



Special Education Medicaid Initiative (SEMI) for Service Providers

Audience:

District and/or contracted direct service providers

Prerequisites:

Be able to identify your district SEMI Coordinator

Today's Goals

Today's Training Goals

What is the SEMI Program?

Support Within New Jersey

Support Within Your District

My Role in MAC/Cost Settlement

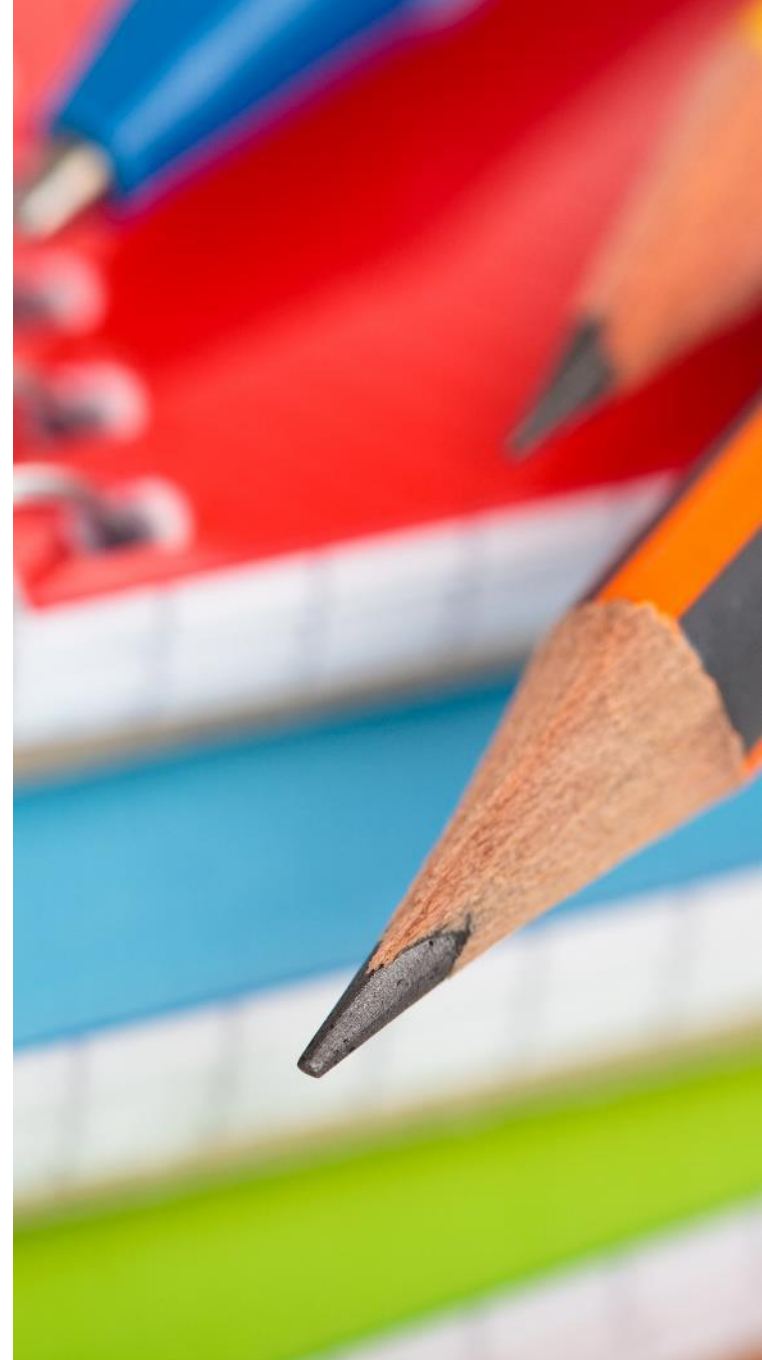
- RMTS

My Role in Fee-for-Service

