qualified Service Providers

An Occupational Therapist or Occupational Therapy Assistant meeting the SBAP qualifications.

Billable Services

Occupational therapy services may be provided in a school setting or in the student's home. Services can be rendered within a classroom setting or in a separate location. An Occupational Therapy Assistant must be directly supervised by an Occupational Therapist 10 percent of the time direct service is provided by the subordinate. Service documentation completed by an Occupational Therapy Assistant must be reviewed by the supervisor and her/his signature is also required on the documents. Instructions on documenting services are contained in Chapter 5 of this manual. Examples of billable services:

- Evaluations and assessments rendered by an Occupational Therapist.
- Individual and group therapy.
- Fine and gross motor exercises, including range of motion.
- Body strength and coordination exercises.
- Neurological developmental therapy for motor skills.
- Oral motor exercises for feeding.
- Training parents/guardians to perform exercises with their child, such as range of motion.
- Relaxation exercises.
- Redirection exercises or joining techniques for students with mental-health problems such as acting out, depression, or Autism.
- Exercises to promote social interaction and psychological intra-personal skills.

Non-Billable Services

- Services provided by an Occupational Therapy Assistant without the required SBAP supervision.
- Testing, evaluations, and assessments that do not lead to placement in special education and creation of an IEP.
- Testing, evaluations, and assessments rendered to a student who consequently has no direct medical/mental health-related services included in his/her IEP.

Orientation and Mobility Services**Qualified Service Providers**

Orientation and Mobility Specialists meeting the SBAP qualifications.

Billable Services

Services designed to assist a student with a visual impairment adapt to his/her environment. The environment can incorporate the home, school, or neighborhood, and any other location directly related to the student's needs. Service documentation instructions are contained in Chapter 5 of this manual. Examples of services:

- Evaluation and assessment of the special needs of the student and IEP inclusion of services needed.
- Indirect services through consultation with other professionals or a student's family to coordinate service needs.
- Therapy related to visual perception, movement, spatial orientation.
- Teaching methods to promote safety in moving about.
- Exercises related to social skills and dealing with the seeing world.
- Training to locate and use community resources, such as taking a bus to school or summoning help in an emergency situation.

Non-Billable Services

- Group services.
- Testing, evaluations, and assessments that do not lead to placement in special education and creation of an IEP.
- Testing, evaluations, and assessments rendered to a student who consequently has no direct medical/mental health-related services included in his/her IEP.

Personal Care Assistant Services

Qualified Service Providers

Individuals meeting the SBAP qualifications.

Staff performing PCA activities may not possess an LEA job title of Personal Care Assistant. Often their titles may be Classroom Aide, Support Aide, Health Room Aide, Educational Assistant, Behavior Aide, Management Aide, Teacher Assistant, etc. It is not the title of the person that determines whether or not services are billable; rather, it is the nature of the services rendered. PCA services are rendered to students with both physical and mental health needs. It is the LEA's responsibility to ensure that all PCAs are qualified and adequately trained to perform activities assigned to them. There is to be a supervisory chain of command, and the PCA must be fully cognizant of the person to contact should assistance be needed. A licensed nurse is usually most appropriate for instructing and supervising PCAs.

Personal care is considered a one-on-one service; there is no provision for group services. PCAs may provide services to more than one student in a given day, but not at the same exact time. Service documentation instructions are contained in Chapter 5 of this manual.

Examples of billable services:

- Assisting the student to use equipment.
- Assisting the student to use and maintain augmentative communication devices.
- Assisting the student to ambulate, position, and transfer.
- Range of motion and other exercises.
- Activities of daily living such as eating, grooming, bathing, toileting, etc.
- Monitoring the incidence and prevalence of designated health problems or medical conditions, *e.g.*, seizure precautions or extreme lethargy.
- Hands-on assistance, cueing, or supervision of medical/mental health-related services provided by the PCA under the direct (on-site) supervision of the professional nurse. Delegated activities may include catherizations, suctioning, oxygen administration, and tube feedings.
- Observing and intervening to redirect inappropriate behavior.
- Assisting, monitoring, and guiding the student to pay attention, participate in activities, and complete tasks.
- Accompanying students on school buses or other vehicles. A PCA's presence is necessary because of a student's physical disability or mental health disability.
- Consulting with other SBAP service providers, teachers, and the family concerning the student's medical/mental health status and any perceived problems.

Non-Billable Services

- Services provided to groups of students such as a class.
- Services purely educational in nature, such as helping a student learn multiplication tables.
- PCA services provided at the same time the PCA is driving a vehicle used to transport students.
- Services of Vehicle Monitors supervising a group of riders.

