

Medicaid Form Module

Service Care Plan

Updated April 12, 2016



ONE VOICE
ONE FOCUS
All Students Achieving

Service Care Plan

- Created for Medicaid students with Medicaid billable services based upon medical necessity that have an active IEP.
- Service Care Plans are required starting with IEPs held after August 1, 2015.
- IEPs held prior to August 1, 2015 do not need a Service Care Plan developed.

Service Care Plans

- The plan is developed based upon information within the student's IEP.
- Think of it as a Medicaid snapshot of the IEP.
- Effective March 16, 2016 service care plans are generated within the On-Line IEP Program.

Service Care Plan Demographics

Service Care Plan

_____ County School

Student ID: _____

Student's Full Name: _____

Page 1 of ____

Plan Date: _____

Date of Birth _____

Address1: _____

Address2: _____

City, State Zip: _____

Parent(s): _____

Medicaid Number: _____

DIAGNOSIS CODE(s): _____

(Write additional codes if applicable)

Demographics

- This information will pull from WVEIS data.
- If data is incorrect, it can only be corrected by changing student data in WVEIS.
- The plan date will be the same as the IEP date. This will also be the plan date to use on billing forms.

Diagnosis Code(s)

- The program will pull the one diagnosis code that is in WVEIS.
- Hand write any additional diagnosis code(s) on the printed plan.
- ICD diagnosis codes that matches the service(s) being provided (Speech, Nursing, Audiological, Occupational and Physical Therapy are required)
- List all the current codes that apply
- Special education directors have a list of ICD codes currently available within WVEIS. They will be sent updates as they occur. ICD10 codes are required for services after October 1, 2015.
- If a diagnosis code is needed that is not on this list, contact Terry Riley with the specific diagnosis and codes in question.

Measureable Treatment Goals

- The goals and/or objectives from the students IEP in the areas of Speech, OT, PT, Audiological, and Behavior if appropriate will pull from the on-line IEP program.
- For Nursing services attach the Nursing Health Care Plan
- Attach the Behavior Intervention Plan (BIP) if a student has one.

Services Part 1

- There are specific drop down menus on the services section of the on-line IEP for Medicaid billable services. **You must use the drop down options to have the services included in the service care plan.**
- Section A Supplemental: BIP, Health Care Plan.
- Section B Special Education: Speech-Language Therapy (SLP) This section is used for students with speech as the primary eligibility (unduplicated).

Services Part 2

- Section C Related Services. Drop downs menus are available for the following:

SLP, OT, PT, Psychological, Nursing, Personal Care Services, Audiological, Transportation, Interpreter, Sign Support, and Braille Support.

Targeted Case Management Statement

- This statement listed on service care plans for all students that having a Medicaid billable services based upon medical necessity.
- This statement will also be printed on the LRE section of IEPs.
- This statement will also appear on IEPs for non-Medicaid students who have a service that would be billable.

Signatures

- Parent/Guardian or Adult Student must sign.
- Case manager must sign.
- Staff providing the following direct Medicaid services (OT, PT, SLP, Audiological, Nursing, and Psychological) must sign if applicable.
- The following staff are not required to sign:
Bus drivers, bus aides, and any staff providing personal care services.

Service Care Plan

- The Service Care Plan must be revised and signed at each IEP meeting.
- Development or revision of a Service Care Plan is a billable activity under Targeted Case Management.

Printing

- Service care plans do not automatically print with the IEP.
- Service care plans are to be printed for students who are Medicaid eligible and have a billable service.
- Service care plan is the last option under the IEP printing section.

Completed Service Care Plan

- Case managers should retain a copy of the plan at the school level.
- The original signed Service Care Plan is to be on file at the district central office.

Amendments

- An amendment is a change to the IEP without holding an IEP meeting. It only occurs when the parent and LEA agree to the changes.
- Amendments do not change the IEP or Service Care Plan date.
- If the amendments do not change the service care plan there is no need to revise it.
- If the amendments make minor changes to the service care plan such as the minutes of therapy, make the adjustments to the service care plan and send a copy home with the amendment documentation. Minor changes do not require new signatures.

On-Line IEP Support

- For support help with the On-Line IEP Program, contact Michael Knighton by e-mail at mknighto@k12.wv.us or via phone at 304-558-2696 x53424
- The following slides includes information available within the On-Line IEP program help features.



School-Based Medicaid Billable Service dropdowns

Dropdown lists of school-based Medicaid billable services have been added to all three service areas. Use these dropdowns to enter the services that apply even if the student is not eligible for Medicaid. Clicking on an item in the list will add it as a service for that section and it will also automatically add it to the Medicaid Service Care Plan which is located under the IEP Printing section of the Online IEP. The content of the Service Care Plan will be generated based upon these services for both non-eligible and Medicaid eligible students. The plan does not print with the IEP. It must be printed separately for Medicaid eligible students. The plan should not be printed for non-eligible students but is available for printing should the student become eligible.