- Service Documentation
- Compliance Data

In-Site Demonstration

Contacts and Resources

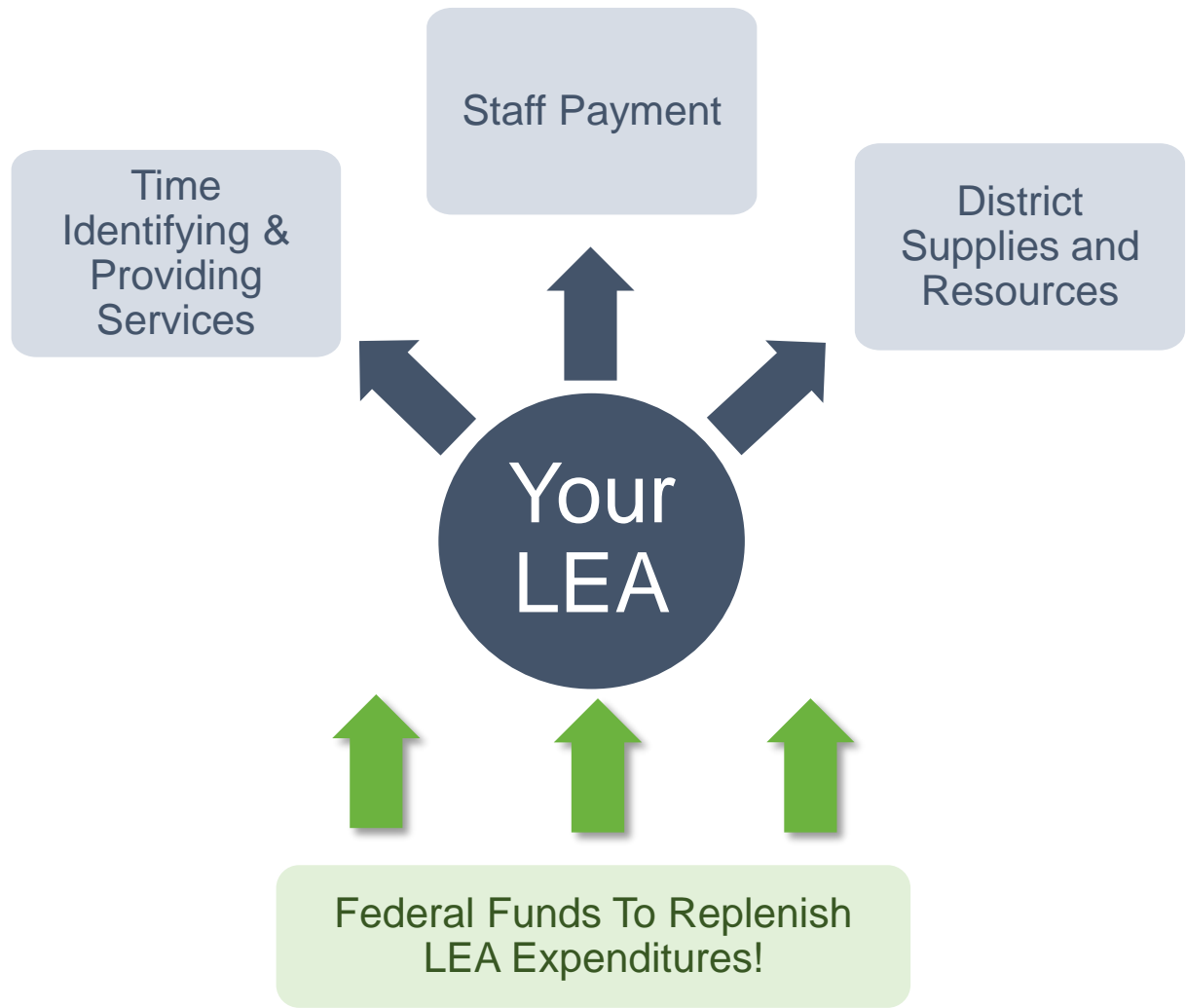


Today's Training Goals

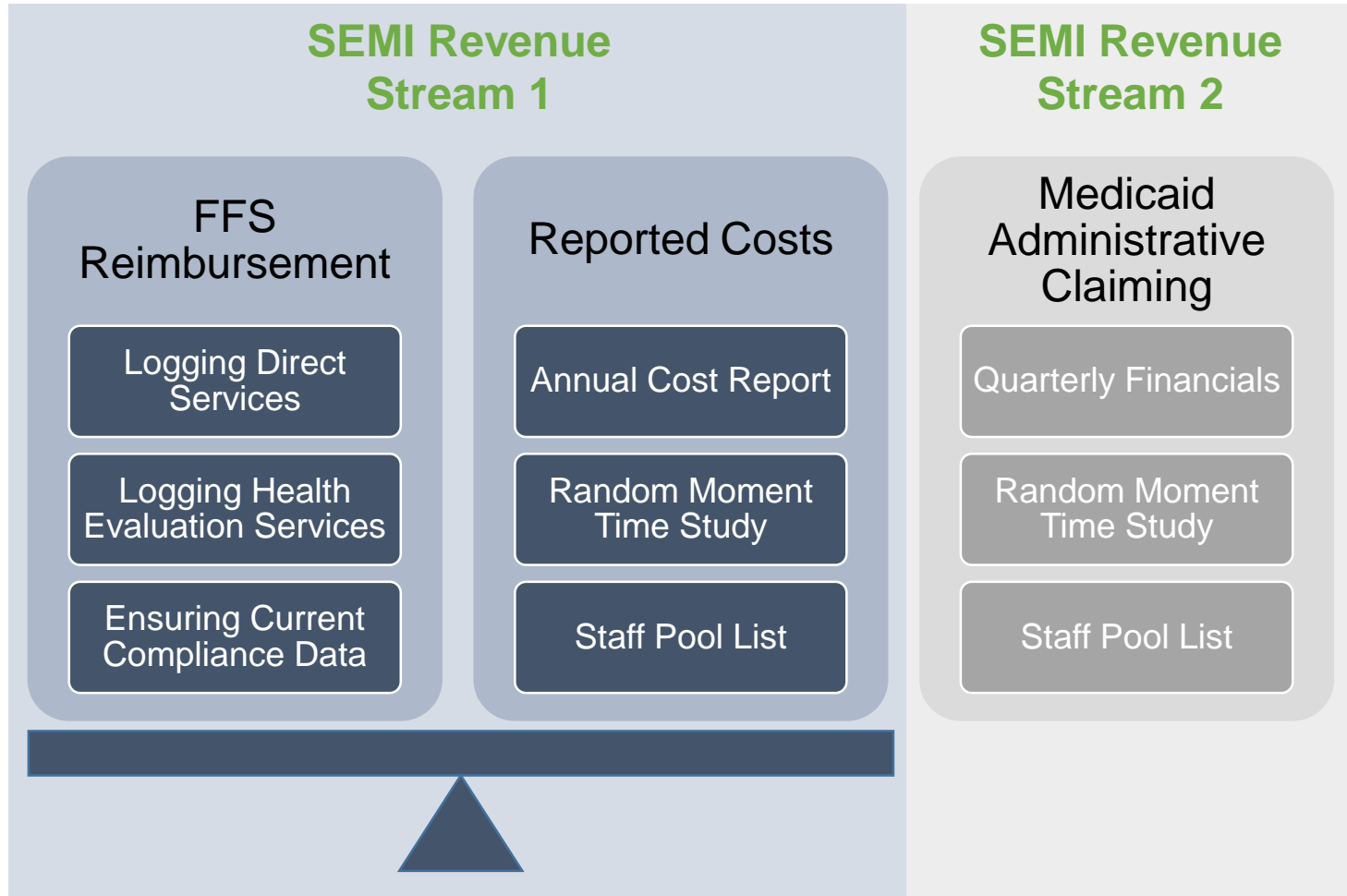
1. Participants will learn the services reimbursable through the SEMI program
2. Participants will understand the use of the service logging Wizards and the importance of accurate service logging
