



HVED / SCHOOL Project Third Party Billing Roles and Responsibilities 2021 - 2022



SCHOOL Project (SP)

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- Check MA eligibility for all students to start out the school year.
- Complete the MA Setup Page on SpEd Forms for each student. Will mark YES or NO for MA eligibility. If YES - SP will complete the eligibility check date and MA number.
- Check SpEd student list bi-weekly throughout the year to note new MA eligible students and notify the district point person.
- Pull complete and finalized documentation for billing.
- Bill all Third Party Billing documents for reimbursement.
- Review all RAs (Remittance Advices) and rebill any denied claims if possible.
- Summarize the monthly billing onto a spreadsheet. The spreadsheet will include each student's name, all billed services by month and how much the district was reimbursed.
- Send monthly bills to HVED for distribution to the member districts.

District TPB Contact

HVED TPB Contact is Melissa Rose, HVED Administrative Assistant, mrose@hved.org

- Ensure that your district has a written procedure for obtaining MA consents. Obtaining consent would typically be the responsibility of the professional evaluators and/or case managers. TPB contact should aid in obtaining consents as needed. For example:
 - Print MA consent forms and Notice of Procedural Safeguards.
 - Maintain a checklist of consents received, consents pending, and consent paperwork needing to be sent out.
 - Assist with follow-up in obtaining consents.
 - When school begins each fall, send out Annual Notice/Procedural Safeguards for all students that the district will continue to bill for MA.
Suggestion: A) Send reminder with Back to School information **OR** B) Provide at the IEP Annual Meeting.
- Collect all MA consent/denial forms as they are received. Enter the consent information on the Student MA Setup Page on SpEd Forms.
This includes the sections that read:
 - MA Signature on File (If using informed consent, a letter must be sent by the district giving the parent 14 days to respond. IF no response is received the district can begin billing)
 - Consent to Release Private Data
 - Yes-Written consent to release private data is signed and on file.
 - No-Parents do NOT want to share their child's private data
 - Informed Consent-Can be used if the student has been with the district for at least one year and parent is provided with the informed consent letter and doesn't respond.
 - Consent Received Date

Suggestion: A) Scanning documents for signatures **OR** B) Utilizing an electronic signature application such as Hello Sign or Adobe

- Review the SpEd Forms MA report entitled Consent Tracking once per month to check for additional students marked eligible by SCHOOL Project and to follow up other consents that have not been received. (Admin Reporting>MA Forms>Quick>Consent Tracking)
- Verify that MA billing setup in SpEd Forms is accurate for students that are newly qualified for special education or are new to the district.
- Familiarize yourself with useful SpEd Forms MA Quick reports such as:
 - Students Eligible in the Last 30 Days
 - Consent Tracking
 - Log Entries in the Last 30 Days

***Note that you can remove columns with unimportant information to reduce the size as you are viewing and/or printing reports.
- Relay all TPB changes and updates to all providers in the district.
- Relay any provider changes (newly hired and ones that leave) to both Angie Wassman, School Project and Melissa Rose, HVED.
- Proof monthly MA bills as provided by School Project and distributed to districts via the HVED business office. Verify the students and assist with necessary corrections.

Professional Evaluators

Professional Evaluators include HVED's Birth to 3 Teachers, School Psychologists, Occupational Therapists, Physical Therapists, Audiologists, CTSS Mental Health Professionals, and also HVED or member district Speech Language Pathologists. If a student has MA, all health-related evaluations are billable regardless of whether the evaluation results in an IEP/IFSP.

- At the time permissions are granted **or** at the time the reports are provided, it is best practice to obtain TPB parent consent for **every** child being evaluated.
- At the time permissions are granted **or** at the time the reports are provided, it is required to present the parents with the *Procedural Safeguards (PS)* (available on the HVED website at www.hved6013.org/ or on SpEd Forms), either in print or electronically via a shared link. This is an **annual** requirement for MA billing. Each year at the annual IEP or IFSP review, the Procedural Safeguards need to be received by the parents and the date **must** be noted in the IEP or IFSP (typically on the prior written notice or team meeting notice). Retain a record of when the PS was provided to the parent.
- If MA eligibility is confirmed, and consent is received, complete the Evaluation activity log on SpEd Forms whether or not the student qualified for services. Include the date and start/stop times for billable services:
 - Face-to-Face health-related assessments used to identify services to restore or improve the condition of the child to the child's best possible functional level
 - Interpreting health-related assessment results
 - Writing evaluation report
 - Record review Note: Parent interviews are not billable

Here is a short video from SpEd Forms on entering MA activity logs:

<https://www.youtube.com/watch?v=uSlnsA2K1L0>

Case Managers

- Complete, validate, and **finalize as a final the IEP or IFSP within 30 days after the PWN date** in order for the Service Provider to record service as required by the IEP or IFSP. SpEd Coordinators

will run the “Plans Not Finalized 30 Days after Meeting Date” report on a monthly basis to support the process of timely finalization of IEPs or IFSPs.

