Health Care Services and Supports Needs Assessment for School Districts (LEAs) in Massachusetts

*Use this tool to assess your current infrastructures (i.e., staffing, policies, tech, etc.) to support school health services and your district's reimbursement through the **MassHealth School Based Medicaid Program Medicaid (SBMP)**. Alignment between these can facilitate increased access to Medicaid funding, which in turn can help your district build capacity to meet student health needs. Adapt this tool to fit your district and the scenario being assessed.*

Student Needs

What are the greatest student health needs in your district?

Record any available data that can help deepen your understanding of the physical and/or mental health needs of your students.

For example:

Questions	Answers
What percentage of students have health services included in their IEP?	
What percentage of students require health services outside of an IEP?	
What are the most common physical and/or mental health conditions in the district?	
What conditions require the most time for staff to manage?	
What conditions cause the most missed class time and/or have the largest impact on learning?	
What percentage of students have a primary care provider?	

What percentage of students are uninsured?	
What percentage of students are covered by Medicaid?	
Other:	
Other:	

School Health Services Infrastructure

Note: Districts wishing to use a comprehensive assessment tool can explore the [Health services Assessment Tool for Schools](#) (HATS) developed by the American Academy of Pediatrics, or the [School Health Assessment and Performance Evaluation](#) (SHAPE) from the National Center for School Mental Health.

Component	Gaps	Strengths
Services provided *Are you providing the type, quality and quantity of services that students need?*		
Policy and protocols *Do you have policies and protocols in place to standardize practices, including documentation of services, and guide the provision of high-quality care? This includes ensuring that practice standards are met for each discipline. Does it vary by building? By provider/service type?*		
Clinical Documentation *Is the system (paper-based or electronic) for documentation of health services universal or limited to students with MassHealth? Do staff have adequate time to plan and document services (this maybe a contract issue)? Does this vary by building? By provider/service type?*		
Care coordination *Are services well-coordinated among school-based providers as well as between school and community providers?*		

Tracking and reporting *Do you have clear reports for monitoring the health services program? Does this vary by building? By provider/service type?*		
Component	**Gaps**	**Strengths**
Partnerships, referrals, and linkages *Do you have strong and effective partnerships and linkages to providers in the community to meet student needs and bolster health services?*		
Physical infrastructure *Do you have the space, equipment, and supplies necessary to provide the needed quality and quantity of care/services?*		
Staffing and supervision *Do you have adequate staffing and oversight to meet the need for quality and quantity of care/services? This includes ensuring that practice standards are met. Does this vary by building? By provider/service type?*		
Funding *Are you leveraging available funding (including Medicaid, grants, and other funding streams) to support health services?*		
Other:		

Other:		

Medicaid Infrastructure

Component	Gaps	Strengths
Medicaid Coordinator: *Do you have a staff member who has ownership of and coordinates your district's Medicaid functions, including managing the Random Moment Time Study and the interim claiming process (or oversight of internal processes and billing vendor, as applicable), training staff on SBMP requirements as well as district specific policies/procedures?*		
School Based Medicaid Program policies/procedures *Do you have clear and comprehensive internal policies/procedures in place for Medicaid reimbursement?*		
Coordination and collaboration *Do staff work together effectively and share needed information? Do you have a productive relationship with your education collaborative and/or billing vendor (if applicable)?*		
Tracking and reporting *Do you have clear reports that allow you to monitor your school Medicaid program?*		