Add a Supplementary Service:

Health Care Plan or BP (if applicable)	Behavior Intervention Plan	
Classroom Support	Health Care Plan	
Supplementary Service		

Add a Special Education Service: [Help](#)

Select if Speech-Language	Speech-Language Therapy	
Special Education Service		
Frequency of Services		

Add a Related Service: [Help](#)


School-Based Medicaid Billable Related Service	Audiology Services	
Related Service	Braille Support Services	
Location of Services	Interpreting Services	
	Occupational Therapy	
	Personal Care Services	
	Physical Therapy	
	Psychological Services	
Extent/Frequency of Service	School Nursing Services	
	Sign Language Support Services	
	Speech-Language Therapy	
	Transportation Services	

Add a Supplementary Service:

Health Care Plan or BIP (if applicable)	<input type="text"/>	
Classroom Support	Behavior Intervention Plan Health Care Plan	<input type="button" value="v"/>
Supplementary Service	<input type="text"/>	
Location of Services	<input type="text"/>	(SEE or GEE is not acceptable)
Extent/Frequency of Service	<input type="text"/>	
Initiation Date	01/10/2016	<input type="button" value="Calendar"/>
Duration of Service (month/year)	<input type="text"/>	

Service	Location	Extent/Frequency	Initiation	Duration	Classroom Support
Supplementary Services have not been identified at this time.					

Add a Special Education Service: Help

Select if Speech-Language	<input checked="" type="checkbox"/> Speech-Language
Special Education Service	Speech-Language 
Location of Services	<input type="radio"/> Direct General Education Environment <input type="radio"/> Direct Special Education Environment <input type="radio"/> Indirect
Extent/Frequency of Service	<input type="text"/> <input type="text"/> per <input type="text"/>
Additional detail:	<input type="text"/> Help
Initiation Date	10/09/2015 <input type="text"/>
Duration of Service (month/year)	<input type="text"/>

Special Education Services

Use the top dropdown box to enter Speech Language Therapy for students whose Unduplicated service is Speech. This service will automatically be transferred to the Medicaid Service Care Plan which is located under the IEP Printing section on the main menu.

NOTE: If the service you are adding exists in the School-Based Medicaid Billable Related Service list, use drop down selection regardless of the student's Medicaid eligibility. For services not in the drop down list, type the service into the Related Service box provided.

Add a Related Service:

Help

School-Based Medicaid Billable Related Service	<div style="border: 1px solid black; padding: 2px;"> ▼ <ul style="list-style-type: none"> Audiology Services Braille Support Services Interpreting Services Occupational Therapy Personal Care Services Physical Therapy Psychological Services School Nursing Services Sign Language Support Services Speech-Language Therapy Transportation Services </div>	
Related Service	<input type="text"/>	
Location of Services	<input type="text"/>	
Extent/Frequency of Service	<input type="text"/>	
Initiation Date	04/04/2016 <input type="text"/>	
Duration of Service (month/year)	<input type="text"/>	
<input type="button" value="Add"/>		

Related Services

Use the top dropdown box to enter **school-based Medicaid billable related services**. These services will automatically be transferred to the Medicaid Service Care Plan which is located under the IEP Printing section on the main menu.



For IEPs written prior to March 16th, 2016, follow the steps below to migrate your current speech access skills goals over to their “new home”:

- Click on the **Access Skills - ALL OTHER** menu item under the Access Skills Goal Area
- Click on the pencil icon to edit your goal.
- Click on the dropdown box under the heading *Therapy Type* and select Speech Language Therapy
- Click on the blue **update goal** button to save your changes
- Your speech goal will be automatically moved out of the Access Skills - All OTHER area and into the **Access Skills – Speech** area

Note: If no other access skills areas are located in the Access Skills ALL-Other section (e.g., VI, HI), AND all of the therapists (i.e., Speech, OT , PT) have migrated their information from the *Access Skills ALL OTHER* field into their respective therapy fields, then *Access Skills ALL OTHER* should be deleted by going to the Snapshot Page and clicking on the REMOVE link beside of *Access Skills Other*. This will permanently erase the data in the ALL OTHER present level field along with all of the associated goals, thereby preventing its text from being reprinted a second time on the IEP after it has been transferred to the new section.

Be careful not to delete information in the *All Other* section that may still be relevant to other service providers.

