

Distribution: School Based Services 04-02

Issued: March 1, 2004

Subject: Medicaid School Based Services Administrative Outreach Program
1. Random Moment Time Study (RMTS)
2. Approved Activity Codes

Effective: April 1, 2004

Programs Affected: Medicaid School Based Services Early Periodic Screening, Diagnosis and Treatment (EPSDT) Administrative Outreach Program

Purpose

The purpose of this bulletin is to inform you of procedural updates to the October 15, 2003 Medicaid School Based Services Administrative Outreach Program Policy Bulletin 03-04. The updates will: 1) clarify how to determine who should be in your staff pool for the random moment time study (RMTS), and 2) provide supplemental information to assist you in understanding the approved activity codes. The new procedures will ensure consistent program operation across the State and optimal results of the time study.

Only staff persons who perform one or more of the allowable coded activities on a regular basis may be included in the time study staff pool. The time study measures the percentage of time that staff spend on approved Outreach activities. Therefore, the overall time study results are negatively impacted when the staff pool includes job categories that do not perform these activities. This lowers the statewide time study results because these job categories will never have a positive response for an Outreach activity moment.

Non-Standard Job Categories

It has been determined that the following job categories are so broad that they are not typically expected to perform allowable activities on a regular basis within most Intermediate School Districts (ISDs):

- Administrator
- Program Specialist
- Early Identification/Intervention Personnel
- Bilingual Specialist/Translator

However, MDCH recognizes that, in some ISDs, employees in these categories may be valid time study participants based on the unique roles and responsibilities assigned to them and because they are performing allowable activities on a regular basis. In this situation, the ISD may include them in their staff pool if documentation is provided that the individual regularly performs eligible Outreach activities as a part of their job.

Documentation Procedures

Each Local Education Agency (LEA) prepares/updates a quarterly staff pool list and submits it to the ISD. If staff in any non-standard job category are included on the list, the attached “Documentation for Staff in Non-Standard Job Categories” form (Attachment A) must be completed for each individual.

The form includes supplemental examples of each allowable time study activity, and represents appropriate documentation for including a non-standard job category in the staff pool. Allowable activity codes are 1, 3, 5, 7, 8, 10, 11, and 14. Refer to the document entitled, “Allowable Activity Categories” (Attachment B) for the official description of each approved activity code.

For each individual placed in the staff pool list who is in a non-standard job category, there must be on file a completed “Documentation for Staff in Non-Standard Job Categories” form. To complete the form, the LEA selects and checks the appropriate boxes that identify the allowable Outreach activities performed by that staff person on a regular basis that justify inclusion on the staff pool list. The form is valid until any changes in job responsibilities occur that would require a new documentation form.

The form must indicate the name and title of the staff person who has been designated to make the staff pool decisions and include their signature and the date the form is signed.

The completed and signed form must be kept on file for the required six (6) years and must be easily accessible for review upon the request of the Michigan Department of Community Health, the Special Monitoring Contractor, or the Centers for Medicare and Medicaid Services. In the event of an audit or program review, the LEA must ensure that the documentation form can be traced back to the individual who made the determination to include staff on the list.

Quarterly Electronic Staff Pool File

The quarterly staff pool spreadsheet has been revised to include a new column. The LEA must mark that column to indicate that there is appropriate documentation on file to support the inclusion of that staff person on the list.

Summary of Procedures for the Staff Pool List Development Process

1. The ISD forwards the “Allowable Activity Categories” document and “Documentation for Staff in Non-Standard Job Categories” form, along with the quarterly Staff Pool List electronic spreadsheet to be updated, to LEA contacts.
2. The LEA reviews each staff person with a non-standard job title and completes the “Documentation for Staff in Non-Standard Job Categories” form to be **kept in the staff person’s file** supporting that person’s inclusion on the list.
3. “YES” is entered on the Staff Pool List electronic spreadsheet column titled “Supporting Documentation” for each staff person for whom there is a documentation form on file. The electronic file is then forwarded to the ISD.

NOTE: *These steps are required only for non-standard job categories.* If the Supporting Documentation column is not checked for staff in these categories, they will not be included on the quarterly Staff Pool List.

