Medicaid Form Module

Service Care Plan

Updated April 12, 2016
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: ____________    Page 1 of ___
Student’s Full Name: ____________________    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:

<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Extent/Frequency</th>
<th>Initiation</th>
<th>Duration</th>
<th>Classroom Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Care Plan or BIP (if applicable)</td>
<td>Behavior Intervention Plan</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Health Care Plan</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classroom Support</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplementary Service</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location of Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(SEE or GEE is not acceptable)</td>
</tr>
<tr>
<td>Extent/Frequency of Service</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initiation Date</td>
<td>01/10/2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Duration of Service (month/year)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Supplementary Services have not been identified at this time.
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.
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 16\textsuperscript{th}, 2016, follow the steps below to migrate your current OT access skills goals over to their “new home”:

- Click on the \textbf{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 \textit{Therapy Type} and select Occupational Therapy
- Click on the blue \textit{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 \textbf{Access Skills – OT} area

\textbf{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 \textit{Access Skills ALL OTHER} field into their respective therapy fields, then \textit{Access Skills ALL OTHER} should be deleted by going to the Snapshot Page and clicking on the REMOVE link beside of \textit{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 \textit{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

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