3. Participants will have a clear understanding of their role in each area of the district's SEMI participation, including fee-for-service, MAC and cost settlement

What is the SEMI Program?

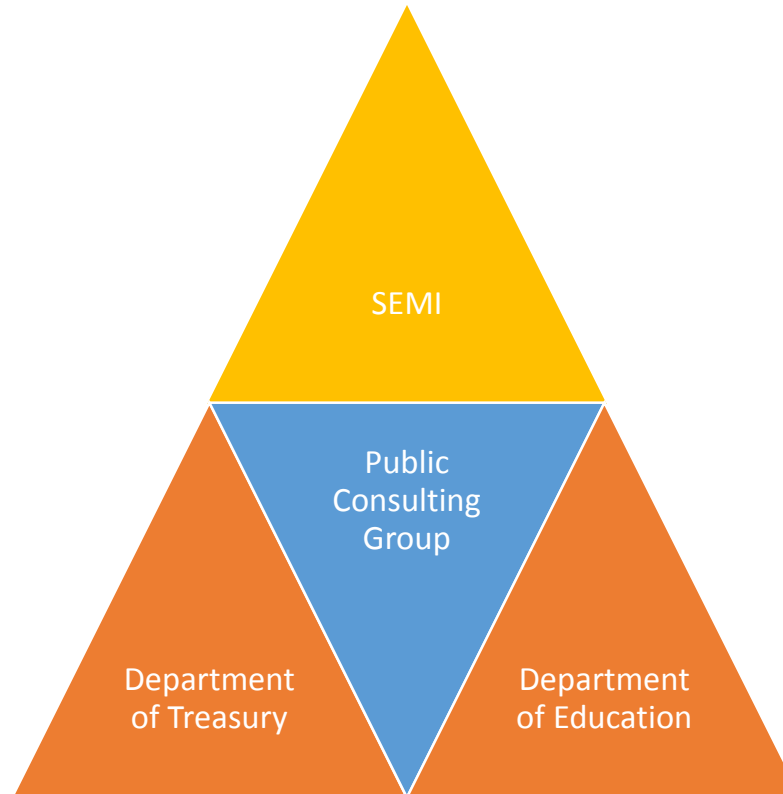
SEMI stands for Special Education Medicaid Initiative and is a school-based Medicaid reimbursement program, which allows districts to obtain federal reimbursement for the actual costs of providing Medicaid covered services



