

**Local Educational Agency (LEA) Medi-Cal Billing Option Program (BOP)
Advisory Workgroup (AWG) Meeting
April 5, 2017 Minutes**

Location: Natomas Unified School District (USD)

Attendees: Michelle Kristoff, SNFD; Rick Record, SNFD; Cheryl Ward, SNFD; Dmitry Terlesky, SNFD; Stephanie Magee, SNFD; Cori Miglietto, A&I Financial Audits Branch (FAB); Etta Gross, A&I Financial Audits Branch (FAB); Martin Alvarez, A&I Financial Audits Branch (FAB); Olga Barajas, A&I Financial Audits Branch (FAB); Lindy Summers-Bair, M.D., A&I Medical Review Branch (MRB); Renzo Bernales, California Department of Education (CDE); Andrea Pederson, Navigant Consulting; Dennis Finnegan, Navigant Consulting; Alest Walker, California School Board Assoc; Alma McKenry, Fresno COE; Amanda Dickey, CCSESA; Ana Santa, Lake COE; Andrea Coleman, LAUSD; Anne Rigali, Guadalupe Union SD; Aurelei Alvarez, LACOE; Belinda Brager, Calaveras USD; Beth Benne, Pierce College; Brian Zimmerman, Santa Maria Bonita SD; Catherine Graham, Orange County DOE; Cathy Bennett, Sacramento City USD; Cristina Giullen, Napa Valley USD; Christine Wilhite, Butte COE; Coreen DeLeon, Glenn COE; Debbi Connor, Mendocino COE; Debbie Wood, Bakersfield City SD; Dolores Carrillo, Academia Moderna; Francisca Montes, Manteca USD; Helen Frederickson, Palmdale SD; Jackie Swords, Lancaster SD; Janice Holden, Stanislaus COE; Jeremy Ford, Oakland USD; Judy Jackson, St Hope Public Schools; Julie Ferebee, Palmdale SD; Karol Castillo, Folsom Cordova USD; Kelly Earls, Bakersfield City SD; Laura Missimer, San Joaquin COE; Laurie Lane, Winters JUSD ; Leslie Agostini, Manteca USD; Linda Torres, Natomas USD; Margaret Roux, Kern County; Margarita Bobe, LAUSD; Maricela Martin, San Bernardino County; Mariphil Romanow-Cole, Monterey COE; