MEDICAID - LOGGING SERVICES FOR CASE MANAGEMENT

Minimum 1 Service Record + 1 Monthly Progress Summary per month per Medicaid eligible student.
If there is an IEP/IFSP, then complete a Service Record for the IEP/IFSP participation in that month.

Below is a screen shot of Service Types to select:

Note: For Medicaid purposes, it is about you logging services related to being the monitor or coordinator of health-related services listed in the IEP/IFSP (OT, Speech, PT, Social Work, etc.) and not about documenting academics or curriculum.

- Service entries are due within 30 days after month's end (All Sept logs due by Oct 30, etc.)
- Provider Notes must include enough detail to allow reconstruction of what transpired for each service.

Billable/Claimable services listed below: Please add a sentence or two with details about what transpired, who was present, the outcome. (These alone do not include sufficient detail.)

- Preparing/input on a REED
- Preparing the IEP/IFSP document
- Preparing/input on a MET report
- Chairing/attending an IEP/IFSP meeting
- Team Meetings (list whom attended and what was discussed)
- Arranging transportation
- Sending invitations to IEP/IFSP Meetings
- Reviewing Goals and Objectives
- Preparing Progress Reports
- Meeting with parents/guardians
- Consultations with other staff - principal, general education teachers, OT, PT, Speech therapist, psychologist, social worker, orientation & mobility specialist, nurse, teacher assistants, etc.
- Scheduling evaluations
- Accompanying student/family to doctor appointments
- Speaking with student's physician
- Monitoring/altering student's schedule of services
- Monitoring progress toward goals and objectives ~ Contacting service providers regarding student's IEP progress
- Recommending services and/or physicians and other professionals to family
- Coordinating services with outside agencies
- Working on behavior plans
- Monitoring/reporting on medication changes
- Arranging for special accommodations, such as hearing equipment or testing areas
- Coordinating transition planning meetings
- Coordinating meetings to discuss plan of care progress and all related preparation
- Making referrals and scheduling appointments for needed services (vision/hearing screens, etc.)

Logging Service Records in PSSE
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CASELOAD: It is important to keep your caseload current. Add new students as necessary and delete students as necessary. If deleting student(s), do this only after all Service Records have been completed.

*MEDICAID ELIGIBLE STUDENTS: A report on PSSE's home page titled **[WISD] My Medicaid Caseload** (highlighted in purple, right column) automatically lists who on your caseload is Medicaid eligible and has 1 or more direct services. Please check this report monthly. There are occasions when it will change.
*If you do not see the 'My Medicaid Caseload' report on your home page, please contact me.

Logging Service Records:

1. From your caseload, click the Service Calendar icon to the left of the student's name.
2. Your caseload appears in the left column. Highlight the student you want to record a service for.
3. Select the Calendar Date of your service. Right click on that date. Click **Record Past Service**. The Service Record pops up. Student name, your name, Date and Group Size will pre-populate.
4. Fill in the fields titled: **Service – Service Type – Time – Duration – Progress Report**
5. <mark>Provider Notes</mark>: This field must include enough detail to allow reconstruction of what transpired for each service you are logging. (who was present, what was done, how the did student respond, e.g.)
6. **Areas Covered/Assessed:** At least one area needs to be selected. Choosing "Other" is fine, but you must specify what "Other" is.
7. Check the box titled: **Has this service been completed?**
8. Click **Save**. Completed entries show up in purple on the Service Calendar. Tan colored entries are incomplete.

**Logging Monthly Progress Summaries:* ONLY ON MEDICAID ELIGIBLE STUDENTS

- Monthly Progress Summaries are **REQUIRED** on Medicaid eligible students and must be dated in the month the services were provided. Using the last school day of the month is recommended.
- Repeat Steps 1-4 from above. **NOTE:** For **Service Type**, you **must** select "Monthly Progress Summary"
- Fill in the **Time** field. It should be a time when school is in session.
- **Duration** is not required to be filled for monthly summary. Leaving it blank, putting in zero, or the time it takes to complete the summary….all are fine.
- <mark>Provider Notes</mark> should include evaluation of progress and summarize how the student did overall during the month. Please note whether there were any changes in treatment and medical or mental status. (just what you personally know). If you know of none, state that.
- **Areas Covered/Assessed:** Choose Monthly Summary, if listed. If not, choose Other. In the Specify field, write Monthly Summary.
- Check the box titled: **Has this service been completed?**
- Click **Save**. Completed entries show up in purple on the Service Calendar. Tan colored entries are incomplete.

For Medicaid Eligible students: All completed Service Records will sit in limbo and not be exported or billed if there is no monthly summary.   **Service Records (1 or more) + 1 Monthly Progress Summary = Complete Billing**

When you open a **Service Record**, if **Service** and **Service Type** do not appear, please email me:

Service Record

Student Sample,Sample	**Service***
Staff Stiebe,Lana	
Service Date Time* 02/26/2018 ,	**Service Type*** (none)

Random Moment Time Studies – A Guideline for Designated Case Managers

When chosen, you will receive a notification that you have been randomly selected to complete a web-based time study moment for the Michigan School Based Services Program. Your initial notification will come via an email from miaop@pcgus.com. The time study gathers information on the activities that school staff are performing for special education students and classifies these activities based on whether they are educational or related to the delivery of designated case management services that could be federally matched by Medicaid.

As a significant amount of the SBS Medicaid claim is based on the results of the time studies, it is very important that the person who reviews and assigns a code to your answers understands your activity. Please follow these important guidelines:

Use detail; be very specific; use medical terms to describe activities that are health related in nature.

Question 1- Who was with you?

Vague Response	Detailed Response
A student	A student who is severely, multiply impaired
A parent	A parent of a student with autism
A teacher	The SXI classroom teacher
A principal and staff	The principal of our center program for special education students, along with the OT and PT and Social Worker

Question 2 – What were you doing?

Vague Response	Detailed Response
Talked with staff	Consulted with the OT concerning the student's wheel chair needing repair; leg locks are missing internal bolts; front wheel wobbly
Discussion with parent	Talked to parent about the effects of new medication that I have observed. Student is calmer in the classroom. Parent reporting that behavior is improving at home as well. I will update the school nurse.
Phone call home	Received update from parent after student's hospital visit. Parent received prescription for new medication and a script for OT and PT services

Question 3- Why were you doing this activity

Vague Response	Detailed Response
Wheelchair is shaky	Student is wheelchair bound and personal care providers are having a difficult time moving student. There is difficulty for our transportation staff as well
Monitoring behavior	Student receives nursing services and medication is monitored at school. The student's behavior in the classroom is affected by the medication
Follow up on services	Student is to receive OT and PT services per the IEP. Script needed to begin services at school

Question 4- Does the student have an IEP in place for the services you are performing?

All special education students should have an IEP in place. They will show up on your caseload when the IEP is finalized. If you are missing a student from your caseload, please call your Special Education office so they can check the status for you. This question is very important since without an indication of an IEP/IFSP in place, the service will not be counted for Medicaid purposes.

Question 5- Are you this student's Designated Case Manager?

For students on your caseload who have a medical service on their IEP (even those over age 21) the answer is **YES**. The student does not need to be Medicaid eligible for you to answer yes to this question.