SEMI Program Components



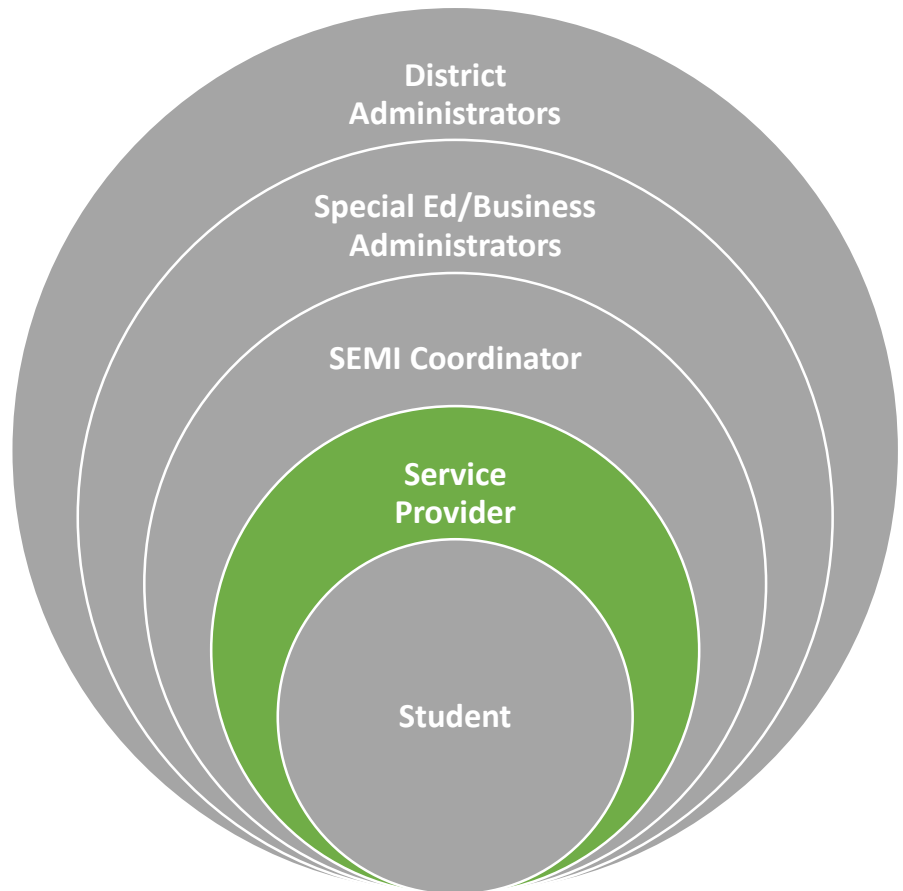
SEMI Support Within New Jersey



- SEMI is supported by the Department of Treasury and the Department of Education
- With guidance from the State, PCG works with districts throughout New Jersey to implement the program

Support Within Your District

- To optimize reimbursement, all district staff are invested in working collaboratively
- The SEMI Coordinator is the liaison for all district stakeholders and works with those involved to coordinate staff around deadlines and requirements
 - As a result, service providers will be contacted throughout the year for the following items
 - Copies of certification and/or current license
 - Valid email address
 - Deadline reminders
- Communication is key to your district's success
 - Requests/reminders between all stakeholders should be responded to in a timely manner



The SEMI Coordinator is a direct resource available to the service provider!

