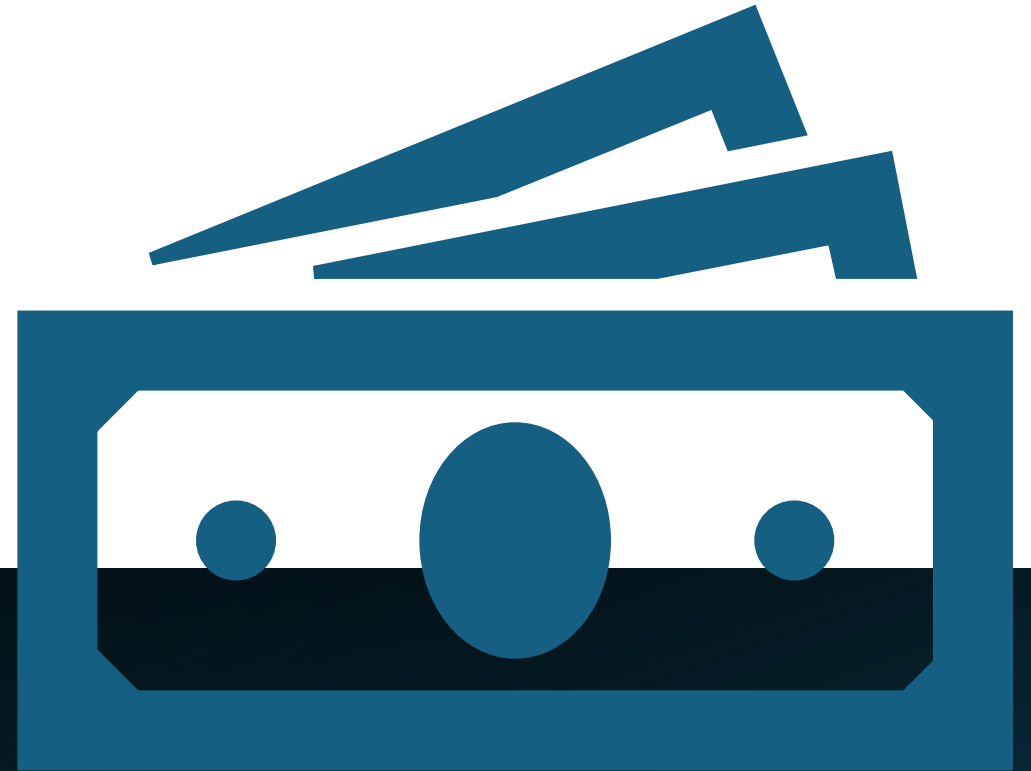


What are the
common areas
districts are not
maximizing revenue in



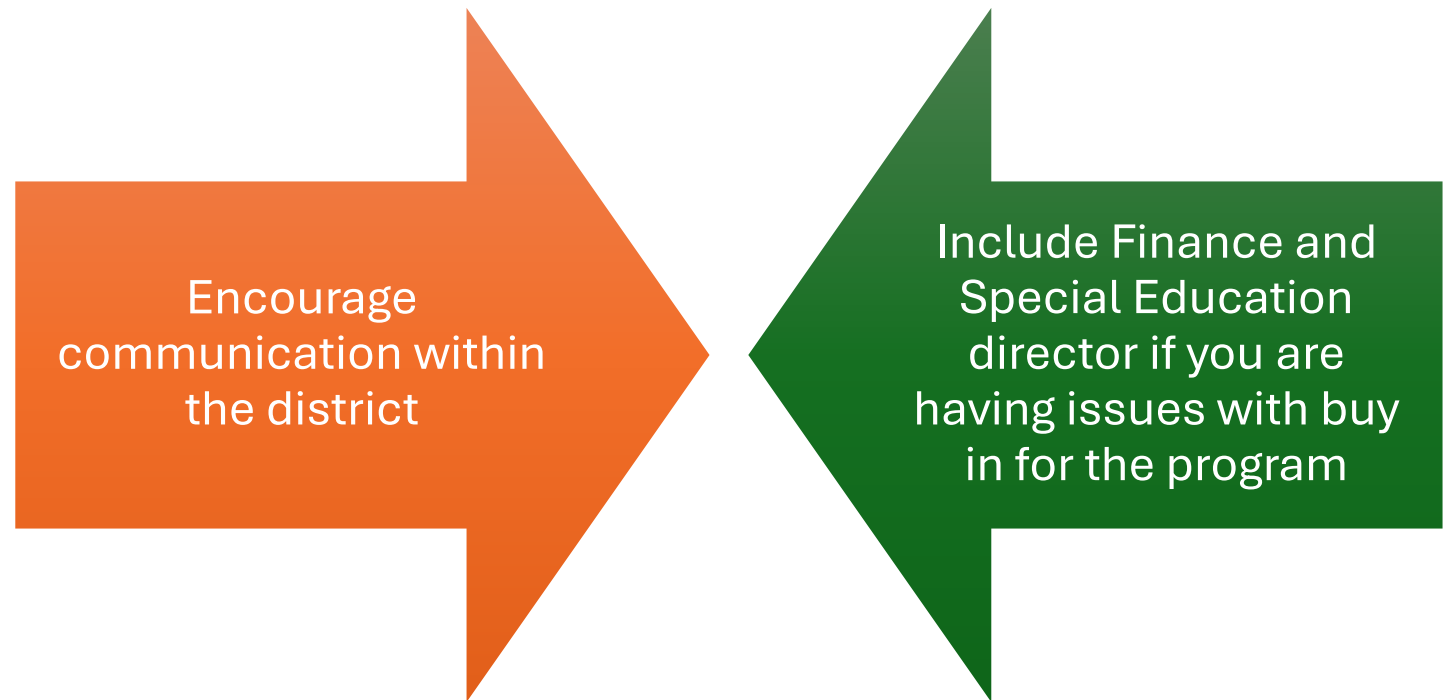
Melissa Emery
Angel Stone
SEAS Education



Communication

- Human Resources
- Finance
- Lead Therapists
- Classroom Teachers
- Transportation Admin
- Private Placement
- SEAS Account Manager

Keep everyone involved



Federally Funded

Using Federal Funds to pay for a Medicaid allowable services

Check with your Finance Department to see which providers are federally funded

- This prevents you from capturing interim payments that your district would have received.
- Using Federal Funds elsewhere would allow you to capture the reimbursement for these services.

Staff Turn over

- Frequent changes in administrative roles can lead to a loss of specialized knowledge regarding billing and compliance, resulting in chaotic or disorganized programs that fail to capture all eligible costs
 - Make sure any new District Admins receives training and give them clear expectations of their job duties.
 - Set priority tasks so things that impact your revenue do not get pushed to the back of the list

Staff turn over results in providers not getting on the staff pool, obtaining AHCCCS IDs, or Linking providers to the district

- Leave vacancy positions on your staff pool so you can add new staff without waiting 6 months for the staff list to open
- Utilize Direct Replacements on your Roster
- Check frequently with your Private Placement contacts for changes in staff
- Notify SEAS of all staff changes
- As soon as someone is hired that will be providing related services to your students start the AHCCCS application process

AHCCCS Registration

If you are stuck in the portal or experience pending application delays, reach out directly to AHCCCS Provider Enrollment
Do not delay time is of the essence

As soon as you have a new provider start the process of getting them an AHCCCS ID, or connecting them to your district if they already have an ID



Revalidation should happen without ANY time laps in activity, do this as soon as you are notified that they are expiring



Issues with District revalidation – this should happen without ANY lapses in dates - do not wait on this, if you struggle you need to reach out to AHCCCS ASPA for assistance.



