

**Idaho Medicaid School-  
Based Services**

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**NURSING AND  
PERSONAL  
CARE SERVICES**  
(EFFECTIVE JULY 1, 2016)

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**IMPORTANT**

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Medicaid providers are required to provide services in accordance with all applicable federal laws and provisions of statutes, state rules, and federal regulations governing the reimbursement of services and items under Medicaid in Idaho. This training is to assist schools with understanding rules for the specific programs and is **not** all inclusive of the rules and other program notices.

The **school district** is responsible for knowing the applicable IDAPA rules, provider agreement, provider handbook and provider information releases and other program notices.

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**Personal Care Services (PCS) Include:**

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- Basic personal care and grooming,
- Assistance with bladder or bowel requirements
- Assistance with food, nutrition, and diet activities
- Assistance with medications,
- Tube feedings
- PCS is NOT Skilled Nursing Services.

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### Personal Care Services Eligibility

To be eligible for personal care services (PCS), the student must have a completed children's PCS assessment and allocation tool approved by the Department. To determine eligibility for PCS, the assessment results must find the student requires PCS due to a medical condition that impairs the physical or functional abilities of the student.

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### Personal Care Services

The registered nurse (RN) must review, or complete, the PCS assessment and develop or review, or both, the written plan of care annually. Oversight provided by the RN must include all of the following:

- Development of the written PCS plan of care;
- Review of the treatment given by the personal assistant through a review of the student's PCS record service detail reports as maintained by the provider; and
- Reevaluation of the plan of care as necessary, but at least annually.
- The RN must conduct supervisory visits on a quarterly basis, or more frequently as determined by the IEP team and defined as part of the PCS plan of care.

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### PCS Assessment, Allocation Tool and Health Care Plan

• School Based PCS Assessment Tool to assess students' needs with the team	• Nurse Assesses Student and determines eligibility for PCS
• School Based PCS Allocation Tool to determine number of hours available for student	• Determine number of hours allocated to student under PCS
• Write Plan of Care.	• Nurse writes the Plan of Care
• Provides quarterly oversight.	

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### Example of SDR for PCS

Worked Home: \_\_\_\_\_ Date: \_\_\_\_\_ Provider/Title: \_\_\_\_\_

Actual Start Time: 0800am Actual End Time: 2:30pm Duration: 2 hours  
 Place of service (if not in actual): \_\_\_\_\_

**Personal Care Services:**

Order change	Time/Date	Location	Priority	Staff/Title
Wet: 11	Check to toilet: 11	Rooming: 11	10-Min: 11	11-Min: 11
Wash: 11	Check to floor: 11	Supplies: 11	11-Min: 11	11-Min: 11
	Place to check: 11	Rooming: 11		

**Other/Additional Care:**

Time In: 0800am	Time Out: 0230pm	Response to the service:
<b>Instructions Received:</b> Help resident to the bathroom. Use hand over hand to assist with pulling pants down. Resident will sit on toilet. Resident will get off of the toilet. Resident will pull pants up. Resident will wash hands with soap.		

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### Nursing Services

- Must be provided by a licensed nurse, within the scope of their practice
- Emergency, first aid, or non-routine medications not identified on the plan are not reimbursed
- Must have a health care plan that identifies the tasks the nurse will be providing
- Must be identified on the IEP
- **Nursing services are NOT services that can be delegated**

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### Requirements

## ALL MEDICAID REIMBURSABLE SERVICES

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## Background Checks

- Idaho Code 33-130
  - Criminal history checks must be completed for:
    - School district employees
    - Applicants for certificates **OR**
    - Individuals having contact with students
      - (If a school contracts with community providers they need to assure that those contractors have a background check from the State Department of Education)
  - The school district is responsible for checking the Medicaid exclusionary lists (State and Federal) to assure they are not hiring a person to provide a Medicaid service who is excluded to bill Medicaid
    - <https://exclusions.oig.hhs.gov>
    - <http://www.healthandwelfare.idaho.gov/Portals/0/Providers/Medicaid/IdahoMedicaidExclusionList.pdf>

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## Background Checks




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## One-time consent requirement (IDAPA 16.03.09.851.05)