My Role in MAC/Cost Settlement

Random Moment Time Study (RMTS)

- The RMTS surveys are used to calculate the percentage of time that staff are engaged in Medicaid-reimbursable activities
 - Statewide percentage is applied to all MAC and cost settlement calculations to determine district Medicaid reimbursement

Provider Responsibilities with RMTS:

Be Proactive!

- ✓ Report any email address changes to SEMI Coordinator
- ✓ Check email for RMTS

RMTS Actions

- ✓ Complete survey after the moment has passed
- ✓ Alert SEMI Coordinator with questions

Resources Available

- ✓ Review “RMTS Overview” document

Random Moment Time Study Questions

1. Were you working during your sampled moment?
2. Who was with you?
3. Why were you doing this activity?
4. Is this activity regarding a special education student?
5. Is this service a part of the student’s IEP?

My Role in Fee-For-Service



For more information on eligible services, please refer to the Service Provider Manual on the EdPlan Home page

Health Evaluation Services

- Logging an IEP meeting signifies that the testing, assessments, observations etc. have been completed
- The following types of health evaluation services are reimbursable:
 - Initial Eligibility Determinations
 - Annual Reviews
 - Reevaluations
 - Revisions/Amendments with a Change in Related Services

Action Items!

- Log each eligible health evaluation service using the IEP meeting date IF you were present at the meeting
- Develop procedures to ensure that meetings are logged shortly after they are held.
- Run the “IEP/Evaluations to be Logged” report frequently to see student for whom a service may need to be logged

My Role in Fee-For-Service

Direct Services

- To log services, the student must have one of the related service below prescribed in their IEP:
 - Audiology
 - Counseling
 - Nursing
 - Occupational Therapy
 - Physical Therapy
 - Speech Therapy
 - Specialized Transportation

Action Items!

- Be aware of quarterly submission deadlines
 - Set up a schedule to make sure all services get entered in a timely manner
- If a supervisor, review Service Log Approval Wizard and either approve/deny service logs regularly
- If you are referring the student for services, ensure that you clearly outline recommended frequency and duration



My Role in Fee-For-Service

Compliance Data

Provider Certification

- Providers must have valid certification to allow services to be eligible for reimbursement
- You are responsible for providing SEMI Coordinators with a copy of your license and/or certification

Action Item!

- ✓ Be proactive: when you receive an updated certification and/or license, provide a copy to your SEMI Coordinator

Parent Consent

- Parental consent is required for Medicaid reimbursement
- Often, service providers are in the best position to obtain parent consent, even though SEMI coordinators may also be involved in obtaining consent

Action Items!

- ✓ Review SEMI Provider Handbook
- ✓ Bring previously signed form to parent meetings
- ✓ Provide parents with Medicaid Support Letter
- ✓ Utilize translated versions of Parent Consent

Review the Parental Consent Best Practices document found on the main page of EdPlan

New Logging Wizards

Transition to In-site Demonstration

My Role in Fee-For-Service

Service Documentation – Caseload Setup

- Before logging services, providers need to first set up their caseload
- Through the Wizards tab, providers can access the Caseload Setup Wizard
 - To add students to your caseload select the Add More Students to Caseload tab
 - To remove students uncheck the box next to their name then select Update the Database button



| Case Manager | Team Member | Student | School | Grade | Date Of Birth | Current Case Manager |
|--------------|--|--------------|--------|-------|---------------|----------------------|
| | <input type="checkbox"/> Check All <input type="checkbox"/> Check None | | | | | |
| | <input checked="" type="checkbox"/> | Jean Astra | GLMS | | 09/28/1994 | |
| | <input checked="" type="checkbox"/> | Lilly Gibson | WHS | 4 | 10/17/2000 | |
| | <input checked="" type="checkbox"/> | Kelly Green | MJD | | 03/18/2009 | |

(3 Students)

[Update the Database](#)

[Add More Students to Caseload](#)

Home | Students | Wizards | Reporting | My Account | Calendar | Resources

Caseload Setup Wizard - Select students to add to caseload of James Brady

To add a student to your caseload, select EITHER the Case Manager OR Team Member check box. You should never select both. If the check box next to the related service is checked, then the service will be added to the student's Related Services Page if it does not already exist.

| Case Manager | Team Member | Student | School | Grade | DOB | Case Manager | Services |
|--------------|--|--------------|--------|-------|------------|--------------|--|
| | <input type="checkbox"/> Check All <input type="checkbox"/> Check None | | | | | | |
| | <input type="checkbox"/> | Mark Sanchez | OOD | 2 | 11/11/2004 | | <input checked="" type="checkbox"/> Speech/Language (Related Services) |

