# **School-Based Medicaid 101 Training Series**

The agenda and training objectives for each module in the series are provided below to aide in clarifying the content that will be included in each module so that LEA staff and other interested parties can make an informed decision about which modules would pertain their area(s) of responsibility.

## **Module 1: Introduction**

* Training Agenda
  + Overview
  + How federal claiming works
  + “Relationship Map” of organizations, agencies and other entities involved in the School-Based Medicaid Program
  + What is the School-Based Medicaid Program (SBMP)?
  + What is Random Moment Time Study (RMTS)?
  + What is Administrative Activities Claiming (AAC)?
  + What is Direct Service Claiming (DSC)?
  + Understanding cost-based reimbursement
* Training Objectives
  + Have a high-level understanding of the School-Based Medicaid Program (SBMP) and the federal/state agencies involved in managing the program and oversight.
  + Gain a conceptual understanding of how the SBMP works, including a basic idea about the connections between various components of the program, including RMTS, Administrative Claiming and Cost-Based Reimbursement.
  + Have a basic understanding of the types of costs incurred by Local Education Agencies (LEAs) that are eligible for partial reimbursement through the SBMP.
  + Have a framework from which to consider your role at your LEA to help you identify the points of interaction that you personally have with the SBMP and what additional training needs you may have.
  + Know where to go for additional information and training that is pertinent to your role with the SBMP.

## **Module 2: SBMP for LEA Administrators**

* Training Agenda
  + Building Your LEA’s Medicaid Team
  + Random Moment Time Study (RMTS) Coordinator Role
  + Clinical Leadership Role
  + Financial Leadership Role
  + Legal / Regulatory Leadership Role
  + Technology Leadership Role
  + Bring It All Together
  + Overcome Common Roadblocks
* Training Objectives
  + Learn some key things to consider to structure your LEA’s participation in the program for success, such as:
    - What types of information is needed?
    - What types of knowledge and expertise is needed?
    - What school departments and staff are involved?
  + Create an action plan to build your LEA’s Medicaid team.
  + Return to your LEA with information, ideas and perspective on how to overcome common roadblocks and ensure that your LEA receives the maximum allowable reimbursement.

## **Module 3: SBMP for LEA Random Moment Time Study (RMTS) Coordinators**

* Training Agenda
  + RMTS Coordinator Role and Responsibilities
  + Which LEA staff should participate in RMTS?
  + RMTS Work Schedules
  + Monitoring RMTS Participation
  + Tracking Clinical Staff license information
  + RMTS Participant Training
  + Review RMTS deadlines
* Training Objectives
  + Have a general understanding of the role of a school district RMTS coordinator and the key responsibilities.
  + Have ideas about what other internal district resources you will need to complete the responsibilities.
  + Develop an understanding of which staff should be included in RMTS.
  + Develop an understanding of RMTS work schedules.
  + Understand the RMTS participation requirements.
  + Understand RMTS participant training requirements and have ideas and resources for participant training.

## **Module 4: SBMP for Clinical Leadership**

* Training Agenda
  + Your Contribution to your LEA’s Medicaid Team
  + Clinical Leadership Role
  + Overview of Direct Services Claiming Requirements
  + Clinical Leadership for Medicaid Compliance
  + Clinical Leadership for Medicaid Billing Process
  + Clinical Leadership for Staff Training
* Training Objectives
  + Understand the components of the Direct Services reimbursement program.
  + Understand why involvement from clinical leadership is important to the success of the program.
  + Take away ideas about focus areas for clinical leaders to review current practices and processes and to evaluate opportunities for improvements.

## **Module 5: SBMP for Financial Leadership**

* Training Agenda
  + The Financial Leader’s Contribution to your LEA’s Medicaid Team
  + Requirements for Reporting Expenditures for Federal Match through the School-Based Medicaid Program (SBMP)
  + Financial Reporting for Administrative Claims
  + Financial Reporting for Cost Reports
  + Dates & Deadlines
  + Resources and Next Training Steps
* Training Objectives
  + Understand the key role a financial leader plays in your LEA’s Medicaid reimbursement program.
  + Understand the requirements for identifying and reporting allowable expenditures.
  + Return to your LEA with information, ideas and perspective on areas where your LEA may need to review and improve procedures and controls to ensure data submitted for claiming purposes will be accurate and successful.
  + Have an understanding of the allowable expenditures for claiming Medicaid federal matching funds and be able to determine whether your LEA is receiving the maximum allowable Medicaid reimbursement while remaining fully compliant with claiming requirements to minimize any audit risks.

## **Module 6: SBMP for Legal/Regulatory Leadership**

* Training Agenda
  + Your Contribution to Your LEA’s Medicaid Team
  + Legal / Regulatory Leadership Role
  + Review of regulatory, sub-regulatory and program guidance sources and documents
  + Review of key legal/regulatory/compliance concepts and areas of impact in the SBMP
* Training Objectives
  + Be familiar with the various regulatory, sub-regulatory, contractual, and program requirements impacting your LEAs participation in the SBMP.
  + Return to your LEA with ideas about areas of compliance to follow-up on to ensure that your LEA has appropriate processes, procedures and controls in place to remain compliant and to respond to a potential audit or review.

## **Module 7: SBMP for Technology Leadership**

* Training Agenda
  + Your Contribution to your LEA’s Medicaid Team
  + Technology Needs for Random Moment Time Study
  + Technology Needs for Medicaid Billing
  + Technology Needs for Student Enrollment Data
  + Technology Needs for Salary & Benefit Reporting
  + Technology Needs for Accounting Data
  + Technology Role in Security and Compliance
* Training Objectives
  + Understand the variety of data needs involved in participation in the School-Based Medicaid Program.
  + Identify opportunities for technology leaders to become involved in improving the accuracy, timeliness, data integrity and operational efficiencies of maintaining, retrieving and storing SBMP related information that supports:
    - Random Moment Time Study
    - Cost Reporting
    - Documentation of services provided to students (and other related information)
    - Interim Billing
    - Audit preparedness and record retention

## **Module 8: SBMP for Direct Service Practitioners**

* Training Agenda
  + What is Direct Service Claiming (DSC)?
  + Reimbursable Services Requirements
  + Interim Claims & Billing Forms
  + ICD-10 Diagnosis Codes
  + Random Moment Time Study Tips for Direct Service Practitioners
* Training Objectives
  + Develop an understanding of what direct service claiming (DSC) is and what types of services are reimbursable.
  + Understand your role, from Medicaid’s perspective, as a clinically trained health care professional working in a school setting.
  + Understand Medicaid’s requirements that must be met to be considered a Reimbursable Service.
  + Gain a better understanding of how your direct service work activities should be documented when responding to the Random Moment Time Study.

## **Module 9: SBMP for LEA RMTS Participants performing Medicaid Administrative Activities**

* Training Agenda
  + How does Administrative Activity reimbursement work?
  + Overview of reimbursable Administrative Activities
  + RMTS participation & documentation of Administrative Activities
* Training Objectives
  + Understand the kinds of work activities school staff perform that are partially reimbursable through the School-Based Medicaid Program (SBMP) and why you have been included in the RMTS.
  + Be prepared to reflect on your job duties and discover work that you do that qualifies for Medicaid Administrative reimbursement.
  + Understand how the RMTS works and what is involved in documenting your work activities when selected to respond to a random moment.
  + Come away with a framework to better understand the RMTS process and expectations so that you’ll feel confident that you’re doing your part to effectively document reimbursable Administrative work activities to help your LEA (and LEAs statewide) receive the maximum allowable reimbursement.