The ISD is the enrolled Medicaid Provider who is responsible for the quarterly Administrative Outreach claim. It is the ISD’s responsibility to ensure that appropriate documentation is on file to support the inclusion of each staff person with a non-standard job category.

The ISD forwards the updated ISD Staff Pool List to the RMTS and Claims Development Contractor by the required deadline to be included in the statewide pool. Providers are reminded that each Staff Pool List does impact the statewide pool.

Disseminate this entire packet of information to all individuals responsible (at the LEA and ISD level) for compiling the staff pool lists as soon as possible.


MANUAL MAINTENANCE

Retain this bulletin for future reference.

QUESTIONS

Any questions regarding this bulletin should be directed to Penny Dipple, Program Specialist, School Based Services Administrative Outreach Program, at (517) 241-5159.

APPROVAL

A handwritten signature in black ink, appearing to read "Paul Reinhart". The signature is written in a cursive, flowing style.

Paul Reinhart, Director
Medical Services Administration

Michigan Medicaid School Based Services Administrative Outreach Program Documentation for Staff in Non-Standard Job Categories

ISD Name: _____

LEA Name: _____

Staff Person: _____

Job Category: _____

INSTRUCTIONS:

1. Check the activity category or categories below that this staff person performs on a regular basis.
2. The individual designated to make staff pool decisions must sign and date this form.
3. The completed form must be maintained and kept on file for a period of six (6) years.

Medicaid Outreach and Facilitating Medicaid Eligibility Determination (Allowable Outreach Activity Codes 1 and 3)

- This category includes activities school staff or contractors perform to inform students, families, parents and community members about the Medicaid Program, Medicaid-covered services, how to obtain Medicaid preventative services, as well as assisting an individual student or family in becoming eligible for Medicaid. Some examples of these activities could be explaining the Medicaid program to families attending a back-to-school night, giving a family a Medicaid application form, helping an individual complete a Medicaid application form, making a referral to a local or county Family Independence Agency office, or helping someone gather and collect documentation to support a Medicaid application. These outreach and application assistance activities are allowable ONLY with respect to Medicaid and Medicaid-covered services (not other social, vocational or educational programs).

Medical Service Program Planning, Policy Development and Interagency Coordination (Allowable Outreach Activity Code 5)

- This category includes activities school staff or contractors perform *in collaboration with agencies or organizations outside of the school/district/ISD system* to assure the delivery of Medicaid-covered medical/mental health services to school-age children. The focus of these activities is to enhance, improve or streamline health care service delivery systems in the community. In order to perform these activities, staff may be representing the school system by sitting on a committee or task force such as a Multi Purpose Collaborative Body.

Health-Related Referral Activities (Allowable Outreach Activity Codes 7 and 8)

- This category includes activities school staff or contractors perform during the referral process for a potential health-related issue. Examples of these activities include locating students with potential health-related needs; discussing with colleagues or parents a student who has potential health-related needs; informal observation of students to determine if a referral for an evaluation is appropriate; the formal referral process for a health-related evaluation; and gathering and reviewing health and behavior records in order to determine appropriate evaluation tools. This category also includes activities school staff perform in order to develop referral sources for the school district, such as a list or brochure of the physicians or HMOs in the area who accept Medicaid patients for evaluation or treatment, or a list of other health agencies to whom families may be referred.

Programmatic Monitoring and Coordination of Medical Services
(Allowable Outreach Activity Codes 7 and 8)

- This category includes activities that school staff or contractors perform to coordinate programs and services at the school/district/ISD level. It could also include activities such as monitoring or follow-up of the systematic delivery of health-related services within the school system. This category includes program- or system-wide monitoring and coordination of services; it does NOT include student-specific activities such as individual service coordination or monitoring of services of a particular child. These activities are often completed by a coordinator or supervisor of quality assurance activities or others with a broader scope related to health-related services provided within the school system.

Medicaid-Related Training
(Allowable Outreach Activity Codes 10 and 11)

- This category includes activities such as conducting or participating in training events and seminars for school staff or contractors regarding general Medicaid information, including the benefits of the Medicaid program, how to assist families in accessing Medicaid eligibility and services, and how to more effectively refer students for services. Allowable training activities must be associated in some way with connecting students and families to the Medicaid program or to Medicaid services.