My Role in Fee-For-Service

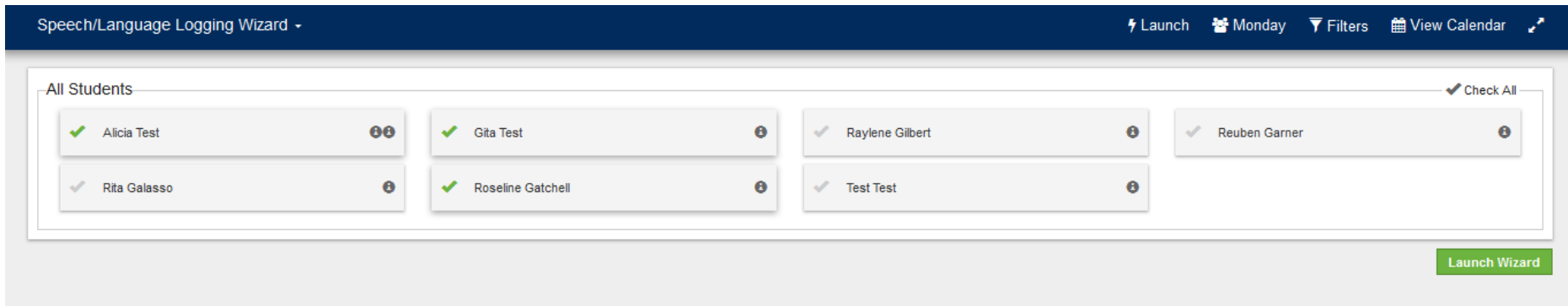
Service Documentation – Logging Wizards

- Once the caseload is set up, providers can return to the Wizards tab and choose a Logging Wizard
- There will be a Logging Wizard corresponding to the direct service of the provider



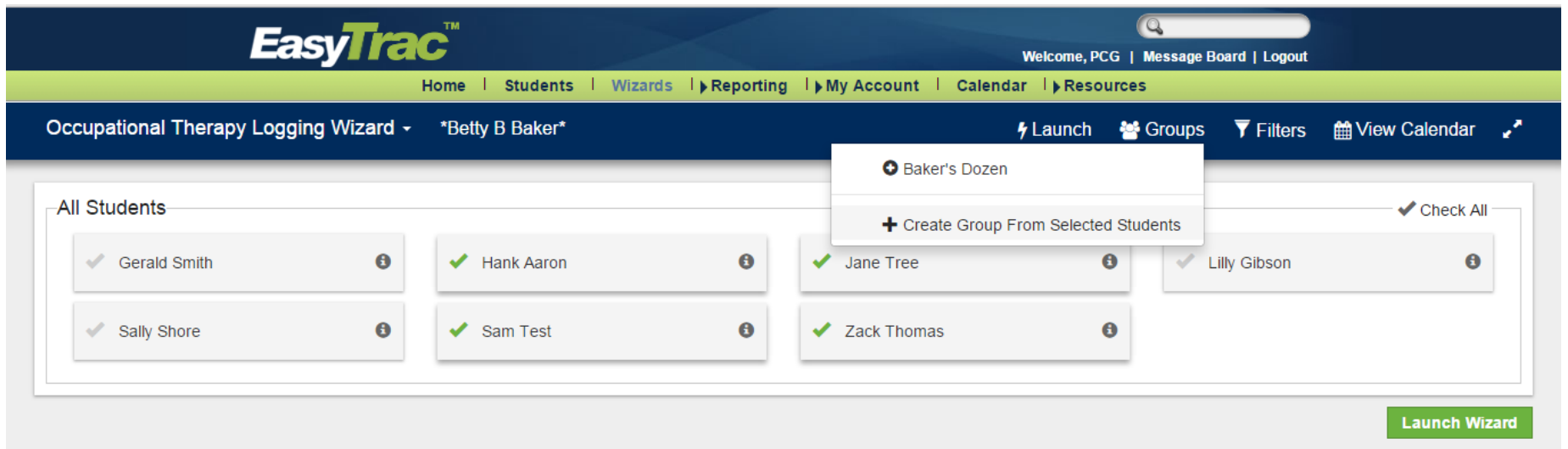
My Role in Fee-For-Service

- Select the students by select each Student Tile.