Component	Gaps	Strengths
Direct Service Claiming Services *What services is your district claiming? Are all qualified providers delivering those services also included in your Random Moment Time Study (RMTS) participant list in the appropriate pool?* *See [Direct Service Claiming Guide](#).*		
Component	**Gaps**	**Strengths**
Administrative Activity Claiming *Does your district participate in this reimbursement stream? Are all allowable staff performing Medicaid activities included in the correct RMTS pool? Are you claiming all the available cost categories?* *See [Administrative Activities Claiming Guide](#).*		
Submission of Service Claims to MassHealth *Who ensures that each time a qualified provider delivers a covered service, it is billed and paid? If you employ a vendor or education collaborative, who has oversight of the contract?*		
Out of District Claiming *Do you have a process in place to ensure OOD programs are providing your district with documentation of health services delivered to your students with OOD placements?* *See* **[DESE Administrative Advisory SPED 2019-3](#)** *for the advisory and form*		
Technology *Do you have systems in place to facilitate effective and streamlined billing and documentation processes?*		

Outreach and enrollment *Are you implementing strategies to encourage eligible students to enroll in Medicaid? Do you offer support or linkages to assist families with enrollment?*		
Other:		
Other:		

Medicaid Process Implementation

How well is your district performing in the School Based Medicaid Program?

Step	We have this down	Ready to work on this	Not ready yet
Obtain consent to bill Medicaid *See DESE guidance on obtaining parental consent*		❑ With Medicaid-enrolled IEP students ❑ With all Medicaid-enrolled students *Gaps and needed supports:*	
Identify Medicaid-enrolled students *See SBMP Guide for LEAs*		❑ With Medicaid-enrolled IEP students ❑ With all Medicaid-enrolled students *Gaps and needed supports:*	
Identify qualified providers and services *See Covered Services and Qualified Providers list.*		*Gaps and needed supports:*	
Update provider information required by UMass Center for School Based Claiming for the Random Moment Time Study (RMTS) *See LEA Coordinator Guide for the RMTS*		*Gaps and needed supports:*	

Step			
Conduct ongoing training for providers on SBMP requirements *See [SBMP Trainings page](#) on program website.*		*Gaps and needed supports:*	
Conduct ongoing training for providers on LEA specific SBMP policies/procedures (i.e., billing processes, documentation, etc.)		*Gaps and needed supports:*	

Step	**We have this down**	**Ready to work on this**	**Not ready yet**
Document Authorization and Medical Necessity *See [Direct Service Claiming Guide](#) for detail.*		❑ With Medicaid-enrolled IEP students ❑ With all Medicaid-enrolled students *Gaps and needed supports:*	
Provide and document services *Service documentation may be in the format of the LEA's choosing but must include MassHealth minimum requirements. See [Direct Service Claiming Guide](#) for detail.*		❑ With Medicaid-enrolled IEP students ❑ With all Medicaid-enrolled students *Gaps and needed supports:*	
Respond to RMTS *See [LEA Coordinator Guide for RMTS](#) and direct RMTS participants to Modules 8, 9 & 10 of [SBMP 101 Training Series](#)*		*Gaps and needed supports:*	
Monitor completion of RMTS *See [LEA Coordinator Guide for RMTS](#)*		*Gaps and needed supports:*	
Submit service claims to MassHealth *See [Direct Service Claiming Guide](#) Section 4 for Interim Billing and Claim Submission Rules.*		*Gaps and needed supports:*	

Monitor compliance and maintain documentation See *Direct Service Claiming Guide*		*Gaps and needed supports:*	
Submit required financial reporting See *LEA Instruction Guide for the Direct Service Cost Report* and *LEA Instruction Guide for Administrative Activities Claiming*		*Gaps and needed supports:*	

Priorities

What are your priorities for improvement this school year?

Medicaid infrastructure and reimbursement process

Health services

Use of Funds

Note: Contact SBMP if you would like assistance estimating your district's potential reimbursement under cost settlement using your most recent cost report. Please note that an estimate is not a guarantee of available reimbursement.

Email: **SchoolBasedClaiming@umassmed.edu**

Phone: (800) 535-6741, M-F, 7:30 a.m. - 7:30 p.m.

How much Medicaid reimbursement have you typically received in the past?	What is your estimated Medicaid reimbursement potential?

Based on the priority health needs you identified, how would your district plan to spend additional funds to improve student health and wellness?