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### Recommendation Requirements

- All services (including evaluations) must be recommended by a physician or other practitioner of the healing arts.
  - (16.03.09.850.05: **Practitioner of the Healing Arts.** A physician's assistant, nurse practitioner, or clinical nurse specialist who is licensed and approved by the state of Idaho to make such recommendations or referrals for Medicaid services.)
- These recommendations must be **signed and dated** by the physician or other practitioner of the healing arts.
- These recommendations must be **obtained prior to** the provision of services
- These recommendation are effective for a period of 365 days.
  - OT/PT/SLP have additional physician order requirements. See webinar for OT/PT/SLP.

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### IEP and Other Service Plans

- Type, frequency, and duration of the service(s) provided
- Title of the provider(s), including the direct care staff delivering services under the supervision of the professional
- Measurable goals, when goals are required for the service
- Specific place of service, if provided in a location other than school

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### 120 Day Review

- A documented review of progress toward each service plan goal completed at least everyone 120 days from the date of the annual plan. (IDAPA 16.03.09.854.04)
- Current IEP progress reports can demonstrate compliance with this rule as long as the report includes a "review of progress" for each goal.

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**Service Detail Report Must Include:**

- Name of Student
- Name, title, and signature of the person providing the service
- Date, time, and duration of service
- Place of service, if provided in a location other than school
- Category of service
- Brief description of the specific areas addressed
  - \*Must correspond to the IEP goal, if applicable
- Student's response to the service when required for the service
  - \*Must correspond to the IEP goal, if applicable

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**Requirements for All Services**

- Documentation that supports the claim to Medicaid must be maintained by the school and must be retained for a period of 5 years.

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**Requirements for All Services  
(Cont.)**

- Documentation of Qualifications of Providers.
  - ✦ Licensures
  - ✦ Certifications
  - ✦ Fingerprints
  - ✦ Proof of qualifications
  - ✦ Resumes
  - ✦ Proof of age

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### Requirements for All Services

(Cont.)

- **Parental Notification.** School districts and charter schools must document that parents were notified of the health-related services and equipment for which they will bill Medicaid. Notification must comply with the requirements in Subsection 854.08 of this rule.
- **Requirements for Cooperation with and Notification of Parents and Agencies.** Each school district or charter school billing for Medicaid services must act in cooperation with students' parent or guardian, and with community and state agencies and professionals who provide like Medicaid services to the student.
  - Notification of Parents. For all students who are receiving Medicaid reimbursed services, school districts and charter schools must document that parents are notified of the Medicaid services and equipment for which they will bill Medicaid. Notification must describe the service(s), service provider(s), and state the type, location, frequency, and duration of the service(s). The school district must document that they provided the student's parent or guardian with a current copy of the child's plan and any pertinent addenda; and

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### Requirements for All Services

(Cont.)

School districts and charter schools must request the name of the student's primary care physician (PCP) and request a written consent to release and obtain information between the PCP and the school from the parent or guardian.

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### REMEMBER!!!

Schools have an obligation to provide IDEA services whether they are billing Medicaid or not.

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## Resources to Know

- Medicaid School-Based Services website: [www.sbs.dhw.idaho.gov](http://www.sbs.dhw.idaho.gov)
- Idaho Training Clearinghouse website: [www.idahotc.com](http://www.idahotc.com) (Topics, School-Based Medicaid)
- Molina: [www.idmedicaid.com](http://www.idmedicaid.com) (Provider handbooks, Information Releases, Fee schedule links, ICD-10 information, etc.)
- Children's Developmental Disability Services website: [www.childrensdds.dhw.idaho.gov](http://www.childrensdds.dhw.idaho.gov) (Habilitation Intervention criteria)

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IDAHO DEPARTMENT OF  
**HEALTH & WELFARE**

**Alternative Care  
Coordinator; School Based Services,  
Idaho Division of Medicaid**

**(208)287-1169**

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SUPPORTING SCHOOLS AND  
STUDENTS TO ACHIEVE

SHERRI YBARRA, SUPERINTENDENT OF PUBLIC INSTRUCTION

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