

MaineCare in Schools

Vital Information

Reminders and Due Dates for Directors and Special Education Administrative Assistants:

Due by August 20 each year

- District Contact Information Updates in District Management>District Information through any module

Due by September 10th each year:

- MIHMS (Molina) Account Maintenance

Due by September 20th each year:

- Rate Information

Due by October 10th each year:

- ICD-10 codes required in Acuity - Sessions for all services (and ongoing)
- Acuity – Sessions Required Administrative Items

Ongoing:

- Section 65 and Section 28 KEPRO Prior Authorization and Continued Stay Reviews
- Administrative Forms to be Updated (**Annually**)

To assist with the organization of fall start-up tasks, we now also offer a [checklist](#) which outlines all Vital Info

Topic	Description	Due Date
District Contact Information Updates	Please review and update your District Contact Information to ensure we are sending communication to the appropriate people at your district. You may update that information directly in Acuity - Sessions in District Management>District Information. Please click here for detailed instructions or contact your Program Specialist.	By August 20th each year and ongoing
MIHMS (Molina) Account Maintenance	<p>Because provider maintenance cases now require the inclusion of social security and NPI numbers, the process of adding a new provider to your account can take a bit longer to process. You may have additional concerns about this process as well. While your EDMS Claims Analyst can still help with this process, it is vital that you pursue these updates as quickly as possible to prevent lost reimbursement opportunities. You may also elect to complete this process on your own, and your EDMS CA will be more than happy to assist you in any way you might need to navigate the process. Section 65 and 28 service providers DO NOT need to be added to your MIHMS account except for those providing Psychological testing services.</p> <p>If you prefer to complete MIHMS account maintenance without our assistance, you can find a document on our website under Maine Resources/MaineCare Enrollment/MaineCare Enrollment Checklist that outlines how to enter new rendering service providers to your MIHMS (Molina) account.</p>	By September 10th each year and ongoing

Rate Information	Please only include rate information for practitioners who will be delivering Medicaid-covered, health-related services. Please use the spreadsheet template that is available on our website under Maine Resources/General/ Practitioner Rates Calculation Template . In addition to salary and benefit information, please provide the percent or total dollar amount for anyone who is federally funded. It is crucial that we receive all rate information from you by this date so that the processing of your district's claims is not delayed. Submit the file to us either via emailing your EDMS Claims Analyst or uploading to Secure Documents in Acuity - Sessions.	By September 20th each year and ongoing
ICD-10 codes required in Acuity - Sessions for all services	EDMS requires, per federal mandate, appropriate ICD-10 codes to be entered for each student receiving Speech and Hearing, Occupational Therapy, Physical Therapy, Section 65 CBHDT, and Section 28 RCS services in Acuity - Sessions™. No claims will be submitted for reimbursement unless ICD-10 codes for each applicable service have been entered for the student in Acuity - Sessions.	By October 10th each year and ongoing
Acuity - Sessions Required Administrative Items	On our website, under Maine Resources/General/, Acuity - Sessions Required Administrative Items outlines all required items that must be completed in Acuity - Sessions by a district Administrator for billing to be processed. If you would like instruction or support regarding any of these items, please contact Patricia Tetreau or Jason Black .	By October 10th each year and ongoing
Out of District Billing	Acuity - Sessions functionality provides the opportunity for Maine school districts to bill for students receiving MaineCare services at an Out of District public school. Billing for out-of-district students will help your district appropriately optimize MaineCare reimbursement. Both the sending and receiving district must use Acuity - Sessions. To find out more information about how to begin billing for your out-of-district students, please contact Jason Black or Patricia Tetreau .	As needed
Section 65 CBHDT & Section 28 RCS KePRO Prior Authorization and Continued Stay Reviews	<p>Prior Authorizations through KePRO are required for students receiving Section 65 CBHDT and/or Section 28 RCS services. Initial PA requests must be submitted for any students receiving services for the first time in your district. These initial PAs are valid for a maximum of 30 calendar days or until the approved units have run out.</p> <p>Continued Stay Reviews (CSRs) must be submitted every 180 calendar days for all students currently authorized, including those students who have an initial PA. KEPRO has published guidelines regarding the documentation that must be submitted along with each CSR. Please review the Section 65 and Section 28 guidelines if your district is currently billing or interested in starting to bill for either service. To ensure there is no lapse, we suggest completing the CSR as soon as the initial PA has been completed.</p>	Ongoing
Administrative Forms	<p>EDMS recommends retaining the following documents in your file for all service providers posting sessions in Acuity - Sessions (both documents can be found on our website under Maine Resources/Forms):</p> <ul style="list-style-type: none"> • Electronic Signature Verification Form • Statement of Reassignment Form (for contracted providers only) 	Annually

Parental Consent Forms	<p>As of July 19, 2013, the Special Education regulations in Maine changed to allow for a one-time parental consent with the required Annual Notification of Parental Rights. The custom version of the Annual Notification of Parental Rights, which includes your district information, is in the Blank Forms Library under Student Details of Acuity - Sessions. Please be sure this Annual Notification is sent out yearly to all parents of students receiving IEP ordered, MaineCare covered services, and that you document sending it.</p> <p>Please use the Consent for Release of Information form located in the Student Details Forms menu of Acuity - Sessions; this version no longer references a student's IEP term or includes specific services to be delivered. The consent form provides the district a means to inform parents of the Medicaid Program and to obtain permission from parents to release information necessary for billing. When signed consents are not present in a student's file, <u>liability may exist under the Family Educational Rights and Privacy Act and the IDEA</u>. Please note: Once the One-Time Parental Consent has been signed, parental consent no longer needs to be obtained annually.</p> <p>If you wish to track one-time parental consent in Acuity - Sessions, please see the Acuity - Sessions Required Administrative Items document located on our website under Maine Resources/General for instructions.</p>	One Time Parental Consent/ Annual Notification
Training & Professional Development	<p>Reserve your time now as fall is very busy for everyone.</p> <p>Webinars EDMS continues to offer webinar opportunities on a variety of topics related to school-based Medicaid; working with Acuity - Sessions, Acuity - 504, Acuity – IEP, and all other services and modules; and account management ideas. If you have a particular topic you would like covered in a webinar, please contact Patricia Tetreau or Jason Black.</p> <p>Onsite Training Onsite training is an option available to districts for an additional fee and on a limited – schedule permitting basis. Please contact your EDMS Program Specialist to see what opportunities might be available to you and to learn about pricing.</p>	First come – first served scheduling based on availability