

SCHOOL-BASED MEDICAID ADMINISTRATIVE CLAIMING CODING GUIDE

CODE A: School Related and Educational Activities, Discipline, Supervision, General Administration and Overhead, and Other services

Summary:

This code should be used for any school-related activities that are not health related, such as social services, educational services, and teaching services, employment and job training. These activities include the development, coordination, and monitoring of a student's IEP or other education plan. Use this code when providing for and administering any disciplinary action, including the general supervision of the student population, Use when performing activities that are not directly assignable to program activities, such as payroll or survey operations. Include related paperwork, clerical activities, or staff travel required to perform these activities.

Special Note:

Include in this code for all activities, including the health activities, related to development of the IEP. This code includes student and staff supervision activities.

Examples:

- Providing classroom instruction, lesson planning, testing, and correcting papers and monitoring student academic achievement.
- Performing activities that are specific to instructional, curriculum, and student-focused areas, such as reviewing academic records, enrolling new students, conferring with parents on academic matters.
- Developing all components of the IEP for a student, including the health related component.
- Coordinating, and monitoring the educational component (non-medical) annual reviews, and IEP meetings with parents/guardians.
- Providing individualized academic instruction to a special education student.
- Compiling attendance reports, report cards, text book reviews, reviewing technical literature and research articles.
- Participating in or presenting curriculum related training or instruction, attendance at curriculum, department meetings, or external meetings related to school educational issues or matters.
- Carrying out any office functions specific to instructional or academic areas, such as informing student/parents/guardians of immunization requirements for school attendance, copying, etc.

- Conferring with student/parents/guardians or other staff on academic matters, disciplinary issues or other school-related issues.
- Translation related to educational matters.
- Playground or lunchroom supervision, applying/supervising disciplinary activities.
- Providing general staff supervision of staff, including supervision student teachers or classroom volunteers, and evaluation of employee performance.
- Establishing goals and objectives of school-wide health-related programs for the general population as part of the school's annual or multi-year plan.
- Participating or facilitating school or unit staff meetings or training reviewing school/ district procedures and rules, or school board meetings.
- Performing administrative or clerical activities related to general building or district functions or operations, or other general administrative activities of a similar nature as listed above which cannot be specifically identified under any other activity code.
- Taking lunch, breaks, or any paid leave, or paid time not at work.

CODE B1: Medicaid/OHP Outreach and Facilitating Medicaid/OHP Eligibility

Summary:

This code should be used when performing activities that inform eligible or potentially eligible individuals about Medicaid/OHP. This code should also be used when describing the range of services covered under Medicaid/OHP, how to access and obtain them, and the benefits of Medicaid/OHP preventative services. This code can be used when discussing Medicaid/OHP with students, parents, or their guardians. Use this code when assisting an individual in applying for and becoming eligible for Medicaid/OHP. This includes written or verbal information, related paperwork, clerical activities or staff travel required to perform these activities.

Examples:

- Informing Medicaid eligible and potential Medicaid eligible children and families about the benefits and availability of services provided by Medicaid (including preventive treatment, and screening) including services provided through the EPSDT program.
- Developing and/or compiling materials to inform individuals about the Medicaid program (including EPSDT) and how and where to obtain those benefits. Note: This activity should not be used when Medicaid-related materials are already available to the schools (such as through the Medicaid agency). As appropriate, school developed outreach materials should have prior approval of the Medicaid agency.
- Distributing literature about the benefits, eligibility requirements, and availability of the Medicaid program, including EPSDT.

- Assisting the Medicaid agency to fulfill the outreach objectives of the Medicaid program by informing individuals, students and their families about health resources available through the Medicaid program.
- Providing information about Medicaid EPSDT screening (e.g., dental, vision) in schools that will help identify medical conditions that can be corrected or improved by services offered through the Medicaid program.
- Contacting pregnant and parenting teenagers about the availability of Medicaid prenatal, and well-baby care programs and services.
- Providing information regarding Medicaid managed care programs and health plans to individuals and families and how to access that system.
- Encouraging families to access medical/dental/mental health services provided by the Medicaid program.
- Verifying an individual's current Medicaid eligibility status for purposes of the Medicaid eligibility process. (This may be accomplished by performing an eligibility check on-line, by reviewing the medical card, or contacting a local DHS agency to verify status of eligibility.)
- Explaining Medicaid eligibility rules and the Medicaid eligibility process to prospective applicants.
- Assisting individuals or families to complete a Medicaid eligibility application.
- Gathering information related to the application and eligibility determination for an individual, including resource information and third party liability (TPL) information, as a prelude to submitting a formal Medicaid application.
- Providing necessary forms and packaging all forms in preparation for the Medicaid eligibility determination.
- Referring an individual or family to the local Assistance Office to make application for Medicaid benefits.
- Assisting the individual or family in collecting/gathering required information and documents for the Medicaid application.
- Participating as a Medicaid eligibility outreach outstation, but does not include determining eligibility.