**Arranging for Medicaid-Related Transportation
and Provision of Medicaid-Related Translation**
(Allowable Outreach Activity Code 14)

- This category includes activities school staff perform in assisting an individual to obtain transportation in order to access Medicaid health-related services. *Allowable activities include arranging transportation THAT IS NOT ON A school bus (specialized or regular) to and from school.* Examples include arranging for a student to get to the outpatient clinic for dialysis, or to the HMO for a routine checkup. *This category does NOT include activities related to coordinating and/or providing bus transportation that will be on an IEP or IFSP, that can be billed through the Fee For Service Program.* This category also includes the arranging for, or providing of, translation/interpretation services to enable an individual to access Medicaid health-related services.

I certify that I am the LEA staff person designated to make staff pool decisions and that this individual performs Outreach activities on a regular basis and, therefore, is qualified to be a part of the Random Moment Time Study, the staff pool list, and have their associated costs included in the cost pool.

Name: _____

Title: _____

Signature: _____

Date: _____

MICHIGAN DEPARTMENT OF COMMUNITY HEALTH

Medicaid School Based Services Administrative Outreach Program

ALLOWABLE ACTIVITY CATEGORIES**MEDICAID OUTREACH AND PUBLIC AWARENESS
(ACTIVITY CODE 1)**

As Written in Medicaid Policy Bulletin in 03-04	Supplemental Description of Activity
<p>This code is used when school staff are performing activities that inform eligible or potentially eligible individuals about Medicaid and how to access Medicaid programs. This code is also used for describing the services covered under Medicaid and how to obtain Medicaid preventative services. Activities related to Child Find will not be recorded here, but under Code 02.</p> <p>It includes related paperwork, clerical activities, or staff travel required to perform these activities:</p> <ul style="list-style-type: none"> • Informing families and distributing literature about the services and availability of the Early Periodic Screening, Diagnosis and Treatment (EPSDT) program and the many different Michigan Medicaid programs, such as Healthy Kids and Children's Special Health Care Services. • Informing and encouraging families to access Medicaid managed care systems, i.e., Medicaid Health Plans. • Informing families about the EPSDT and Medicaid health-related programs and the value of preventive health services and periodic exams. • Assisting the Medicaid agency to fulfill outreach objectives of the Medicaid program by informing individuals, students, and their families about health resources available through the Federal Medicaid Program. • Conducting Medicaid outreach campaigns and activities not related to Child Find, such as health fairs, that provide information about services provided by such entities as the Community Mental Health Service providers, Local Health Departments, etc. • Conducting a family planning health education outreach program or campaign, if it is targeted specifically to Medicaid-covered family planning services. • Contacting pregnant and parenting teenagers about the availability of Medicaid services, including referral to family planning and well baby care programs and services. • Providing referral assistance to families with information about the Medicaid program. • Providing information about Medicaid screenings that will help improve the identification of medical conditions that can be corrected or ameliorated through Medicaid services. • Notifying families of EPSDT program initiatives, such as Medicaid screenings conducted at a school site. These screenings are distinct from other general health screenings that are covered in Code 02. • Coordinating with the local media (newspaper, TV, radio, video) to inform the public about EPSDT screenings, health fairs and other health-related services, programs and activities organized by the school. • Coordinating or attending child health fairs that emphasize preventive health care and promote Medicaid services by presenting Medicaid material in areas with the likelihood of high Medicaid eligibility. • Presenting and informing families about the availability of Medicaid providers of specific covered services and how to effectively utilize services and maintain participation in the Medicaid program. • Providing parents, on report card pick-up day or at parent conferences, information about the Medicaid program and health care services available to eligible children, including EPSDT screening services and medically necessary treatment. 	<p>This category includes activities school staff or contractors perform to inform students, families, parents and community members about the Medicaid Program, Medicaid-covered services, how to obtain Medicaid preventative services, as well as assisting an individual student or family in becoming eligible for Medicaid.</p> <p>Some examples of these activities could be explaining the Medicaid program to families attending a back-to-school night, giving a family a Medicaid application form, helping an individual complete a Medicaid application form, making a referral to a local or county Family Independence Agency office, or helping someone gather and collect documentation to support a Medicaid application.</p> <p>These outreach and application assistance activities are allowable ONLY with respect to Medicaid and Medicaid-covered services (not other social, vocational or educational programs).</p>

MICHIGAN DEPARTMENT OF COMMUNITY HEALTH

Medicaid School Based Services Administrative Outreach Program

ALLOWABLE ACTIVITY CATEGORIES

**FACILITATING MEDICAID ELIGIBILITY DETERMINATION
(ACTIVITY CODE 3)**

As Written in Medicaid Policy Bulletin in 03-04	Supplemental Description of Activity
<p>This code is used for assisting an individual to become eligible for Medicaid. This activity does not include the actual determination of Medicaid eligibility.</p> <p>It includes paperwork, clerical activities, or staff travel required to perform these activities:</p> <ul style="list-style-type: none"> • Verifying an individual's current Medicaid eligibility status. • Facilitating eligibility determination for Medicaid by planning and implementing a Medicaid information program. • Participating as a provider of Medicaid eligibility outreach information. • Explaining Medicaid eligibility rules and the Medicaid eligibility process to prospective applicants. • Referring an individual or family to the local Family Independence Agency (FIA) or other local office to make application for Medicaid benefits. • Assisting individuals or families to complete the Michigan Medicaid eligibility application. • Assisting the individual or family in collecting/gathering information related to the application and eligibility determination for an individual, including resource information and third party liability (TPL) information, as a prelude to submitting a formal Medicaid application. • Providing necessary forms and packaging all forms in preparation for the Medicaid eligibility determination. • Referring families to appropriate sources to obtain Medicaid applications. 	<p>This category includes activities school staff or contractors perform to inform students, families, parents and community members about the Medicaid Program, Medicaid-covered services, how to obtain Medicaid preventative services, as well as assisting an individual student or family in becoming eligible for Medicaid.</p> <p>Some examples of these activities could be explaining the Medicaid program to families attending a back-to-school night, giving a family a Medicaid application form, helping an individual complete a Medicaid application form, making a referral to a local or county Family Independence Agency office, or helping someone gather and collect documentation to support a Medicaid application.</p> <p>These outreach and application assistance activities are allowable ONLY with respect to Medicaid and Medicaid-covered services (not other social, vocational or educational programs).</p>

**MEDICAL SERVICES PROGRAM PLANNING, POLICY DEVELOPMENT, AND INTERAGENCY COORDINATION
(ACTIVITY CODE 5)**

As Written in Medicaid Policy Bulletin in 03-04	Supplemental Description of Activity
<p>This code is used for performing activities associated with the collaborative development of programs with other agencies that assure the delivery of Medicaid-covered medical/mental health services to school-age children. It applies only to employees whose position descriptions include program planning, policy development and interagency coordination, and/or those staff specifically appointed to appropriate committees/programs performing required activities.</p> <p>It includes related paperwork, clerical activities or staff travel required to perform these activities:</p> <ul style="list-style-type: none"> • Defining the scope of each agency's Medicaid service in relation to the other, and identifying gaps or duplication of medical/mental health programs. • Analyzing Medicaid data related to a specific program, population, or geographic area and working with Medicaid resources, such as the Medicaid Health Plans, to locate and develop EPSDT health services referral relationships and expanding school medical/mental health programs to school populations of need. 	<p>This category includes activities school staff or contractors perform <i>in collaboration with agencies or organizations outside of the school/district/ISD system</i> to assure the delivery of Medicaid-covered medical/mental health services to school-age children.</p> <p>The focus of these activities is to enhance, improve or streamline health care service delivery systems in the community.</p> <p>In order to perform these activities, school staff may be representing the school system by sitting on a committee or task force such as a Multi Purpose Collaborative Body.</p>

MICHIGAN DEPARTMENT OF COMMUNITY HEALTH

Medicaid School Based Services Administrative Outreach Program

ALLOWABLE ACTIVITY CATEGORIES

**MEDICAL SERVICES PROGRAM PLANNING, POLICY DEVELOPMENT, AND INTERAGENCY COORDINATION
(ACTIVITY CODE 5)**

As Written in Medicaid Policy Bulletin in 03-04	Supplemental Description of Activity
<ul style="list-style-type: none"> • Creating a collaborative of health professionals to provide consultation and advice on the delivery of health care services to the school populations and developing methods to improve the referral and service delivery process by Medicaid health providers. • Containing Medicaid costs for individuals with multiple challenging disabilities by reducing overlap and duplication of Medicaid services through collaborative efforts with Medicaid Health Plans, local Community Mental Health Service providers and Local Health Departments. • Monitoring and evaluating policies and criteria for performance standards of medical/mental health delivery systems in schools and designing strategies for improvements. • As a part of the school health policy quality assurance system, maintain and ensure the continuity of all Medicaid health-related services, including development and monitoring contracts with private providers, agencies and/or provider groups. • Overseeing the organization and outcomes of the coordinated medical/mental health service provision with Medicaid Health Plans. • Developing internal referral policies and procedures for use by staff so that appropriate coordination of health services occurs between the various Medicaid providers and entities, such as Community Mental Health Service providers, Local Health Departments, Medicaid Health Plans, and those in the educational setting. • Designing and implementing strategies to: identify students who may be at high risk for poor outcomes because of poverty, dysfunctional families, and/or inappropriate referrals, and need medical/mental health interventions; identify pregnant students who may be at high risk of poor health outcomes because of drug usage, lack of appropriate prenatal care, and/or abuse or neglect; and assuring students with any significant health problems are diagnosed and treated early. • Presenting specific provider information about Medicaid EPSDT screening in the schools that will help identify medical conditions that can be corrected or ameliorated by services covered through Medicaid. • Developing procedures for tracking and resolving families' requests for assistance with Medicaid services and providers. This does not include the actual tracking of requests for Medicaid services. • Developing new health programs with local community health providers for the Medicaid population, as determined by a needs assessment and geographic mapping. • Working with requests and inquiries from local school board members, county commissioners, or State legislators to resolve unique or unusual requests or boundary issues regarding appropriate care for certain Medicaid-eligible groups or populations. • Coordinating with interagency committees to identify, promote and develop medical services in the school system. <p>SPECIAL NOTE: These activities relate to the program and not for a specific child.</p>	

MICHIGAN DEPARTMENT OF COMMUNITY HEALTH

Medicaid School Based Services Administrative Outreach Program

ALLOWABLE ACTIVITY CATEGORIES

**HEALTH-RELATED REFERRAL ACTIVITIES/PROGRAMMATIC MONITORING OF MEDICAL SERVICES
(ACTIVITY CODE 7)**

As Written in Medicaid Policy Bulletin in 03-04	Supplemental Description of Activity
<p>This code is issued for developing appropriate referral sources for program-specific services for the school district, coordinating programs and services at the school or district level, and monitoring the delivery of Medicaid services within the school system.</p> <p>It includes related paperwork, clerical activities or staff travel necessary to perform these activities:</p> <ul style="list-style-type: none"> • Making referrals for, and coordinating access to, medical services. • Identifying and referring adolescents who may be in need of Medicaid family planning services. • Making referrals for and/or scheduling appropriate Medicaid-covered immunizations, vision, and hearing testing, but not to include the child health screenings (vision, hearing and scoliosis) and immunizations that are required for all students. • Providing information about Medicaid EPSDT screening (e.g., dental, vision) in the schools that will help identify medical conditions that can be corrected or improved by services through Medicaid. • Contacting Medicaid providers of pediatric services in lower income areas to determine the scope of EPSDT screening and treatment services available to meet the needs of the at-risk child. • Reviewing clinical notes of staff by a designated clinician to identify medical referral and follow -up practices, and making recommendations to supervisors for improvements as needed. • Conducting quality assurance reviews of specific health-related programs objectives. • Providing both oral and written instructions about the referral policies and procedures between the various agencies to parents for appropriate coordination of health services in the educational setting and for follow -up at home. <p>SPECIAL NOTE: Activities that are part of a direct service are not claimable as an administrative service. This code is not used for case management for a student with an IEP/IFSP or for actual targeted case management activities to assist student's access to medical services, such as:</p> <ul style="list-style-type: none"> • Coordinating evaluations and/or assessments needed by the student • Facilitating and participating in development of the IEP/IFSP • Linking or coordinating care across agency lines • Reassessing or following up on the required needs of the student • Monitoring needed medical, social, educational, and other services that are a part of the student's care plan • Assuring care records are maintained <p>For staff performing any of the above activities, Code 13 is used. Michigan covers targeted case management for individual students as a direct fee-for-service activity that can be billed as medical service to Medicaid.</p>	<p style="text-align: center;">HEALTH-RELATED REFERRAL ACTIVITIES</p> <p>This category includes activities school staff or contractors perform during the referral process for a potential health-related issue.</p> <p>Examples of these activities include locating students with potential health-related needs; discussing with colleagues or parents a student who has potential health-related needs; informal observation of students to determine if a referral for an evaluation is appropriate; the formal referral process for a health-related evaluation; and gathering and reviewing health and behavior records in order to determine appropriate evaluation tools.</p> <p>This category also includes activities school staff perform in order to develop referral sources for the school district, such as a list or brochure of the physicians or HMOs in the area who accept Medicaid patients for evaluation or treatment, or a list of other health agencies to whom families may be referred.</p> <p style="text-align: center;">PROGRAMMATIC MONITORING AND COORDINATION OF MEDICAL SERVICES</p> <p>This category includes activities that school staff or contractors perform to coordinate programs and services at the school/district/ISD level. It also could include activities such as monitoring, or follow up on the systematic delivery of health-related services within the school system.</p> <p>This category includes program- or system-wide monitoring and coordination of services; it does NOT include student-specific activities such as individual service coordination or monitoring of services of a particular child. These activities are often completed by a coordinator or supervisor of quality assurance activities or others with a broader scope related to health-related services provided within the school system.</p>

