

# Agreement for Medicaid Consultation and Billing

April 26, 2023

## SUMMARY:

This item requests continued approval of an Agreement for Medicaid Consultation and Billing with Maine State Billing (MSB) Medicaid to Schools.

## PREVIOUS BOARD ACTION:

The Board approved the use of this vendor in Spring 2015 and 2019.

## BACKGROUND INFORMATION:

The district has utilized MSB for Medicaid billing and X-logs, the product that the Department of Special Education utilizes to document the provision of special education services as agreed upon in each students Annual Review and Dismissal Meeting. The Department of Special Education began using MSB in October 2015 and periodically reviews other products.

## SIGNIFICANT ISSUES:

Continuing this agreement will assist the District in maximizing revenues for billable Medicaid services. The targeted, laser-focus support and technical assistance from a vendor will continue to assist the District in increasing Medicaid revenue. To ensure service providers consistent participation in submission of services, we must closely monitor weekly billing entries of services provided. Beginning 2022-2023, the Department of Special Education has a SHARS/Medicaid/X-log specialist who is knowledgeable of the Medicaid process and is dedicated to daily monitoring the documentation of services in X-logs as well as the ensuring mandatory requirements associated with Medicaid billing are met. The MSB tool, X-logs, provides a consistent and a comprehensive method to document the implementation of special education services provided by each service-provider (para-professional, teachers, speech language pathologists, related services personnel, and nurses). This item is being brought for approval in accordance with the District's CH (LOCAL) policy.

## FISCAL IMPLICATIONS:

### Interim Billing (Revenue)

Year	Goal	Paid	% Completed
2023	\$2,021,000	\$1,086,639	*53.76%
2022	\$1,444,000	\$1,614,817	111.82%
2021	\$1,217,000	\$698,193	57.37%
2020	\$1,511,724	\$953,879	63.09%

\*Still in progress, on target to meet or exceed the goal by the deadline of 9/30/23.

All costs for MSB are borne by revenue generated by the School Health and Related Services (SHARS) Medicaid billing program. The Administrative Fee is paid for all reimbursements received through the Medicaid to Schools program. The 2022-2023 project administrative cost is \$402,807, this includes \$291,652 paid for the Cost Report. In years past Denton had not paid for the cost report.

## BENEFIT OF ACTION:

The District will continue to be provided the intensive, laser-focused support to maximize the reimbursement for services billable to Medicaid. MSB is responsible for management of MAC enrollment as well as MAC financial certification. They manage the training certifications for Cost Reporting, Random Moment Time Student Participant List and MAC. MSB processes all Medicaid claims, as well as tracking the reconciliation of all claims. MSB can manage the annual Cost Reporting Process. Onsite support and training will continue to be provided for all new employees, update training will be provided annually or upon request to service providers, and a monthly on-site session to re-train and assist staff with data entry. MSB personnel will monitor the entry of billable services of all eligible practitioners, contact individuals who have not entered billable services, re-train District personnel to ensure competency in their skill to enter billable services. A web-based consistent approach and tool for documenting services will continue to be implemented for all special education classrooms by all special education

staff (teachers, paras and service providers). The district can retrieve documentation in the event of Federal/State audits. The district can retrieve and print evidence of the implementation of services provided for each student by service provider; this has proven to be beneficial in several situations.

**OTHER COMMENTS:**

The options for Supervisors and campus administrators to generate meaningful reports as they pertain to caseloads and documentation of services by providers is a feature that is invaluable to the Department. This feature will continue to enhance the department's ability to ensure compliance.

**SUPERINTENDENT'S RECOMMENDATION:**

The Superintendent is in agreement with the recommendation of the Executive Director of Special Education to continue with the Medicaid billing agent to MSB.

**STAFF PERSONS RESPONSIBLE:**

Debbie G. Gonzales-Roybal, Executive Director of Special Education  
Vicki Garcia, Executive Director of Financial Operations

**ATTACHMENTS:**

- Contract
- Cost Comparison
- Medicaid Program Descriptions

**APPROVAL:**

Signature of Staff Member Proposing Recommendation: \_\_\_\_\_

Comments: \_\_\_\_\_

Signature of Divisional Assistant Superintendent: \_\_\_\_\_

Comments: \_\_\_\_\_

Signature of Superintendent: \_\_\_\_\_

Comments: \_\_\_\_\_