The screenshot shows the 'Speech/Language Logging Wizard' interface. At the top, there is a dark blue header with navigation icons for 'Launch', 'Monday', 'Filters', and 'View Calendar'. Below the header, the main content area is titled 'All Students' and contains a grid of seven student tiles. Each tile has a green checkmark on the left, the student's name in the center, and an information icon on the right. The students listed are Alicia Test, Rita Galasso, Gita Test, Roseline Gatchell, Raylene Gilbert, Test Test, and Reuben Garner. A 'Check All' checkbox is located in the top right corner of the grid. A green 'Launch Wizard' button is positioned at the bottom right of the grid area.

- To create a group of students, select multiple Student Tiles, click “Groups”, and select “Create Group from selected students” .



The screenshot shows the 'EasyTrac' Occupational Therapy Logging Wizard interface. The top navigation bar includes the 'EasyTrac' logo, a search bar, and user information: 'Welcome, PCG | Message Board | Logout'. Below this is a green navigation bar with links for 'Home', 'Students', 'Wizards', 'Reporting', 'My Account', 'Calendar', and 'Resources'. The main header for the wizard is 'Occupational Therapy Logging Wizard' with a user dropdown for '*Betty B Baker*'. Navigation icons for 'Launch', 'Groups', 'Filters', and 'View Calendar' are present. The main content area is titled 'All Students' and displays a grid of seven student tiles: Gerald Smith, Sally Shore, Hank Aaron, Sam Test, Jane Tree, Zack Thomas, and Lilly Gibson. A context menu is open over the grid, showing two options: 'Baker's Dozen' and 'Create Group From Selected Students'. A 'Check All' checkbox is in the top right of the grid. A green 'Launch Wizard' button is at the bottom right.

My Role in Fee-For-Service

The screenshot shows the EasyTrac software interface. At the top, there is a navigation bar with the EasyTrac logo, a search bar, and links for 'Welcome, PCG | Message Board | Logout'. Below this is a secondary navigation bar with links for 'Home | Students | Wizards | Reporting | My Account | Calendar | Resources'. The main content area is titled 'Occupational Therapy Logging Wizard' and shows the profile for 'Hank Aaron'. On the left, there is a 'Left Green Bar' with tabs for 'Service Info' and 'Student/IEP Info', and a list of students: Jane Tree, Sam Test, and Zack Thomas. The 'Service Info' tab is selected, showing 'Service Occupational Therapy'. The main area displays 'Hank Aaron' and a 'Previous Log Entries' table. The table has columns for 'Details', 'Date', 'Service Type', 'Service Duration', 'Comments', and 'Prefill'. There are five entries listed, each with a '+' icon in the 'Details' column and a 'Prefill' icon in the 'Prefill' column. The first entry is for 07/07/2015, Direct Service, 30 mins. The second is for 07/02/2015, IEP/Evaluation Services, 00 mins. The third is for 09/16/2014, IEP/Evaluation Services, 00 mins. The fourth is for 09/15/2014, Direct Service, 30 mins. The fifth is for 09/09/2014, Direct Service, 30 mins, with 'additional' in the 'Comments' column. Below the table, it says 'Showing 1 to 5 of 10 entries' and there are navigation buttons for 'Previous', '1', '2', and 'Next'.

Left Green Bar:

- Quickly click between selected students to log.
- Click “Student/IEP Info” to view more information about each student.


Previous Log Entries:

- To view past entries, click “Search” to view by date or scroll through display
- Click “+” to view more log information or delete a previous log entry
- Click “Prefill” to quickly insert information from an old log into a new form

My Role in Fee-For-Service

- After clicking “Launch”, you will then enter in the specifics of the service
 - Direct Services require:
 - Date of service
 - Service type
 - Duration
 - Group size
 - Progress
 - Areas covered/assessed
 - Health Evaluation Services require:
 - Date of service
 - Service type
 - Type of meeting from areas covered/assessed

New Log Entry Save Clear Form

Service Date 
(Required)

Service Duration Hours Minutes

Service Type
(Required)

Group Size

Progress

Areas Covered/Assessed

Other - Non-billable Services

| | | |
|---|---|---|
| <input type="checkbox"/> 30 Day Review - Transfer Students | <input type="checkbox"/> Adaption of Materials and Curriculum | <input type="checkbox"/> Assessment |
| <input type="checkbox"/> Declassification Meeting | <input type="checkbox"/> Eligibility Meeting | <input type="checkbox"/> Consultation |
| <input type="checkbox"/> Evaluation | <input type="checkbox"/> Exit Meeting | <input type="checkbox"/> Equipment |
| <input type="checkbox"/> IEP Revision/Amendment - no change in related services | <input type="checkbox"/> Manifestation Determination | <input type="checkbox"/> Graduation Plan |
| <input type="checkbox"/> Parent Conference | <input type="checkbox"/> Observations | <input type="checkbox"/> Technology Use/Support |
| <input type="checkbox"/> Professional Responsibilities | <input type="checkbox"/> Planning Meeting - IEP | <input type="checkbox"/> Other |
| | <input type="checkbox"/> Referral | <input type="checkbox"/> Planning Meeting - Reevaluation |
| | | <input type="checkbox"/> Technology Use/Support - Student |