Physical Therapy Services

Qualified Service Providers

Physical Therapists and Physical Therapist Assistants meeting the SBAP qualifications. Direct supervision of the physical therapist assistant is required, which means that the physical therapist supervisor must be on-site while the subordinate's services are rendered, to provide assistance if needed.

Billable Services

In the SBAP, physical therapy services involve evaluation and treatment of students with disabilities to limit or alleviate physical or mental conditions by use of physical measures, therapeutic exercises, and rehabilitative procedures. Individual and group therapy sessions may be provided. The physical therapist is required to review documentation completed by subordinates and sign-off. Instructions for documenting services are contained in Chapter 5 of this manual. Examples of services:

- Evaluation and assessment completed by a physical therapist to determine the need for PT or a change in PT services. May include testing and measuring.
- Individual and group therapy.
- Activities of daily living training.
- Exercises to increase coordination, strength, and range of motion.
- Fine and gross motor directed exercises.
- Gait training.
- Feeding and oral-motor skills development.
- Orthotics and Prosthetics training.
- Massage of affected areas.
- Neuromuscular reduction.
- Instructing student or family in PT exercises, such as range of motion.
- Training using assistive devices.
- Therapy involving mechanical stimulation such as cold, heat, light, water, etc.
- Communication with other SBAP service providers, teachers, and family concerning the student's status and physical therapy progress.

Non-Billable Services

- Testing, evaluations, and assessments that do not lead to placement in special education and creation of an IEP.
- Testing, evaluations, and assessments rendered to a student who consequently has no direct medical/mental health-related services added to his/her IEP.
- Services provided by a physical therapist assistant when the supervisor is not on-site.

Physician Services

Qualified Service Providers

A Medical Doctor (MD), Doctor of Osteopathy (DO), or Certified Registered Nurse Practitioner (CRNP) meeting the SBAP qualifications.

Billable Services

The use of physician services in the SBAP is very limited. Instructions related to documentation of services are contained in Chapter 5 of this manual. Examples of billable services:

- Review of a student's initial IEP to determine the medical necessity for the medical/mental health-related services designated by the IEP team.
- Annual review of a student's IEP to determine continuing medical necessity for the medical/mental health-related services designated by the IEP team.
- Review of additional documents related to a student's medical/mental health status either for consultative purposes or to determine medical necessity for services.
- Participating in meetings with SBAP service providers or families to provide medical input concerning a student's disability and medical/mental health-related services needed.
- Coordinating medical/mental health-related medically necessary services rendered outside the school setting. For example, talking to a student's primary care physician about medication needs.
- Completion of Medical Practitioner Authorization Forms, prescriptions, referral reports and documentation, relative to the SBAP.

Non-Billable Services

- Medical treatment.
- Review of IEPs containing no direct medical/mental health-related services.

Psychiatric Services

Qualified Service Providers

An MD or DO meeting the SBAP qualifications.

Billable Services

SBAP psychiatric services are rendered to study, diagnose, treat, and if possible, prevent mental, emotional, and behavioral disorders. Documentation instructions for services are contained in Chapter 5 of this manual. Examples of billable services:

- Examining a student's history, mental status or behavior.
- Communicating with the student, family, service providers, educators, and others.
- Ordering and interpreting laboratory tests and other diagnostic studies.
- Preparing reports.
- Participating in team and other service provider meetings to give input on a student's psychological status.

- Pharmacological management of psychotropic medications.
- Consulting with a student's primary care physician concerning psychological status and mental health plan.
- Conducting individual psychotherapy.
- Crisis Assistance.
- Developing an Individual Behavior Plan providing specific instructions for PCAs, teachers, and other support staff working with a mental health disabled student.

Non-Billable Services

- Testing, evaluations, and assessments rendered to a student who consequently has no direct medical/mental health-related services included in his/her IEP.
- Services rendered to a student who has no direct medical/mental health-related services in his/her IEP.
- Non-SBAP mental health services provided in other MA mental health programs.

Psychological Services

Qualified Service Providers

Psychologists meeting the SBAP qualifications.

Billable Services

SBAP psychological services are rendered to determine the need for special education and an IEP and also to provide treatment and counseling to students with mental health disabilities. Psychological counseling may be provided in an individual or group setting. Instructions on documentation completion are included in Chapter 5 of this manual.

Examples of billable services:

- Evaluations, assessments, and testing that leads to special education and initiation of an IEP.
- Re-evaluations and re-assessments that support continuation of an IEP.
- Psychological evaluation of records for diagnostic purposes.
- Individual and group therapy.
- Obtaining, integrating, and interpreting information about medical/mental health conditions in relation to learning.
- Consulting with a psychiatrist, primary care physician, and other health care professionals to coordinate treatment.
- Individual and group counseling.
- Crisis assistance.
- Developing and implementing an Individual Behavior Plan providing specific instructions for PCAs, teachers, and other staff working with a mental health disabled student.
- Skills training designed to improve the basic functioning of the student in activities of daily and community living and improve social interaction with others.

