

# NCKSEC Medicaid Consent and Log Requirements

## Medicaid Consent

**Consent Requirements** – The NCKSEC can bill Kansas Medical Assistance Program (KMAP) for school based therapy services provided as part of the IEP for children that are Medicaid eligible. These services include Audiology, Psychological, Social Work, Nursing, Occupational, Physical and Speech and Language Therapies. In order to bill for these school based therapy services the NCKSEC must obtain annually:

1. Consent from the parent to:
  - a) Exchange information with the child's health care provider.
  - b) Exchange information with the KMAP.
2. Health care provider's scripts indicating the school based therapy services are medically necessary.

## Procedures for obtaining consent

- **Students receiving school based therapy services at the end of the previous school year**
  - In July the NCKSEC office will prepare request for consent to exchange information with both the health care provider and KMAP for the upcoming school year and send those to the school psychologists. The school psychologists will coordinate with district staff to attempt to obtain consent during school enrollment.
  - Following school enrollment school psychologists will contact parents that have not returned consent.
    - ◆ Return obtained consent to the NCKSEC
    - ◆ Notify the NCKSEC of parents that refuse consent
  - Once parental consent is received the NCKSEC will contact the health care provider to request physicians order for services.
  - Therapist will complete Medicaid Documentation Logs for all services provided by a registered therapist or certified assistant for all Medicaid eligible students and submit the logs monthly to the NCKSEC.
- **Students that begin receiving school based therapy services during the school year (including initial evaluations, adding services, transfers, etc.)**
  - Prior to meeting with parents to begin services the therapist will contact the NCKSEC to determine if the child in question is or may be Medicaid eligible.
  - If the child is or may be Medicaid eligible the therapist will obtain consent.
  - Once Consent is received then the NCKSEC will contact the health care provider to attempt to receive the physicians order for services.
  - Therapist will complete Medicaid Documentation Logs for all services provided by a registered therapist or certified assistant for all Medicaid eligible students and submit the logs monthly to the NCKSEC.

## Medicaid Log

### Medicaid Log Requirements

- At the end of each month the NCKSEC will provide each therapist with a roster of eligible students for the upcoming month. Logs must be maintained and submitted for each students listed.
- Logs must be neat and legible and “Stand on Own”
  - Should not have to look at IEP, Progress Reports and Logs. All necessary information should be on the log.
    - ◆ Log must include relevant IEP goal(s)
  - Cannot use symbols (+, -, check marks, etc)
  - Each page must contain all information
    - ◆ Front and back of paper are separate pages
- Date, Time, and Description of each service delivered and by whom
  - Name and designation of profession or paraprofession
    - ◆ Signature must include credentials
    - ◆ Initials do not suffice
    - ◆ Licensed therapist must “sign off” on therapy provided by certified assistants.
- Assessment and Response to Intervention/service
  - What was the activity
  - Why was the activity done
  - What was the result and why (must include documentation of student mood, affect, concentration, etc)
    - ◆ Example: Played letter sound bingo to work on “s” sound. Student was very distracted and produced s sound accurately 20%
- Progress Toward Achieving individualized long- and short-term Goals
  - Progress toward goal is noted with progress codes. If the student has multiple relevant IEP goals listed, indicate which goal(s) was addressed during the session.
- If multiple activities are provided during one session **Description, Assessment and Response to Intervention and Progress Toward Achieving Goals would be necessary for each activity.**
- Logs must be completed at the time the service is provided
  - Do not “write over”, write in margins etc. – auditor may see this as evidence of “creating documentation after the fact” or “altering logs after the fact”.
  - Do not use scheduled time but rather actual time in and out - suspicious to auditors if times are always the same.
- IEP and or health care plan IEP attachment should contain sufficient information to support why medically the treatment is needed.

### Submitting Medicaid Logs

- Original logs must be submitted to the NCKSEC and will remain on file for no less than 5 years.
- Logs will be received by the NCKSEC office no later than 5 school days following the last school day of each month.