- Communicate with Professional Evaluators to make sure MA consent paperwork/Procedural Safeguards has been provided for all students being tested for services.
- Make sure MA consent paperwork/Procedural Safeguards has been provided for all newly transferred students.
- Communicate and collaborate with Professional Service Providers, as necessary.

Professional & Certified Service Providers

- Establish appropriate licensure and certification prior to providing service.
 - Note: a Personal Care Assistant (PCA) must obtain certification by the Department of Human Services (DHS) and must be supervised by a school nurse. Depending on the student needs, the PCA may be supervised by a Developmental Disabilities Teacher. The district must retain a copy of the PCA certificate in the event of an audit.
 - **In April, 2020, DHS came out with a new training, test, and certification for PCAs due to the change from PCA to CFSS (Community First Services and Supports).** It is anticipated that the state will make this change mandatory in April 2021. It is the present understanding that all currently certified PCAs will have until April 2021 to be re-certified under CFSS. This is the link for training and certification information. Any newly hired PCA needs to complete the new training and test before documenting PCA encounters. Training/testing is estimated to take from 1 ½ to 2 ½ hours.
<https://registrations.dhs.state.mn.us/videoConf/Default.aspx?BusinessUnitID=16>
- Provide service as required by the IEP or IFSP.
- If you need MA access to a student, reach out to your district TPB Contact (to allow access to third party billing in SpEd Forms) then the TPB Contact will communicate with the SpEd Coordinator who will provide access to TPB in SpEd Forms.
- Check the student’s MA Setup page to see if consent has been received.
- Contact your district TPB contact or SpEd Coordinator if you need MA access to a student. Check the student’s MA Setup page to see if consent has been received.
- Contact your TPB contact or HVED SpEd Coordinator if you would like extra permissions for the “MA Eligible” student filter option on your SpEd Forms student list.
- Identify and enter ICD-10 codes on SpEd Forms.
- Document health related services provided on SpEd Forms MA Activity Logs. PCA and transportation services will continue to be logged through the SCHOOL Project application.
- Your sign-in to SpEd Forms is your electronic signature because of your unique username and secure password. Your name and title will autofill on the log.
- Complete your logs in a timely manner. ALL PROVIDERS - Activity logs should be finished by the 15th of the following month.
- New federal and state compliance requires a telehealth visit to be indicated for each visit. The telehealth setting selection will prompt three drop down menus; 1. transmission mode (ex: zoom, doxy.me etc.) 2. the provider location and 3. the student location. YouTube Demo Video:
https://www.youtube.com/watch?v=ud1_wyH8L0c

HVED SpEd Coordinators

- Guide the Case Managers in proper documentation on the IEP.
- Ensure that service providers have access to MA eligibility filter.

- Run the “Plans Not Finalized 30 Days after Meeting Date” report on a monthly basis for each District to support the process of timely finalization of IEPs or IFSPs. This report will be reviewed during the monthly Coordinator meetings, as necessary. Provide this information to the Directors of Special Education, if necessary, to co-facilitate this effort between the HVED SpEd Coordinators, HVED Directors of Special Education, and District Administration.

HVED Directors of Special Education

- Support the Building Administrators to complete the TPB process within assigned districts.
- Refer any procedural questions with any part of the process to SCHOOL Project at SCHOOLProjectk12@gmail.com

HVED Superintendents and Executive Director

- Assign a District TPB Contact.
- Review TPB activities at the Superintendents’ Advisory Council meeting.
- Review TPB records as provided by SCHOOL Project.
- Support TPB efforts to work collaboratively with all parties and associated services.
- Utilize required Telehealth Policy and Procedures template provided by MDE.
- File required Assurance Statement Form (6806) with the Department of Human Services.

Resources

- **HVED and SCHOOL Project TPB Information** is available on the HVED website found at <https://www.hved6013.org/page/3174> and <https://www.hved6013.org/page/3177> or from the HVED home page (www.hved6013.org) under Quick Links / Finance / Third Party Billing with SCHOOL Project / Resources and Documents
- **DHS IEP Provider Manual** is found at https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=dhs16_151385
- **DHS COVID Resources** https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=DHS-320036
- **OIG Exclusion List** <https://exclusions.oig.hhs.gov/>
- **Ask any question, make any suggestion, report any issue, or alert any breakdown in the process with an email to Angie Wassman at SCHOOL Project** schoolprojectk12@gmail.com