MICHIGAN DEPARTMENT OF COMMUNITY HEALTH

Medicaid School Based Services Administrative Outreach Program

ALLOWABLE ACTIVITY CATEGORIES

HEALTH-RELATED REFERRAL ACTIVITIES/PROGRAMMATIC MONITORING AND COORDINATION OF MEDICAL SERVICES BY SPMP STAFF (ACTIVITY CODE 8)

As Written in Medicaid Policy Bulletin in 03-04

Supplemental Description of Activity

This code is used for skilled professional medical personnel who are providing medically necessary administrative activities and for which skilled professional medical knowledge is required.

This code is used for developing appropriate referral sources for program-specific services for the school district, coordinating programs and services at the school or district level, and monitoring the delivery of Medicaid services within the school system.

It includes related paperwork or staff travel necessary to perform these activities:

- Making referrals for, and coordinating access to, medical services.
- Coordinating with interagency committees to identify, promote and develop EPSDT services in the school system.
- Coordinating the delivery of community-based medical/mental health services and plans.
- Coordinating medical/mental health services with managed care plans as appropriate.
- Developing professional relationships for the purposes of referral of Medicaid-eligible students for EPSDT medical and other health-related services.
- Providing clinical information at the program level -- not for individual cases -- to providers about Medicaid policy and regulations.
- Developing a referral system that includes procedures for recording and reporting the requests and subsequent referral of families to the appropriate Medicaid service providers.
- Developing strategies for containing medical costs and improving services to children as part of the goals of the EPSDT program.
- Working with agencies providing Medicaid services to improve the coordination and delivery of clinical health care services, to expand access to specific populations of Medicaid eligibles, and to improve collaboration around the early identification of medical problems. Activities include development, implementation, and the amending of Interagency Agreements related to Medicaid services.
- Developing strategies to improve how the needs of medically-fragile individuals receiving Medicaid services are addressed.
- Developing and communicating, both oral and written, clinical and health care instructions to parents and school staff for appropriate coordination of health needs in an educational setting and/or follow-up at home.

SPECIAL NOTE: Activities that are part of a direct service are not claimable as an administrative service. This code is not used for case management for a student with an IEP/IFSP or for actual targeted case management activities to assist student's access to medical services, such as:

- Coordinating evaluations and/or assessments needed by the student
- Facilitating and participating in development of the IEP/IFSP

HEALTH-RELATED REFERRAL ACTIVITIES

This category includes activities school staff or contractors perform during the referral process for a potential health-related issue.

Examples of these activities include locating students with potential health-related needs; discussing with colleagues or parents a student who has potential health-related needs; informal observation of students to determine if a referral for an evaluation is appropriate; the formal referral process for a health-related evaluation; and gathering and reviewing health and behavior records in order to determine appropriate evaluation tools.

