

School Based Health Services
Medicaid Policy Manual
MODULE 5
PERSONAL CARE SERVICES



Administrative Requirements

BACKGROUND

- SCHOOL BASED HEALTH SERVICES ARE REGULATED BY THE CENTERS OF MEDICAID AND MEDICARE (CMS) AND ADMINISTERED BY THE WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES (WVDHHR) THROUGH THE BUREAU FOR MEDICAL SERVICES (BMS).
- LOCAL EDUCATION AGENCIES (LEAS) ARE ENROLLED WITH MEDICAID AS A PROVIDER. IN DOING SO LEAS MUST CONFORM TO STATE AND FEDERAL RULES AND CONFIDENTIALITY REQUIREMENTS.
- LEAS MUST COOPERATE FULLY WITH THE BUREAU FOR CHILDREN AND FAMILIES (BCF) AND COURT SYSTEMS

Administrative Requirements

- ALL MEDICAID MEMBERS (STUDENTS WITH MEDICAID CARDS) AND/OR THEIR PARENTS OR GUARDIANS, HAVE THE RIGHT TO FREEDOM OF CHOICE WHEN CHOOSING A PROVIDER FOR TREATMENT
- ALL MEDICAID PROVIDERS SHOULD COORDINATE CARE IF A MEMBER HAS ADDITIONAL MEDICAID SERVICES AT DIFFERENT SITES
- APPROPRIATE RELEASES OF INFORMATION SHOULD BE SIGNED THAT ARE COMPLIANT WITH THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) AND FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

- **MEMBER ELIGIBILITY-SCHOOL BASED HEALTH SERVICES (SBSH) INCLUDES MEDICALLY NECESSARY COVERED HEALTH CARE SERVICES PURSUANT TO AN INDIVIDUAL EDUCATION PLAN (IEP) PROVIDED BY OR THROUGH THE WEST VIRGINIA DEPARTMENT OF EDUCATION (DOE) OR A LOCAL EDUCATION AGENCY (LEA).**

ROUNDING UNITS OF SERVICE

SERVICES COVERED BY MEDICAID ARE, BY DEFINITION, EITHER BASED ON THE TIME SPENT PROVIDING THE SERVICE OR EPISODIC. UNITS OF SERVICE BASED ON AN EPISODE OR EVENT CANNOT BE ROUNDED.

MANY SERVICES ARE DESCRIBED AS BEING “PLANNED”, “STRUCTURED”, OR “SCHEDULED”. IF A SERVICE IS PLANNED, STRUCTURED, OR SCHEDULED, THIS WOULD ASSURE THAT THE SERVICE IS BILLED IN WHOLE UNITS; THEREFORE, ROUNING IS NOT APPROPRIATE.

THE FOLLOWING SERVICES ARE ELIGIBLE FOR ROUNING:

SERVICES WITH 15 MINUTE UNITS

IN FILING CLAIMS FOR MEDICAID REIMBURSEMENT FOR A SERVICE ELIGIBLE FOR ROUNING, THE AMOUNT OF TIME DOCUMENTED IN MINUTES MUST BE TOTALED AND DIVIDED BY THE NUMBER OF MINUTES IN A UNIT. THE RESULT OF THE DIVISION MUST BE ROUNDED TO THE NEAREST WHOLE NUMBER IN ORDER TO ARRIVE AT THE NUMBER OF BILLABLE UNITS. AFTER ARRIVING AT THE NUMBER OF BILLABLE UNITS, THE LAST DATE OF SERVICE PROVISION MUST BE BILLED AS THE DATE OF SERVICE. THE BILLING PERIOD CANNOT OVERLAP CALENDAR MONTHS. ONLY WHOLE UNITS OF SERVICE MAY BE BILLED.