Issues with District Transportation revalidation – this should happen without ANY lapses in dates – do not wait on this, if you struggle you need to reach out to AHCCCS ASPA for assistance.

Service Types to Capture

Assessment, Diagnosis, and Evaluation: Professional testing to determine service needs.

Speech Therapy: Interventions to improve communication and speech impairments.

Occupational Therapy: Services to help students develop or regain daily living and motor skills.

Physical Therapy: Movement and mobility therapies.

Nursing Services: Medical care and routine health services provided by licensed nurses.

Behavioral and Mental Health Services: Counseling and psychological services.

Audiology: Diagnosis and treatment for hearing defects.

Transportation: Specialized transportation services prescribed in the IEP

Classroom ADLs & Delegated Nursing Services

If there are service types you are not capturing, that is impacting your DSC interim payments as well as your Cost reporting.

You are required to have paid claims in each service area in order to claim them on the cost reporting reports

What service type has the lowest documented services ?



Providers not documenting



The Nursing Gap

- Nursing services (medication administration, blood sugar checks) are often the highest frequency but lowest documented services.



Tools to help increase reimbursement

Reluctance from providers to document their services

- Providers should be documenting their services regardless of the Medicaid eligibility status of a student
- Back up your District Coordinator when she identifies providers that should be documenting and are not
- See if the provider needs to be training on the documentation process (SEAS would be happy to train them)
- It should be part of their job expectations to document the services they are providing to the students

Seek help from Professionals:

Assign Lead Therapists to monitor activity in their Service Types

Monitor your Aides:

District Coordinator will review the Provider Records Received Report to identify Aides that need assistance.

Arizona School District - Provider Records Received 2025-26

Last Name	First Name	Type	NPI #	AHCCCS ID	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
AIDE	ANGEL	AIDE	n/a	444444	0	94	140	133	132	116	167	155	130	170	159
AIDE	TIFFANY	AIDE	n/a	555555	0	0	0	0	0	0	0	0	0	0	0
AIDE	MELISSA	AIDE	n/a	666666	0	56	80	89	62	66	53	0	0	0	0

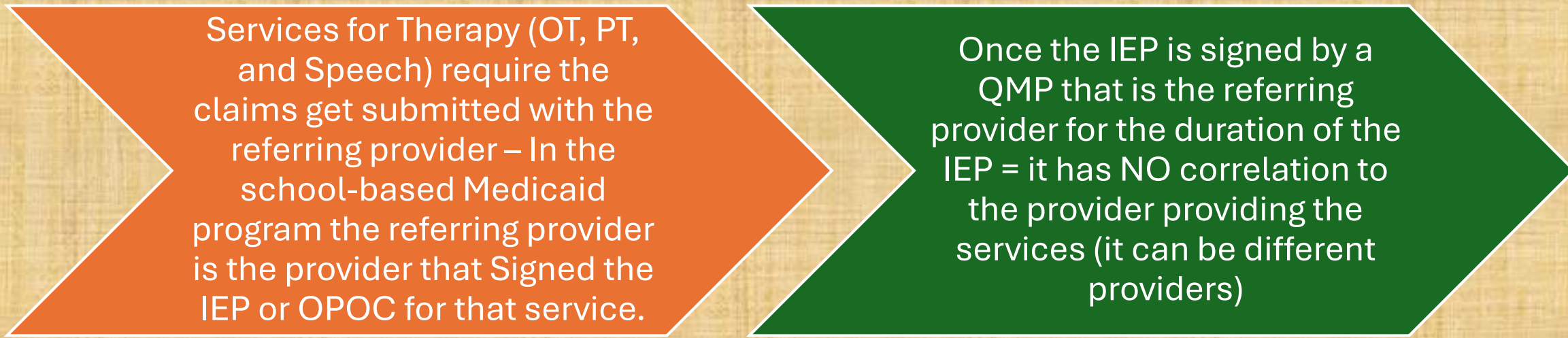
Maintain tracking for IEPs with 150 min or more per day of ADL time. Ensure those IEPs are submitted to PCG for pre-approval.