For IEPs written prior to March 16th, 2016, follow the steps below to migrate your current OT access skills goals over to their “new home”:

- Click on the **Access Skills - ALL OTHER** menu item under the Access Skills Goal Area
- Click on the pencil icon to edit your goal.
- Click on the dropdown box under the heading *Therapy Type* and select Occupational Therapy
- Click on the blue **update goal** button to save your changes
- Your OT goal will be automatically moved out of the Access Skills - All OTHER area and into the **Access Skills – OT** area

Note: If no other access skills areas are located in the Access Skills ALL-Other section (e.g., VI, HI), AND all of the therapists (i.e., Speech, OT , PT) have migrated their information from the *Access Skills ALL OTHER* field into their respective therapy fields, then *Access Skills ALL OTHER* should be deleted by going to the Snapshot Page and clicking on the REMOVE link beside of *Access Skills Other*. This will permanently erase the data in the ALL OTHER present level field along with all of the associated goals, thereby preventing its text from being reprinted a second time on the IEP after it has been transferred to the new section.

Be careful not to delete information in the *All Other* section that may still be relevant to other service providers.

For IEPs written prior to March 16th, 2016, follow the steps below to migrate your current PT access skills goals over to their “new home”:

- Click on the **Access Skills - ALL OTHER** menu item under the Access Skills Goal Area
- Click on the pencil icon to edit your goal.
- Click on the dropdown box under the heading *Therapy Type* and select Physical Therapy
- Click on the blue **update goal** button to save your changes
- Your OT goal will be automatically moved out of the Access Skills - All OTHER area and into the **Access Skills – PT** area

Note: If no other access skills areas are located in the Access Skills ALL-Other section (e.g., VI, HI), AND all of the therapists (i.e., Speech, OT , PT) have migrated their information from the *Access Skills ALL OTHER* field into their respective therapy fields, then *Access Skills ALL OTHER* should be deleted by going to the Snapshot Page and clicking on the REMOVE link beside of *Access Skills Other*. This will permanently erase the data in the ALL OTHER present level field along with all of the associated goals, thereby preventing its text from being reprinted a second time on the IEP after it has been transferred to the new section.

Be careful not to delete information in the *All Other* section that may still be relevant to other service providers

How to migrate school-based Medicaid billable services to their new sections AND to the Medicaid Service Care Plan for IEPs created before March 16, 2016.

Copy and Paste Present Levels and Impact Statement

For IEPs written prior to March 16th, 2016, Speech, OT, and PT will need to transfer their present level narrative over to its new section by doing the following:

- Highlight and copy the present level text for your therapy type which is currently located in the Access Skills - ALL OTHER field
- Paste that text into the Access Skills section which reflects the appropriate therapy type.
- Do the same with your Impact Statement.

Migrate Services

To automatically migrate Speech, OT, and PT services to their new section and to the Service Care Plan, do the following:

- Click on the pencil icon to edit the service;
- Choose that service within the dropdown list;
- Click on Save

Some school-based Medicaid billable services may need to be moved from the supplementary services section to related services (e.g., personal care services). Always enter school-based Medicaid billable services using the dropdown menus.

Migrate Goals

To automatically migrate Speech, OT, and PT goals to their new section and to the Service Care Plan do the following:

- Click on the Access Skills - ALL OTHER goals menu item
- Click on the pencil icon to edit your goal(s)
- Click on the dropdown box under the heading *Therapy Type* and select the appropriate therapy type
- Click on the blue **update goal** button to save your changes

Step 1: Go to the Access Skills – All OTHER goal section and click on the pencil icon to edit your goals.

Step 2: Click on the Therapy Type that matches your service and then click on the Update Goal button to save the edit. The goal will then transfer automatically to your area.

Critical Skill	Therapy Type	Timeframe	Condition	Behavior	Evaluation Procedure with Criteria
	Occupational Therapy Physical Therapy Speech-Language Therapy	By August 2016,	given visual and verbal cues with modeling.	Bill will increase production of all speech sounds in meaningful combinations of speech	with 90% accuracy as recorded by the SLP

Step 3: To delete the ALL-OTHER present level statement(s) and their associated goal(s), go to the Snapshot Page and click on the REMOVE link beside of Access Skills Other. Make sure that all other therapy providers are aware that you are deleting this section.

Note: If no other access skills areas are located in the Access Skills ALL-Other section (e.g., VI, HI), AND all of the therapists (i.e., Speech, OT, PT) have migrated their information over from the Access Skills ALL OTHER field into their respective therapy fields, then Access Skills ALL OTHER should be deleted by going to the Snapshot Page and clicking on the REMOVE link beside of Access Skills Other. Be careful not to delete information that may still be relevant in the All Other section.

Terry Riley – Coordinator
Office of Special Education

tjriley@k12.wv.us

304-957-9833 ext 53223

WVDE Medicaid Website:

<http://wvde.state.wv.us/osp/medicaid.html>