Services

Jan 1	Jan 2	Jan 3	Correct Billing
5 min – Personal Care	5 min – Personal Care	5 min-Personal Care	Bill 15 minutes Personal Care for January 3rd

Jan 1	Correct Billing
15 min-Personal Care	Bill 15 minutes Personal Care for Jan 1

Jan 29	Jan 30	Feb 1	Correct Billing
5 min-Personal Care	5 min-Personal Care	5 min-Personal Care	You cannot bill due to a new calendar month beginning

Jan 1	Jan 2	Jan 3	Correct Billing
5 min-Personal Care	10 min-Personal Care	10 min-Personal Care	Bill 15 min Personal Care on Jan 3 Cannot round up to 30 min for Nursing

Jan 1	Jan 2	Jan 3	Correct Billing
5 min-Personal Care	Absent from School or No Service Provided	10 min-Personal Care	Bill 15 min Personal Care on Jan 3

Covered School Based Services

PERSONAL CARE SERVICES (ONE-ON-ONE AIDE)

PROCEDURE CODE: T1019 SE

SERVICE UNIT: 15 MINUTE UNIT

TELEHEALTH: NOT AVAILABLE

SERVICE LIMITS: 28- FIFTEEN MINUTE UNITS PER INSTRUCTIONAL DAY

STAFF CREDENTIALS: SERVICES ARE FURNISHED BY PROVIDERS WHO HAVE SATISFACTORILY COMPLETED A PROGRAM FOR HOME HEALTH AIDES/NURSING ASSISTANTS, OR OTHER EQUIVALENT TRAINING, OR WHO HAVE APPROPRIATE BACKGROUND AND EXPERIENCE IN THE PROVISION OF PERSONAL CARE OR RELATED SERVICES FOR INDIVIDUALS WITH A NEED FOR ASSISTANCE DUE TO PHYSICAL OR BEHAVIORAL CONDITIONS. PROVIDERS MUST HAVE COMPLETED A GED OR HIGH SCHOOL DIPLOMA. PROVIDERS MUST COMPLETE AND CONTINUE TO HAVE UP TO DATE TRAINING FOR THE FOLLOWING:

- CPR/FIRST AID
- ABUSE, NEGLECT, EXPLOITATION AND MANDATORY REPORTING REQUIREMENTS TRAINING
- HIPPA/ CONFIDENTIALITY TRAINING

Covered School Based Services

PERSONAL CARE SERVICES

THE FOLLOWING ARE THE POSITIONS THAT HAVE BEEN IDENTIFIED AS PROVIDERS OF PERSONAL CARE SERVICES BY THE WEST VIRGINIA DEPARTMENT OF EDUCATION

- AIDE I
- AIDE II
- AIDE III
- AIDE IV
- PARAPROFESSIONAL
- AUTISM MENTOR
- EARLY CHILDHOOD CLASSROOM ASSISTANT TEACHER (ECCAT) I
- EARLY CHILDHOOD CLASSROOM ASSISTANT TEACHER (ECCAT) II
- EARLY CHILDHOOD CLASSROOM ASSISTANT TEACHER (ECCAT) III
- BRAILLE SPECIALIST
- SIGN SUPPORT SPECIALIST
- EDUCATIONAL SIGN LANGUAGE INTERPRETER I **
- EDUCATIONAL SIGN LANGUAGE INTERPRETER II**
- LPN

DEFINITION: SERVICES RELATED TO A CHILD'S PHYSICAL AND BEHAVIORAL HEALTH REQUIREMENTS, INCLUDING ASSISTANCE WITH EATING, DRESSING, PERSONAL HYGIENE, ACTIVITIES OF DAILY LIVING, BLADDER AND BOWEL REQUIREMENTS, USE OF ADAPTIVE EQUIPMENT, AMBULATION AND EXERCISE, BEHAVIOR MODIFICATION, AND/OR OTHER REMEDIAL SERVICES NECESSARY TO PROMOTE A CHILD'S ABILITY TO PARTICIPATE IN, AND BENEFIT FROM, THE EDUCATIONAL SETTING. AIDE SERVICES CAN BE SHARED ACROSS TWO STAFF. HOWEVER EACH STAFF MUST DOCUMENT THEIR SERVICE TIME WITH THE STUDENT. INTERPRETERS AND AUTISM MENTORS CAN SERVE AS PERSONAL CARE AIDES. PARENTS CANNOT BE COUNTED AS PERSONAL CARE AIDES.

**SEE WV DOE POSITION DEFINITIONS

School Based Health Services

MEDICAID PARTNERS

West Virginia Department of Education

Office of Federal Programs:

- Contact person-Terry Riley 304-558-1965
tjriley@k12.wv.us

Bureau of Medical Services (BMS):

<http://www.dhhr.wv.gov/bms/Programs/Pages/default.aspx>

Home and Community Based Services Unit

School Based Health Services

- Contact - Cynthia Parsons 304-356-4936
Cynthia.A.Parsons@wv.gov