

Proposal for

School-Based Medicaid Claiming and Revenue Maximization Services

Presented to

Ms. Kellie Spencer
Cedar Hill Independent School District

July 2, 2012

Presented by



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Ms. Kellie Spencer
Cedar Hill Independent School District
285 Uptown Blvd.
Building 300
Cedar Hill, Texas 75104

Dear Ms. Spencer:

We are very grateful for this opportunity to propose an outstanding solution to your search for a school-based Medicaid claiming and revenue maximization solution. For years, Computer Automation Systems, Inc. (CAS) has successfully partnered with school districts to help them maximize their Medicaid reimbursement revenue in a compliant manner.

CHISD has clearly identified the requirements for this proposal. We believe that you will see how our solution clearly addresses each of the areas with outstanding results.

It is our goal to exceed our customers' expectations and dedicate ourselves to their success. We would expect to achieve that goal in a long and mutually beneficial partnership with CHISD.

On behalf of the entire CAS team, thank you again for this opportunity and we look forward to working with you on this project.

Sincerely,

A handwritten signature in black ink that reads "Jennifer Robinson". The signature is written in a cursive, flowing style.

Jennifer Robinson
Senior Account Executive, Medicaid Services

REVENUE CLAIMING AND MAXIMIZATION

School districts that participate in Texas’s Medicaid recovery program want to maximize the revenue that they recover. Those recovered monies are critical in funding for programs, resources, and positions within the school district.

Over the years, CAS has built a suite of services, reports, and processes that are designed to assist CHISD in recovery of all possible funds.

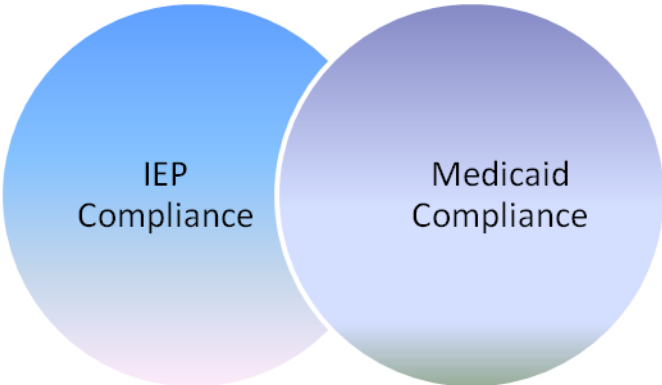
It’s not enough to provide “claiming” services – services to bundle, format, and submit claims. There are many “billing” companies of all kinds that can provide those basic services.

CAS believes that the value that we provide to our customers in this area is helping them identify and recover the maximum funds possible. Our account management and revenue analysis services are designed to go hand-in-hand with our regular claiming services to ensure that CHISD is aware and achieving the maximum revenue from your Medicaid recovery program.

BOTH SIDES OF COMPLIANCE

Having stated our focus on maximizing the recovered monies from Texas’s Medicaid program, we have to qualify our statement with the caveat that we focus on maximizing revenue while maintaining compliance to all applicable regulations. CHISD’s Medicaid Recovery program is tightly interwoven with your District’s Special Education services. Although they are overseen by different agencies, what happens in your special education services DOES affect your Medicaid program.

Since our founding, CAS has approached our Medicaid Recovery services with full compliance of both CMS and IDEA regulations in mind. Our Program Specialists each have educational backgrounds and are able to lead your team through the maze of compliance requirements for Medicaid as it is related to special education.



IDEA and CMS compliance are interrelated

DEEP KNOWLEDGE AND BROAD EXPERIENCE

Unlike most technology companies who provide just IEP software or just Medicaid reimbursement solutions (and whose staff are strictly technologists); CAS not only has technical expertise; we also possess a seasoned staff who has spent many years in the actual education arena.

Our staff has many years of experience in multi-dimensional involvement with governmental agencies at the national, state and local levels. They are special education and technology experts, and have been involved in the successful implementation of this program in ten states.

STELLAR CUSTOMER SERVICE AND SUPPORT

CAS provides timely information to CHISD in a variety of channels, including our Help Desk. We provide stellar support for all of your questions:

- Billing and Provider requirements
- IEP Compliance, FERPA, HIPAA, and Special Education requirements
- Procedural Safeguards
- Parental Consent
- MET questions
- Federal Medicaid regulations and lobbying questions
- IDEA questions and other legislative issues

CAS advises districts regarding state and national audit trends and findings as soon as they are available so that the districts can make timely adjustments and appropriate changes to program documentation.

DEEP IMPLEMENTATION AND STAKEHOLDER ENGAGEMENT

CAS understands the importance for school districts to set the direction for their staff to record services. Through discussions with key stakeholders, including providers, we have assisted districts in obtaining an important comfort level of program participation. Additionally, CAS can fully integrate with IEP software programs to provide a seamless extraction of claiming information. The district has every right to demand that their student and provider information be made available to CAS to create this seamless environment.

