MEDICAID SCHOOL SERVICES PROGRAM
A Guide for Staff Documentation

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What is Medicaid?

Medicaid is the nation's public health insurance program that finances health services for more than 65 million Americans. The Medicaid program is like a health insurance company. It is built on a medical model with the expectation that all providers will follow its established, published guidelines and standards in their operations. Entering Service Capture that is billed to Medicaid means you are on your district's Staff Pool List, and you may be selected, via email, for a Random Moment Time Study (RMTS).

Random Moment Time Study (RMTS)

The Random Moment Time Study (RMTS) is one of the integral parts of the Medicaid reimbursement process. It is the federally accepted method of documenting the amount of staff time spent on direct service and administrative outreach activities. It is a Medicaid program requirement that helps schools receive federal reimbursement for time spent on allowable related activities.

If your district has identified you as a person who performs activities related to Medicaid and health-related services as part of your job, you have the potential to be randomly selected to participate. If selected, you will receive an email from miaop@pcgus.com with a link to your moment that will ask you questions about a specific minute in your day. Your role is to respond to all moments you have been selected for within two days.

Provide truthful and thorough responses. There are no wrong answers but remember to answer completely and accurately. If your answer is too vague, you may be contacted by PCG staff for additional follow-up information.

Medicaid Related Information

Identification of Medicaid Eligible Students

Medicaid eligibility is updated each month in MiPSE, usually within the first or second week of the month. Students that are Medicaid eligible are identified with a red M next to their UIC number.

Medicaid Eligible Students and Billing

Service logs are generally sent to our billing company around the 15th of each month for the prior month's services. Logs that have been sent to the billing company are locked from further editing. If there is a locked service record that requires deletion or editing, please reach out to Nicole Coburn ncoburn@inghamisd.org.

Qualified Signature

When a student receives direct services or the personal care checkbox is marked, the qualified signature section will display after the Notice Page of the following documents: IEP, IFSP, Non-Public Service Plan (NPSP) and Plan of Care (POC). The qualified signature indicates the provider has reviewed the plan and agrees that the interventions (services) are based on the student's needs. The signature represents the team's development of the plan of care.

MiPSE Service Capture

MiPSE Service Capture and Service Records

Service Capture is a tool within MiPSE used to document program and service delivery in accordance with the student's plan. Documentation must exist to support the district in the event of monitoring, complaints, or Medicaid auditing.

Service records are generated within Service Capture to document the delivery of a service to a specific student on a specific date. Service records help track progress on student goals and other relevant information pertaining to the student.

Service Capture Training Videos

The videos below show step-by-step instruction on how to log services in MiPSE:

- Logging services for one student
- Logging services for a group of students
- Completing monthly summaries

Logging Due Date

All student documentation should be entered in Service Capture by the 15th of the following month. For example, October services, monthly summaries, and Supervision/Under the Direction of responsibilities would be due by November 15th. Past services can be entered, but staying up to date on logging is encouraged to remain compliant with the Medicaid program.

Monthly Summary

Monthly summaries are required for Medicaid eligible students. Use the report on the home page titled "Ingham User Monthly Summaries – CHECK MONTHLY" to determine which students/services require a summary. This report will ensure monthly summaries are not missed. Monthly summaries should be dated on the last school day of the month and summarize records being submitted to Medicaid.

Accessing Service Capture Data

Go to Service Capture on the blue menu bar and select My Completed Services. From there, a chart summary of services provided is displayed. Check out the Services Listing tab to view service details. Reports can be generated per student, all students, or a specific time period.

Documentation Requirements by Provider Type

Direct Service Staff

After a Direct Service has been provided, service documentation needs to be completed in MiPSE using a billable code, even if the student is not Medicaid eligible.

- o Include a detailed progress note for all direct services. SOAP (Subjective, Objective, Assessment, and Plan) notes are best practice. If not using SOAP notes, what was the activity? How did the student respond? Is this attached to a goal? What will the student be working on next?

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After a Monitor or Consult service has been provided, use Plan Type, Non-Billable Documentation with the corresponding non-billable option.

- o   Include a detailed progress note for all monitor and consult services

A Monthly Summary is required for Medicaid eligible students to summarize services that have been recorded. They are required for billing and must cover overall progress for the month and include potential treatment plan changes. Monthly Summaries should be dated the last school day of the month.

- o   Use the report on the home page, "Ingham User Monthly Summaries – CHECK MONTHLY".

If supervision responsibilities exist, a fully licensed staff member must approve the limited licensed staff member's records and document evidence of Supervision/Under the Direction of each month. This is a two-step process. Tip sheets links are provided below:

Step 1: Evidence of Supervision
Step 2: Approving Service Records

Case Manager/Special Education Teacher

After the Case Manager has attended an IEP or completed a case management service, service documentation needs to be completed in MiPSE using a billable code, even if the student is not Medicaid eligible.

- o   Include a detailed note of the service provided. The Case Management Examples document gives examples of billable services.

A Monthly Summary is required for Medicaid eligible students to summarize indirect services and provide updates. Monthly Summaries should be dated the last school day of the month.

- o   Use the report on the home page, "Ingham User Monthly Summaries – CHECK MONTHLY".

Contact Us

If you have any questions, please let us know.

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