- Communicating with the parent or guardian concerning a student's status, treatment and follow-through in the home environment.

Non-Billable Services

- Testing, evaluations, and assessments that do not lead to placement in special education and initiation of an IEP.
- Non-SBAP mental health services provided in other MA mental health programs.

Social Work Services

Qualified Service Providers

Social workers and licensed professional counselors meeting the SBAP qualifications.

Billable Services

The need for SBAP social work services may be determined through an evaluation or assessment by a licensed social worker or licensed professional counselor. Social work services may also be authorized by an MD, DO, or CRNP. Social work in the SBAP involves counseling, crisis assistance, student centered advocacy and assistance in making arrangements for treatment and services to meet the medical/mental health needs of a student. Instructions related to documentation for services are contained in Chapter 5 of this manual. Examples of billable services:

- Evaluation or assessment to determine the need for social work services.
- Preparing a social or developmental history of a disabled student.
- Individual and group counseling.
- Addressing problems in a student's living arrangements that affect adjustment to and performance in school.
- Family counseling to address a student's needs.
- Mobilizing school and community resources related to a student's medical/mental health status to enable maximum benefit from his/her educational program.
- Communicating with other SBAP service providers, educators, and other health-care providers, such as the primary care physician concerning the medical/mental health status of a student to promote care coordination.
- Crisis Assistance.

Non-Billable Services

- Services rendered to students who don't have an IEP.
- Coordination of services which are purely educational in nature, *e.g.*, obtaining a tutor for a student to improve reading.

Special Transportation Services

Billable Services

Special transportation is billable when another SBAP service is billed on a particular date. To establish a daily rate for special transportation, LEA cost information must be submitted to Leader. Transportation is deemed special transportation when:

- The student has a physical or mental disability that prevents him/her from safely accessing and using a common carrier such as a bus, taxi-cab, private vehicle, etc.
- The student requires a special adaptation to a bus, van or other vehicle such as a wheelchair lift, special harness, safety vest or special car seat (not a regular car seat or seat belt).
- The need for special transportation is included in the IEP.
- The student is transported and receives another SBAP covered service on the day transported.

Non-Billable Services

- Special transportation provided on a date that no SBAP direct service was rendered.
- Transportation of a student who can ride the same bus as non-disabled students.

Billing for Special Transportation

Leader submits special transportation claims when a direct service is billed. Infrequently, a student may not receive special transportation on a day a SBAP direct service is rendered. It is imperative that the SBAP provider contact Leader with the date special transportation wasn't provided, so the service isn't billed in error.

Documentation Required for Special Transportation

LEAs are required to keep documentation indicating either the dates on which their special education students received special transportation, **or the dates on which their special education students did not receive special transportation**; *this documentation applies only to students for whom the LEA is claiming transportation reimbursement, not the entire special education population.* An LEA can generate its own record as documentation or it can choose to use **one of Leader's two forms**.

Leader's *Special Transportation Tracking Log* is used to record the names of these students as well as every date on which they received special transportation. **Leader's *Special Transportation Non-Transport Log* is used to record the dates on which special education students did not receive special transportation.**

Speech, Language, and Hearing Services

Qualified Service Providers

Speech and language professionals meeting the SBAP qualifications. PDE-certified audiologists and speech pathologists who don't meet the provider qualifications may render services under the direct supervision of a SBAP qualified speech and language professional. The supervisor must be on-site and sign-off on SBAP documents completed by the subordinate.

Billable Services

Speech and language services include evaluation, counseling, habilitation, and rehabilitation of students with communicative disorders involving the function of speech, voice, or language. Services may involve training with assistive technology. Instructions on service documentation completion are contained in Chapter 5 of this manual. Examples of billable services:

- Testing, evaluation, and assessment to identify speech, language, and hearing problems.
- Re-testing, re-evaluation, or re-assessment to determine the need for continued speech, language and hearing services.
- Development of a speech, language, and hearing plan of care to treat identified problems.
- Rendering individual or group therapy related to identified speech, language, and hearing problems.
- Training the student to use assistive devices to improve communication skills.
- Providing guidance and instruction to parents regarding communication and assistive devices.
- Consulting with other SBAP providers, educators, and other support staff concerning the student's speech, language or hearing disability and offering communication suggestions.

Non-Billable Services

- Testing, evaluations, and assessments that don't lead to an IEP.
- Testing, evaluations, and assessments rendered to a student who consequently has no direct medical/mental health-related services added to his/her IEP.
- Re-testing, re-evaluations, and re-assessments that determine an IEP is no longer needed.
- Services provided without the required on-site supervision.