•ADL RX Questions

- How many minutes require preapproval
 - 150 minutes – we recommend anything over 143 mins **as 143 minutes would round up to 10 units of service** – Aide services are submitted as a 15-minute unit using the 8-minute rule, so anything 10 units or more PCG would be looking for a preapproval on file.

Time Spent	Number of billable units
0-7 minutes	0 units
8-22 minutes	1 unit
23-37 minutes	2 units
38-52 minutes	3 units
53-67 minutes	4 units
68-82 minutes	5 units
83-97 minutes	6 units
98-112 minutes	7 units
113-127 minutes	8 units
128-142 minutes	9 units
143-157 minutes	10 units

ROPA (Referring, Ordering, Prescribing, and Attending providers)



Services for Therapy (OT, PT, and Speech) require the claims get submitted with the referring provider – In the school-based Medicaid program the referring provider is the provider that Signed the IEP or OPOC for that service.

Once the IEP is signed by a QMP that is the referring provider for the duration of the IEP = it has NO correlation to the provider providing the services (it can be different providers)

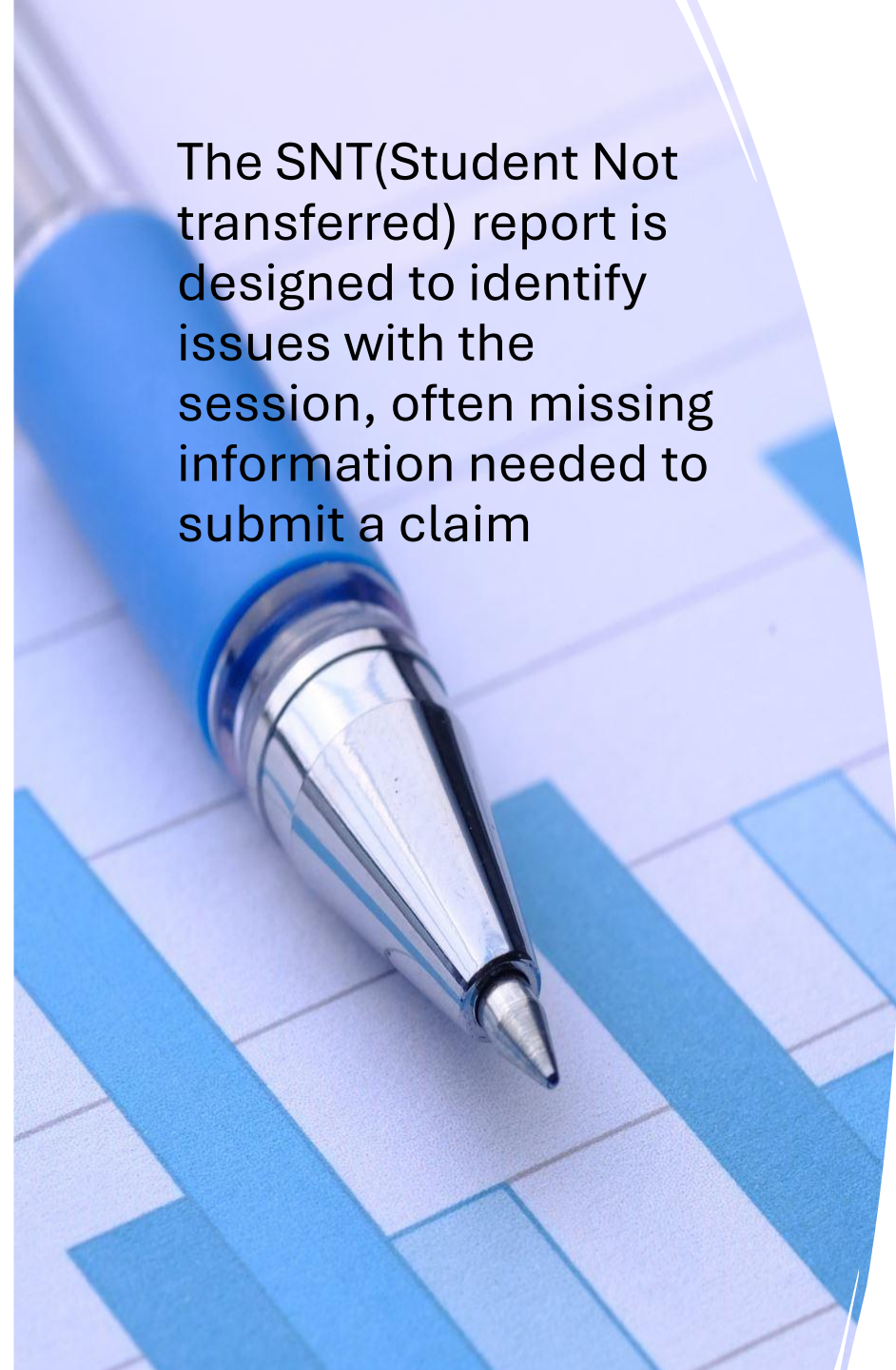
ROPA - Evaluations



EVALUATION SERVICES FOR OT, PT AND
SPEECH ALSO REQUIRE A REFERRING
PROVIDER – EVEN IF THEY DO NOT QUALIFY



THE QMP RECORDING SHOULD ALSO BE **THE