Direct Services

| | | |
|---|---|--|
| <input type="checkbox"/> Activities of Daily Living | <input type="checkbox"/> Developmental | <input type="checkbox"/> Feeding/Oral Motor Training |
| <input type="checkbox"/> Fine Motor Skills | <input type="checkbox"/> Handwriting Skills | <input type="checkbox"/> Neuromuscular Development |
| <input type="checkbox"/> Organizational Skills | <input type="checkbox"/> Play Skills | <input type="checkbox"/> Prevocational |
| <input type="checkbox"/> Sensorimotor | <input type="checkbox"/> Social Skills | <input type="checkbox"/> Technological Use/Support - Student present |
| <input type="checkbox"/> Visual Motor | <input type="checkbox"/> Visual Perceptual | |

IEP/Evaluation Services

| | | |
|---|--|---|
| <input type="checkbox"/> IEP/Evaluations - Annual | <input type="checkbox"/> IEP/Evaluations - Initial | <input type="checkbox"/> IEP/Evaluations - Reevaluation |
| <input type="checkbox"/> IEP/Evaluations - Revision/Amendment with change in related services | | |

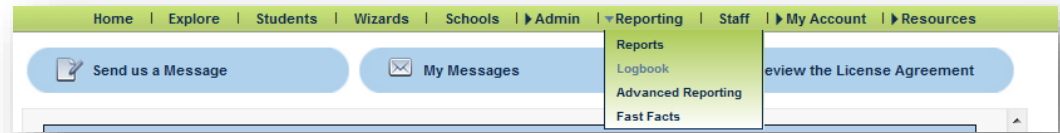
Comments

Save

My Role in Fee-For-Service

Service Documentation – Service Log Deletions and Review

- Completed via Logbook, found under the Reporting tab; or through Logging Wizard
- First, choose the date criteria select the appropriate student or group of students
- Next, check the box in the Request Removal column for the service that needs to be removed
- Then, click Request Removal of Selected Service Logs button
- Finally, the provider will select “Yes remove the logs” and indicate reason for deletion



SmartLogbook Kathy Austin

SmartLogbook allows you to view the logs from a single student or all the students for which you have logged services. Select search criteria below.

Select a Date Range to View

Use Date of Service (date service was provided) for selection date range
 Use Date Service was entered into system for selection date range

Today Last Week
 Yesterday This Month (September)
 This Week Select Month: August 2014

Date Range: Begin [calendar icon] End [calendar icon]

Home | Students | Wizards | Reporting | My Account | Calendar | Resources

James Brady Service Log Report

| Log ID | Request Removal | Student Name | Service | Date Provided | Date Logged | Service Duration | |
|--------|--------------------------|--------------|-----------------|---------------|-------------|------------------|--|
| 5341 | <input type="checkbox"/> | Alex Bell | Speech/Language | 07/01/2014 | 07/23/2014 | 1:00 | <input type="button" value="Details"/> |
| 5359 | <input type="checkbox"/> | Alex Bell | Speech/Language | 07/02/2014 | 08/04/2014 | 1:00 | <input type="button" value="Details"/> |

Today's Training Goals

1. Participants will learn the services reimbursable through the SEMI program
2. Participants will understand the use of the service logging Wizards and the importance of accurate service logging
3. Participants will have a clear understanding of their role in each area of the district's SEMI participation, including fee-for-service, MAC and cost settlement

Contact Information and Resources



EdPlan Help Desk

njsemi@pcgus.com

(609) 275-0250 ext. 0

In-site Message Board

Resources

SEMI Manuals

- ✓ Review specific site functionality and step-by-step instructions for navigating EdPlan complete with screen shots

Online Training Schedule

- ✓ Attend live SEMI trainings online, free of cost

Home page of EdPlan sites

- ✓ The Home page of EdPlan is updated regularly by the EdPlan team, as well as district administration



www.publicconsultinggroup.com