Teacher of the Hearing Impaired

Qualified Service Providers

Teachers of the Hearing Impaired meeting the SBAP qualifications.

Billable Services

Teacher of the hearing impaired SBAP services involve evaluation and instruction in communication skills for students whose cognitive and educational development have been affected primarily by impaired-hearing disabilities. Instruction related to assistive devices to enhance hearing capabilities and evaluation of the use of such devices may also be involved in teacher of the hearing impaired services. Instructions on completing service documentation are contained in Chapter 5 of this manual. Examples of billable services:

- Testing, evaluations, and assessments to determine hearing deficit and the need for Teacher of the Hearing Impaired (THI) services.
- Re-testing, re-evaluation, and re-assessment to determine progress and the need for continuation of THI services.
- Individual and group therapy.
- Conducting visual, tactile, and auditory checks of equipment with or without the student's presence.
- Instruction and practice to facilitate a student's access to equipment and electronic technology.
- Conducting receptive and/or expressive language assessments and instructions related to all vehicles of communication, oral or written.
- Interpreting oral language to an alternative mode of communication, *e.g.*, sign language.

Non-Billable Services

- Testing, evaluations, and assessments that do not lead to an IEP.
- Testing, evaluations, and assessments rendered to a student who consequently has no direct medical/mental health-related services included in his/her IEP.
- Re-testing, re-evaluations, and re-assessments that determine an IEP and THI services are no longer necessary.

Vision Services

Qualified Service Providers

Vision services must be provided by a Certified Registered Nurse Practitioner (CRNP) or Registered Nurse (RN).

Billable Services

Vision services are rendered to evaluate a student's visual acuity and to determine the need for special education medical/mental health-related services. Instructions related to documentation of services are included in Chapter 5 of this manual. Examples of billable vision services associated with the IEP evaluation process include:

- Non-routine testing, evaluation, and assessment to determine visual acuity.
- Preparing reports of findings.
- Referral to an eye specialist and assisting the student/family to obtain needed corrective lenses.
- Consulting with other SBAP service providers or teachers concerning a student's vision problems and accommodation needs.
- Follow-up re-testing, re-evaluation, and re-assessment to ascertain vision status and service need changes.
- Counseling the student concerning adjustment to wearing corrective lenses, safety, and maintenance of lenses.
- Observation of student in the classroom setting to evaluate effectiveness of vision improvement strategies.

Non-Billable Services

- Testing, evaluations, and assessments that do not lead to placement in special education and an IEP.
- Testing, evaluations, and assessments rendered to a student who consequently has no direct medical/mental health-related services included in his/her IEP.
- Re-testing, re-evaluations, and re-assessments that determine vision services in an IEP or the IEP itself are no longer required.
- Routine vision screenings rendered to all students.
- Vision services rendered by non-licensed staff without the supervising nurse on-site.

Additional Non-Billable Services and Items

- Employee supervision.
- Services rendered by non-SBAP qualified providers.
- Services rendered by providers with lapsed required licensure/certification.
- Services rendered by 100 percent federally funded staff.
- Services rendered to students whose parents denied consent to bill.
- Services provided to children under age 3 or age 21 and older.
- Services provided to non-MA eligible students.
- Services not fully documented per SBAP requirements.
- Contracted services not fully documented per SBAP requirements.
- Services that are not medically necessary per SBAP Medical Authorization requirements.
- Psychological evaluations/assessments that do not lead to placement in special education and creation of an IEP.
- Evaluations/assessments performed by therapists and professional nurses for students with education-only IEPs.
- Psychological re-evaluations/re-assessments that determine special education placement is no longer necessary.
- Re-evaluations/re-assessments completed by therapists and professional nurses that determine direct medical/mental health-related services are no longer required.
- Services not included in the IEP.
- Services provided in excess of the scope, frequency, and duration of services designated in the IEP.
- Services contained in 504-only plans.
- Services provided without the required supervision.
- Services rendered outside the hours of school operation.
- Medical care such as illness and injury care, group health education classes, and nursing services provided to the entire student population.
- Case management and service coordination.
- Assistive devices used by a group of students.
- Medical supplies, prosthetics, and orthotics.
- Durable medical equipment with the exception of assistive technology devices.
- Classroom instruction and purely educational services.
- Services provided to a child by a parent, foster parent, sibling, or family member with the exception of special transportation.
- Special transportation rendered on a date in which no SBAP direct service was rendered.
- Transportation that does not require an adaptation or aide.
- Services rendered by service providers who aren't registered with Leader.
- Hard copy (paper) service information and information submitted via the Web SDS system received later than 150 days from the date of service.