QMP LISTED ON THE EVALUATION REPORT.**

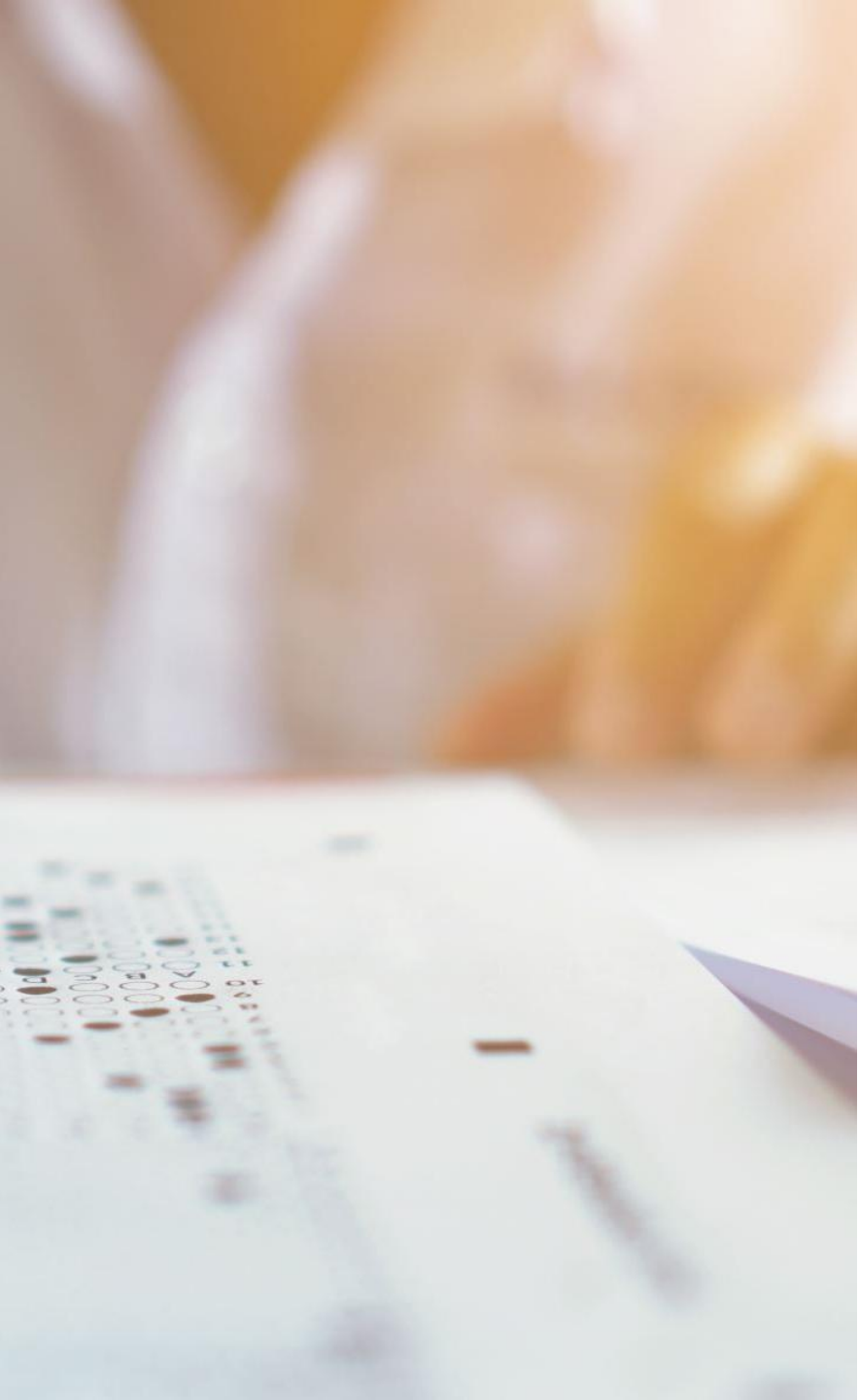


The SNT(Student Not transferred) report is designed to identify issues with the session, often missing information needed to submit a claim

Not following up on the SNT report

(Students Not Transferred)

- Not knowing the ROPA information (who signed the IEP or OPOC for the service)
- Not having the ADL RX from the IEP
- Provider is missing an AHCCCS ID
- Provider is not on the Staff Pool List



Not knowing the ROPA Information

- Each claim needs to be sent with the referring provider name and NPI number
- The SNT shows you the sessions we cannot validate because we do not know who signed the IEP for the service type
- This may take manually looking up the signature pages if your district is not using electronic signature on the IEPs
- The referring provider on the IEP is not a QMP if they don't have an active AHCCCS at the time they signed the IEP (this would be a noncompliant IEP for Medicaid purposes)

This is not a new requirement – the new part is we must send the information with the claim

Health Aide Claims



Not having the ADL RX from the IEP

- DSCtop validates on the specific ADLS and the number of minutes
- Without that information we cannot release the sessions entered by the health aides
- Most of the time, the information is missing because the IEP is not complete which prevents that information from being sent to SEAS in the ADL report
- Sometimes the issue is that the Aide is documenting for ADLs that are NOT in the IEP



AHCCCS IDs

- Provider missing an AHCCCS ID
- If they are showing up on the SNT report that means they are documenting and providing services, but they do not have an active AHCCCS ID

Staff Roster

- Utilize Direct Replacements
- Notify SEAS of any changes

Monthly Report Meeting



This is where we discuss what is going well and what is missing

- To do list after these updates with SEAS
- Updates to your provider list if anyone is missing, if there is anyone new, let your SEAS Account Manager know
- Any new AHCCCS IDs should be shared
- Any staff pool updates – replacements – vacancies filled
- Make sure you are sending ROPA files
- Make sure you are sending Students, Goals, Health Aide RX file



Reminders

- Reach out to your SEAS Account Manager with any questions
- Make sure to take advantage of our yearly training for your Providers facilitated by our Help Desk
- If additional training is required, please contact our Help Desk to set up something that fits your needs
- Attend our monthly Coordinator Meeting
- AZ Help Desk 1-877-600-0672
azhelpdesk@seaseducation.com