B1 Sub Coding

- B1.1** Informing children and their families on how to effectively access, use, and maintain participation in Medicaid/OHP. (Includes describing the range of services, and distributing OHP literature)
- B1.2** Assisting the student/family to access, apply for, and/or complete the Medicaid/OHP application. (Includes transportation and translation related to OHP application, and gathering appropriate information)
- B1.3** Checking a student and/or family's OHP status.
- B1.4** Contacting pregnant and parenting teenagers about the availability of Medicaid/OHP for prenatal and well-baby care programs.

CODE B2: Non-Medicaid/OHP Outreach, Facilitating application for non-Medicaid/OHP programs

Summary:

This code should be used when performing activities that inform individuals about non-Medicaid/OHP social, vocational and educational programs (including special education) and how to access them, describing the range of benefits covered under these non-Medicaid/OHP social, vocational and educational programs and how to obtain them. Informing an individual or family about programs such as Temporary Assistance to Needy Families (TANF), food stamps, Women, Infants and Children (WIC), childcare, legal aid, and other social services or educational programs and referring them to appropriate agency to make application. This includes written material or verbal information. Include related paperwork, clerical activities or staff travel time required to perform these activities.

Special Note:

Child Find activities and any general student population health or wellness programs (anti-smoking, DARE, alcohol reduction, etc.) should be coded here. Use this code when providing services related to the determining, verifying initial and continuing eligibility for the Free and Reduced Lunch Program.

Examples:

- Informing families about general health education programs or campaigns and how to access them, conducting, scheduling or promoting these programs
- Scheduling and promoting activities which educate individuals about the benefits of healthy life-styles and practices
- Non-Medicaid/OHP outreach directed toward encouraging persons to access social, educational, legal, or other services not covered by Medicaid/OHP

- Child Find activities, e.g. assisting in the early identification of children with special medical/mental health needs which must be identified, located, and evaluated
- Explaining eligibility rules and the eligibility process to prospective applicants for non-OHP programs, providing the necessary forms and packaging all forms in preparation for the eligibility determination.
- Gathering information or documents related to or required for to the application and eligibility determination for an individual for non-OHP programs.
- Assisting the student/family to complete the non-OHP application(s). Assistance can include translation and comprehension activities related directly to application process.
- Informing students/parents/guardians about non-OHP programs, such as TANF, food stamps, WIC, childcare, legal aid and other non-OHP social or educational programs, and referring them to the appropriate agency to make application.
- Providing outreach, developing and verifying initial and continuing eligibility for the Free and Reduced Lunch Program.

CODE C1: Referral, Coordination, Monitoring and Training of Medicaid/OHP services

Summary:

This code should be used when making referral for, coordinating or monitoring the delivery of medical (Medicaid/OHP covered) services. This code may also be used when coordinating or participating in training events and seminars for outreach staff regarding the benefits of the Medicaid/OHP program, how to assist families to access Medicaid/OHP services, and how to more effectively refer student for services. Include related paperwork, clerical activities, or staff travel necessary to perform these activities.

Special Note:

Use this code when referring to actual Medicaid/OHP covered services. *NOTE:* For the purpose of MAC claiming monitoring means follow up to ensure services associated with a child's identified health condition are accessed. ***This does not include minor acute health conditions such as scratches, bruises, headaches, colds, requiring Band-aids or non-prescriptive medications.***

Examples:

- Identifying and referring adolescents who may be in need of Medicaid family planning services.
- Making referrals for or coordinating medical or physical examinations and necessary medical/dental/mental health evaluations.

