



EVALUATIONS AND ASSESSMENTS

IDAPA rules effective July 1, 2016

IMPORTANT

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.

Evaluation and Diagnostic Services

- Medicaid will reimburse for evaluations to determine eligibility or the need for health-related services, even if the student is not found eligible for health-related services.
- Evaluations must be recommended or referred by a physician or other practitioner of the healing arts. A school district or charter school may not seek reimbursement for services provided prior to receiving a signed and dated recommendation or referral; Evaluations completed for education services only cannot be billed.

Evaluation and Diagnostic Services

(cont.)

- Documentation that the evaluation was completed by a qualified professional by following professional standards.
- Be directed toward a diagnosis
- Include recommended interventions to address each need, and
- Include name, title, and signature of the person conducting the evaluation

Evaluations for Children under the age of 3

- In accordance with *42 C.F.R. §440.345(a)*, school districts or charter schools can receive reimbursement for early periodic screening, and diagnostic and treatment services for children under the age of 21. Services may include eligibility evaluations for children under the age of three (3) years who are transitioning from part C to part B of the Individuals with Disabilities Education Act (IDEA).

Evaluation and Assessments

Evaluations and Assessments documentation must be maintained by the provider and retained for a period of five (5) years

IDAPA 16.03.09.853

Evaluation and Assessments

Evaluations and Assessments. Evaluations and assessments must support services billed to Medicaid, and must accurately reflect the student's current status. Evaluations and assessments must be completed at least every (3) years.

Some evaluations and assessments must be completed more frequently (e.g. nursing assessments and CBRS evaluations)

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>

Background Checks



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Substitute Teacher/Multiple District Assignment Form for School Personnel

(revised 01/12/15)

Employee Name (Please Print Clearly): _____

DOB: _____ EDUID Number: _____

This section is to be used only for employees working as a substitute teacher			
Directions: Please check if substitute teaching			
<input type="checkbox"/> Substitute Teacher			
District/Agency Name and Number	Printed Name of Superintendent or Designee	Signature of Superintendent or Designee	Date

This section is to be used for employees working in Multiple Districts

Please list by district name and district identification number ALL districts in which you are employed. This list will allow you to work in these districts without undergoing a Background Investigation Check (BIC) (fingerprinting) for each. It is necessary for the appropriate superintendent/designee to sign the form for each district listed. Additional districts will only be added if the BIC is less than three (3) months old. If your BIC is over three (3) months old please submit completed form with a new fingerprint card and fee.

Directions: Please check all that apply to current assignments:			
<input type="checkbox"/> Summer School Teachers			
<input type="checkbox"/> Volunteer			
<input type="checkbox"/> Substitute, other than a teacher, who temporarily replaces a non-certificated employee (i.e., administrative assistant, cook, custodian, bus driver)			
<input type="checkbox"/> Driver Education			
District/Agency Name and Number	Printed name of Superintendent or Designee	Signature of Superintendent or Designee	Date

Return this completed form and the completed fingerprint card (if applicable to:

State Department of Education
Background Records Office

PO Box 83720
Boise, ID 83720-0027

Contact as necessary: Shannon Haas (208) 332-6888

One-time consent requirement

(IDAPA 16.03.09.851.05)

YES

NO



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.

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

IDAPA 16.03.09.854.01

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.

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

IDAPA 16.03.09.854.03

Requirements for All Services

(Cont.)

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

(16.03.09.854.05)

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

(16.03.09.854.07-08.a)

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.

(16.03.09.854.08.b)



REMEMBER!!!

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

Resources to Know

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



IDAHO DEPARTMENT OF

HEALTH & WELFARE

**Alternative Care
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Idaho Division of Medicaid**

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SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

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