- DSCtop™ - Capability of addressing the “new” direction of DSC claiming on a national level:
 - Pre-approval of services – from the IEP prescription
 - Cost-Based Reimbursement Methodology
- DSCtop – Capability of full interface with current IEP software to extract information to create a claim – the District should require their vendors to provide electronic exports of the student and provider information to be electronically imported by CAS
- Assist Transportation Departments in developing student rosters from Routing software

The following pages provide a summarized list of the services that we will deliver to CHISD

IMPLEMENTATION PROJECT SERVICES

Service	Description
1	<p>Implementation Management</p> <ul style="list-style-type: none"> ▪ Schedule and conduct Project Kick-Off Meeting ▪ Project management ▪ Communications management <ul style="list-style-type: none"> ○ Status reporting ○ Issue escalation ▪ Coordinate all CAS Resources ▪ Ensure timely delivery of all CAS Deliverables ▪ Obtain all approvals and sign-offs from CHISD ▪ Conduct Readiness Review
2	<p>Installation and initial configuration of the Customer DSCtop web site</p> <ul style="list-style-type: none"> ▪ Installation of standard DSCtop application instance for CHISD ▪ Installation of standard DSCtop database instance for CHISD ▪ Connection of application and database instances ▪ QA activities to validate installation and proper activation of DSCtop site ▪ Deliver CAS DSCtop Import Specification technical documentation
3	<p>Establish training plans for the Customer</p> <ul style="list-style-type: none"> ▪ Determine training methodology desired by CHISD ▪ Schedule Administrative user training ▪ Schedule Service provider training ▪ Deliver CAS professional development guides ▪ Deliver CAS paper log sheets <i>(if applicable)</i>
4	<p>Conduct Administrative user training <i>(if applicable)</i></p> <ul style="list-style-type: none"> ▪ Prepare for all sessions of Administrative user training ▪ Conduct all sessions of Administrative user training ▪ Review all feedback forms from Administrative user training and present to CHISD administration
5	<p>Conduct Service provider training <i>(if applicable)</i></p> <ul style="list-style-type: none"> ▪ Prepare for all sessions of Service provider user training ▪ Conduct all sessions of Service provider user training ▪ Review all feedback forms from Service provider user training and present to CHISD administration
6	<p>Conduct Train-the-Trainer Certification <i>(if applicable)</i></p> <ul style="list-style-type: none"> ▪ Prepare for all sessions of Train-the-Trainer certification training ▪ Conduct all sessions of Train-the-Trainer certification training ▪ Observe CHISD trainers conducting training sessions and determine their certification status ▪ Present final certification list to CHISD administration
7	<p>Interface DSCtop with the Customer IEP system <i>(if applicable)</i></p> <ul style="list-style-type: none"> ▪ Work with CHISD I/T staff to determine available data elements and interface frequency ▪ Validate data transport methodology ▪ Validate data set received from the CHISD IEP system ▪ Validate interface is working correctly
8	<p>Approve successful completion of the implementation project</p> <ul style="list-style-type: none"> ▪ Present final implementation report to CHISD administration

ON-GOING MEDICAID REVENUE RECOVERY SERVICES

Service	Description
1	<p>Electronic Data Capture Services</p> <ul style="list-style-type: none"> ▪ DSCtop available 24x7 except during maintenance periods ▪ DSCtop Mobile available for tablets, smart-phones, and other mobile devices ▪ Provide on-going updates to DSCtop as regulations/mandates change ▪ Host DSCtop in CAS data center facilities ▪ Provide all data backups
2	<p>Paper Log Data Capture Services</p> <ul style="list-style-type: none"> ▪ Receive and log all paper logs from CHISD ▪ Key-enter paper logs ▪ Perform self-audits to ensure on-going high quality data entry service
3	<p>Student Eligibility Check</p> <ul style="list-style-type: none"> ▪ Follow all Texas guidelines in preparing electronic eligibility files ▪ Submit requests for student eligibility updates to Texas ▪ Import and update student eligibility information into CAS claiming systems
4	<p>Data Formatting</p> <ul style="list-style-type: none"> ▪ CAS manages all data formatting for CHISD for submission and retrieval record sets ▪ Data is extracted from DSCtop and formatted for submission ▪ CAS supports all HIPAA-specified electronic record formats including: <ul style="list-style-type: none"> ○ 270 ○ 271 ○ 837 ○ 835 ▪ Retrieved data is formatted and imported into DSCtop ▪ CAS fully supports the HIPAA 5010 standard as required beginning January 2012
5	<p>Data Transmission</p> <ul style="list-style-type: none"> ▪ Submit claims within Texas’s claiming window ▪ Support electronic submission of all record types ▪ Support electronic retrieval of all eligibility and remittance transactions
6	<p>Remittance reconciliation</p> <ul style="list-style-type: none"> ▪ All remittance files are imported into DSCtop ▪ CAS will immediately run reconciliation of all remittance ensuring that CHISD knows the status of each submitted claim (paid, denied, etc.)
7	<p>Denied claim investigation and re-submission</p> <ul style="list-style-type: none"> ▪ Review all denied claims received from Texas’s Medicaid agency and determine ability to correct and resubmit ▪ Correct any denied claims ▪ Resubmit any corrected claims within Texas’s window for claim submission
8	<p>Medicaid Recovery Program reporting</p> <ul style="list-style-type: none"> ▪ Provide over 40 standard reports available on-line ▪ All reports are available to CHISD 24x7 except during maintenance periods ▪ Reports are downloadable into Excel and/or PDF format ▪ Reporting areas include: <ul style="list-style-type: none"> ○ <i>Student-level reporting of services</i> ○ <i>Provider reporting of services</i> ○ <i>Management-level reporting</i> ○ <i>Revenue reporting</i> ○ <i>Program analysis reporting</i>