- Making referrals for scheduling EPSDT screens, interperiodic screens, and appropriate immunization, but NOT to include the state-mandated health services. (*NOTE: Pursuant to CMS SMD letter 14-006, dated December 15, 2014, Medicaid will pay for covered services furnished to Medicaid-eligible beneficiaries when the provider does not bill the beneficiary or any other individual for the services (free care). The goal of this new guidance is to facilitate and improve access to quality healthcare services and improve the health of communities. Therefore, Medicaid payment is made available for services covered under a state's Medicaid plan to an eligible Medicaid beneficiary that are available without charge to the beneficiary (including services that are available without charge to the community at large, or "free care".) As such, any associated administrative costs or activities which support the referral, coordination, planning or screening, or services intended to improve access and availability for Medicaid eligible and potentially eligible children and their families to obtain a Medicaid covered services available without charge to the community at large is considered as Medicaid administration and may be claimed.*)
- Referring students for necessary medical health, mental health, or substance abuse services covered by Medicaid.)
- Arranging for any Medicaid covered medical/dental/mental health diagnostic or treatment services that may be required as the result of a specifically identified medical/dental/mental health condition.
- Gathering any information that may be required in advance of medical/dental/mental health referrals.
- Participating in a meeting/discussion to coordinate or review a student's needs for health-related services covered by Medicaid.
- Providing follow-up contact to ensure that a child has received the prescribed medical/dental/mental health services covered by Medicaid.
- Coordinating the delivery of community based medical/dental/mental health services for a child with special/severe health care needs. Coordinating the completion of the prescribed services, termination of services, and the referral of the child to other Medicaid service providers as may be required to provide continuity of care.
- Providing information to other staff on the child's related medical/dental/mental health services and plans.
- Monitoring and evaluating the Medicaid service components of the IEP as appropriate (see special note under C1 Sub Coding C1.3 below)
- Coordinating medical/dental/mental health service provision with managed care plans as appropriate.

C1 Sub Coding

C1.1 Referring students for medical, mental health, dental health and substance abuse evaluations and services covered by Medicaid/OHP. (Includes gathering information in advance or referrals)

C1.2 Coordinating the delivery of medical health, mental health, dental health and substance abuse services covered by Medicaid/OHP. (Includes Youth Services Team and CARE team meetings)

C1.3 Monitoring the delivery of medical (Medicaid/OHP) covered services (Can include monitoring and evaluating the medical services components of the IEP).

- **Special Note Regarding Monitoring:**

- Activities that are integral to or an extension of a direct service are considered a direct medical service and must be coded F.
- Monitoring activities related to **minor acute health conditions such as** scratches, bruises, headaches, colds, requiring Band-aids or non-prescriptive medications must be coded F.
- The monitoring of health/medical services on a child's IEP are considered a direct service or an extension of a direct service if they are performed by a licensed medical professional or an individual who has been delegated and trained by a Registered Nurse to perform such activities, these activities must be coded F.
- Monitoring a child's health condition regardless of the severity or type of condition is NOT a claimable activity under code C1.3. For example:
 - ✓ School secretary monitoring a child in the health room for adverse reaction to a bee sting (not claimable)
 - ✓ Teacher monitoring a child after insulin injection for signs of low blood sugar (not claimable)
 - ✓ Education Assistant monitoring a child for signs of seizure (not claimable)

C1.4 Training: Coordinating, conducting or participating in training events or seminars for outreach staff regarding the benefits of medical/Medicaid related services.

CODE C2: Referral, Coordination, Monitoring and Training of Non-Medicaid/OHP services

Summary:

This code should be used when making referrals for, coordinating and/or monitoring the delivery of non-Medicaid/OHP services, such as educational services. Include related paperwork, clerical activities, or staff travel required to perform these functions.

Special Note:

This code may also be used when coordinating or participating in non-Medicaid/OHP training events and seminars, such as educational or social services.

Examples:

- Participating in or coordinating training and delivery of IDEA Child Find activities, services for non-Medicaid/OHP programs, and state education agency mandated health screens (vision, hearing).
- Participating in a meeting/discussion to coordinate or review a student's need for scholastic, employment, vocational, housing, childcare, and non-health related services, and making referrals for, coordinating and monitoring access and the delivery of those services.
- Gathering any information that may be required in advance of these non-Medicaid/OHP services.

CODE D1: Medicaid/OHP Transportation and Translation

Summary:

This code should be used when assisting an individual to obtain transportation to services covered by OHP, arranging for or providing translation services to facilitate access to OHP services. Include related paperwork, clerical activities or staff travel required to perform these activities.

