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?
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Support Within Your District
My Role in MAC/Cost Settlement
  • RMTS
My Role in Fee-for-Service
  • Service Documentation
  • Compliance Data
In-Site Demonstration
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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.

Federal Funds To Replenish LEA Expenditures!
SEMI Program Components

SEMI Revenue Stream 1

- FFS Reimbursement
  - Logging Direct Services
  - Logging Health Evaluation Services
  - Ensuring Current Compliance Data

SEMI Revenue Stream 2

- Reported Costs
  - Annual Cost Report
  - Random Moment Time Study
  - Staff Pool List

SEMI Revenue Stream 2

- Medicaid Administrative Claiming
  - Quarterly Financials
  - Random Moment Time Study
  - Staff Pool List
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

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

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

- To create a group of students, select multiple Student Tiles, click “Groups”, and select “Create Group from selected students”.
My Role in Fee-For-Service

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
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
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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