REVENUE MAXIMIZATION AND COMPLEMENTARY SERVICES

The following services are provided by CAS at no additional charge throughout the life of the contract.

Task	Description
1	Account Management <ul style="list-style-type: none"> ▪ Assigned account manager to work with CHISD on a daily basis ▪ Review and management of all claiming activity for CHISD ▪ Monthly Medicaid Recovery Services review meeting conducted by CAS Account Manager and CHISD staff ▪ Mid-Year Medicaid Recovery program review conducted by CAS Account Manager and CHISD Medicaid Director, Special Education Director, and Business Director
2	Data Storage and Retrieval <ul style="list-style-type: none"> ▪ Data storage of all paper log sheets received from CHISD ▪ Online storage of all electronic data ▪ Storage of all records held in accordance with student record and medical record provisions by Texas
3	Support <ul style="list-style-type: none"> ▪ Toll-free telephone support available during business hours on all CAS workdays. Support is available to <u>all</u> CHISD staff members. ▪ E-Mail support available to all CHISD staff members ▪ Free Medicaid Update webinars available to all CHISD staff members
4	Training <ul style="list-style-type: none"> ▪ On-going training available throughout the year ▪ Web-based or on-site (if applicable) ▪ Refresher training ▪ New-user training ▪ Provided via Web-training at no additional cost
5	Program Advocacy <ul style="list-style-type: none"> ▪ CAS maintains membership and participates in NAME ▪ CAS advocates on behalf of school-based claiming at both national and State levels
6	Audit Preparation <ul style="list-style-type: none"> ▪ CAS will prepare (sort, index, and identify) paper logs received from CHISD in preparation for any Medicaid audit ▪ CAS will work with CHISD to identify applicable reports from CAS's claims system(s) that will assist CHISD in Medicaid audit preparation

After discussions with CHISD staff, the following parameters were used to generate this proposal:

Parameter	Value
Number of IEP Students	735
Medicaid Eligible	500
Training Method	CAS-led Training
Data Collection	DSCtop Web System Paper Claims
Hosting Services	Included
IEP Interface	SEAS
DSCtop Mobile Application	Included



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School-Based Medicaid Recovery and Maximization Services

Proposal Summary

Proposal No: Date::	2012721429 July 2, 2012	Acct. Executive Expires:	Jennifer Robinson August 31, 2012
Customer:	Cedar Hill Independent School District 285 Uptown Blvd. Building 300 Cedar Hill, Texas 75104	Contact:	Ms. Kellie Spencer 972-291-1581 kellie.spencer@chisd.net

Description	Cost
School-Based Medicaid Recovery and Maximization Services package <ul style="list-style-type: none"> ▪ <i>Data Collection Services</i> ▪ <i>Claiming Services</i> ▪ <i>DSCtop Reporting Module</i> ▪ <i>Staff Training</i> ▪ <i>Secured Data Storage</i> ▪ <i>Account Management and On-Going Revenue Maximization Services</i> 	7% of recovered revenue
Selected Training Model <i>CAS-led Training</i>	Included

Letter of Commitment

To Whom it May Concern:

Please accept this as our payment Letter of Commitment to purchase the above Computer Automation Systems, Inc. products and services as stipulated below. We understand that upon signature of this agreement by our designated agent, our district will immediately be scheduled to begin our Medicaid Services project.

We, the undersigned, respectfully submit this Letter of Commitment for your acceptance, Pending Funding approval.

Signed this _____ day of _____, 20__ by _____, designated agent for Cedar Hill Independent School District

Computer Automation Systems, Inc. accepts this Letter of Commitment on this _____ day of _____, 20__.
 _____ (Agent for Computer Automation Systems, Inc.).