Special Note:

Does **NOT** include the provision of the actual transportation service or the direct costs of the transportation (bus fare, taxi fare, etc, but rather the **administrative activities** (related paperwork, clerical activities, staff travel time, etc.) involved in providing the transportation.

Examples:

- Scheduling or arranging transportation to OHP covered services.
- Scheduling, arranging or providing translation services that assist an individual to access and understand necessary care and treatment.

D1 Sub Coding

- D1.1** Scheduling or arranging transportation to OHP covered services. (Not as part of the direct services billing for transportation)
- D1.2** Scheduling, arranging or providing translation for OHP covered services. (Translation for access to or understand necessary care and treatment)

CODE D2: Non-Medicaid/OHP Transportation and Translation

Summary:

This code should be used when assist an individual to obtain transportation to services not covered by Medicaid/OHP, or arranging for or providing translation services related to social, vocational, or educational programs. Include related paperwork, clerical activities or staff travel time required to perform these activities.

Special Note: Use this code when accompanying an individual to non-Medicaid/OHP services.

Examples:

- Scheduling, arranging or providing transportation to social, vocational, and/or educational programs and activities.
- Scheduling, arranging, or providing translation services that assist the individual to access and understand non-OHP services.

CODE E1: Program Planning, Policy Development, and Interagency Coordination Related to Medical Services

Summary:

This code should be used when performing activities associated with the development of strategies to improve the coordination and delivery of Medicaid/OHP coverable medical/dental/mental health services to school age children. Include related paperwork, clerical activities or staff travel required to perform these activities.

Special Note:

The position descriptions of employees performing these activities **do not need to** include program planning, policy development, and inter-agency coordination. Also, E1 activities **do not include** establishing goals and objectives of school-wide health-related programs for the general population as part of the school's annual or multi-year plan.(see Code A activities).

Examples:

- Working or collaborating with other agencies to identify gaps, overlap or duplication of medical/dental/mental health services to school age children, improve the coordination and delivery of Medicaid/OHP services, define the scope of each agency's Medicaid/OHP services, expand access to specific populations of Medicaid/OHP eligibles.
- Developing strategies to assess or increase the capacity of school medical/dental/mental health programs, close service gaps, analyze data and evaluating the need for Medicaid/OHP services to specific populations or geographic regions.
- Developing advisory or work groups of health professionals to provide consultation, advice and monitoring of the delivery of health care services to the school populations.
- Interagency coordination to improve delivery of Medicaid/OHP Services.

E1 Sub Coding

- E1.1** Developing strategies and policies to assess or increase the capacity of Medicaid/OHP covered school medical/dental/mental health programs. (Includes workgroups)
- E1.2** Working with other agencies and/or providers to improve the coordination and collaboration and delivery of Medicaid/OHP covered medical, mental health and substance abuse services.
- E1.3** Monitoring Medicaid/OHP covered medical/mental health/dental health delivery system in schools.

CODE E2: Program Planning, Policy Development, and Interagency Coordination Related to Non - Medical Services

Summary:

This code should be used when performing activities associated with the development of strategies to improve the coordination and delivery of non-medical/non-dental/non-mental health services to school age children, and when performing collaborative activities with other agencies. Non-medical services may include social, educational, and vocational services. Include related paperwork, clerical activities or staff time required to perform these activities.

Examples:

- Working or collaborating with other agencies to identify gaps, overlap or duplication of non-medical/dental/mental health services (e.g. social, educational, and vocational) to school age children and improve the coordination and delivery of these services.
- Developing strategies to assess or increase the capacity of non-medical/dental/mental health school programs.
- Interagency coordination to improve delivery of non-Medicaid/OHP Services.

CODE F: Direct Medical Services

Summary:

This code should be used when providing care, treatment, and/or counseling services to an individual in order to correct or ameliorate a specific condition. It also applies to case management services as a part of the direct medical service(s). Include related paperwork, clerical activities, or staff travel required to perform these activities.

Examples:

- Providing health/dental/mental health services contained in the IEP.
- Conducting health/dental/mental health assessments/evaluations and diagnostic testing as part of the IEP development and related reports.
- Providing speech, occupational, physical therapies, counseling services to treat health/mental health condition, or performing developmental assessments, state mandated child health screens (vision, hearing, dental, scoliosis, and EPSDT).
- Administering first aid, or prescribed injection or medication to student.
- Activities that are integral to or an extension of a direct service are considered a direct service.