This category also includes activities school staff perform in order to develop referral sources for the school district, such as a list or brochure of the physicians or HMOs in the area who accept Medicaid patients for evaluation or treatment, or a list of other health agencies to whom families may be referred.

PROGRAMMATIC MONITORING AND COORDINATION OF MEDICAL SERVICES

This category includes activities that school staff or contractors perform to coordinate programs and services at the school/district/ISD level. It also could include activities such as monitoring, or follow-up on the systematic delivery of health-related services within the school system.

This category includes program- or system-wide monitoring and coordination of services; it does NOT include student-specific activities such as individual service coordination or monitoring of services of a particular child. These activities are often completed by a coordinator or supervisor of quality assurance activities or others with a broader scope related to health-related services provided within the school system.

MICHIGAN DEPARTMENT OF COMMUNITY HEALTH

Medicaid School Based Services Administrative Outreach Program

ALLOWABLE ACTIVITY CATEGORIES

HEALTH-RELATED REFERRAL ACTIVITIES/PROGRAMMATIC MONITORING AND COORDINATION OF MEDICAL SERVICES BY SPMP STAFF (ACTIVITY CODE 8)

As Written in Medicaid Policy Bulletin in 03-04	Supplemental Description of Activity
<ul style="list-style-type: none"> • Linking or coordinating care across agency lines • Reassessing or following up on the required needs of the student • Monitoring needed medical, social, educational, and other services that are a part of the student's care plan • Assuring care records are maintained <p>For staff performing any of the above activities, Code 15 is used. Michigan covers targeted case management for individual students as a direct fee-for-service activity that can be billed as medical service to Medicaid.</p>	

MEDICAID-RELATED TRAINING (ACTIVITY CODE 10)

As Written in Medicaid Policy Bulletin in 03-04	Supplemental Description of Activity
<p>This code is used for coordinating, conducting, or participating in training events and seminars for outreach staff regarding the benefits of the Medicaid program, how to assist families to access Medicaid services, and how to more effectively refer students for services. Training for Child Find activities is NOT recorded here, but under Code 12.</p> <p>It includes related paperwork, clerical activities or staff travel required to perform these activities:</p> <ul style="list-style-type: none"> • Participating in or coordinating training that improves the delivery of Medicaid services. • Participating in or coordinating training which enhances early identification, intervention, screening and referral of students with special health needs to EPSDT services. • Coordinating training to assist families to access Medicaid services. • Participating in or presenting training that improves the quality of identification, referral, treatment and care of children, e.g., talking to new staff about the EPSDT referral process, available EPSDT and health-related services. • Conducting Medicaid outreach training of non-medical professional staff for the purpose of targeting and identifying children with special or severe health or mental health needs for appropriate referral to EPSDT screening services. • Disseminating information on training sessions and conducting all related administrative tasks. • Conducting seminars and presentations to teachers, parents, and community members on: appropriately identifying students concerning indications of mental health behavioral conditions (i.e., bi-polar disorders, drug/substance abuse, autism, attention deficit, mood disorders, pervasive disability disorder, suicidal tendencies, and clinical depression); identification of physical disabilities and other medical conditions that can be corrected or ameliorated by services covered through Medicaid; and providing information on where and how to seek assistance through the Medicaid system. 	<p>This category includes activities such as conducting or participating in training events and seminars for school staff or contractors regarding general Medicaid information, including the benefits of the Medicaid program, how to assist families in accessing Medicaid eligibility and services, and how to more effectively refer students for services.</p> <p>Allowable training activities must be associated in some way with connecting students and families to the Medicaid program or to Medicaid services.</p>

MICHIGAN DEPARTMENT OF COMMUNITY HEALTH

Medicaid School Based Services Administrative Outreach Program

ALLOWABLE ACTIVITY CATEGORIES

**MEDICAID-RELATED TRAINING PERFORMED BY SPMP STAFF
(ACTIVITY CODE 11)**

As Written in Medicaid Policy Bulletin in 03-04	Supplemental Description of Activity
<p>This code is used for skilled professional medical personnel who are providing medically necessary administrative activities and that require skilled professional medical knowledge.</p> <p>This code is used for coordinating, conducting, or participating in training events, and seminars for staff who do outreach services regarding the benefits of the Medicaid program, how to assist families to access Medicaid services, and how to more effectively refer students for services.</p> <p>It includes related paperwork and staff travel required to perform these activities:</p> <ul style="list-style-type: none"> • Developing, and preparing for others to utilize, information about Medicaid-covered services, specific health standards and criteria associated with identification/detection of certain illnesses required by the Medicaid program. • Developing, participating in, or presenting training that addresses the clinical importance of pediatric standards for preventive care offered under Medicaid programs. • Developing modules and providing training in the school setting, using clinical education and experience, to other professionals and para-professionals that describe medical protocols utilized to refer students for Medicaid-covered services that may be identified during the evaluation, assessment, or EPSDT screen. • Developing and maintaining a system that provides information and training to parents so they may better understand the connection between health issues and Medicaid coverages that may be pertinent to their child, and the importance of seeking Medicaid services and/or treatment when needed. • Developing modules for, or presenting, a training seminar at which information is presented to colleagues, parents and/or teachers on Medicaid coverages and therapies, such as substance abuse, speech/language, physical/occupational, orientation and mobility, or adaptive physical education for preschoolers and youth. • Designing and providing training to assist non-medically-oriented staff to recognize symptoms exhibited by students that could result in referrals to Medicaid providers. 	<p>This category includes activities such as conducting or participating in training events and seminars for school staff or contractors regarding general Medicaid information, including the benefits of the Medicaid program, how to assist families in accessing Medicaid eligibility and services, and how to more effectively refer students for services.</p> <p>Allowable training activities must be associated in some way with connecting students and families to the Medicaid program or to Medicaid services.</p>

**ARRANGING FOR MEDICAID-RELATED TRANSPORTATION AND PROVISION OF MEDICAID-RELATED TRANSLATION
(ACTIVITY CODE 14)**

As Written in Medicaid Policy Bulletin in 03-04	Supplemental Description of Activity
<p>This code is used for assisting an individual to obtain transportation to Medicaid-covered services. This does not include the provision of the actual transportation service, but rather the administrative activities involved providing transportation. This activity also does not include activities that contribute to the actual billing of transportation as a medical service, nor does it include accompanying the Medicaid-eligible individual to Medicaid services as an administrative activity.</p>	<p>This category includes activities school staff perform in assisting an individual to obtain transportation in order to access Medicaid health-related services.</p> <p><i>Allowable activities include arranging transportation THAT IS NOT ON A school bus (specialized or regular) to and from school.</i></p> <p>Examples include arranging for a student to get to the outpatient clinic for dialysis, or to the HMO for a routine check-up.</p>

MICHIGAN DEPARTMENT OF COMMUNITY HEALTH

Medicaid School Based Services Administrative Outreach Program

ALLOWABLE ACTIVITY CATEGORIES

ARRANGING FOR MEDICAID-RELATED TRANSPORTATION AND PROVISION OF MEDICAID-RELATED TRANSLATION
(ACTIVITY CODE 14)

As Written in Medicaid Policy Bulletin in 03-04	Supplemental Description of Activity
<p>This code is used for school employees who provide translation services related to Medicaid-covered services as an activity. Translation may be allowable as an administrative activity if it is not included and paid for as part of a medical assistance service.</p> <p>It includes related paperwork, clerical activities or staff travel required to perform these activities:</p> <ul style="list-style-type: none"> • Scheduling or arranging transportation to Medicaid-covered services. • Assisting or arranging for transportation for the family in support of the referral and evaluation activities. • Arranging for or providing translation services that assist the individual to access transportation and medical services. • Arranging for or providing translation services that assist the individual to “communicate” with service providers about medical services being provided. • Arranging for or providing translation services that assist the individual to understand necessary care or treatment. • Assisting the student to define/explain their symptoms to the physician. • Arranging for or providing signing services that assist family members to understand how to provide necessary medical support and care to the student. 	<p><i>This category does NOT include activities related to coordinating and/or providing bus transportation that will be on an IEP or IFSP that can be billed through the Fee For Service Program.</i></p> <p>This category also includes the arranging for, or providing of, translation/interpretation services to enable an individual to access Medicaid health-related services.</p>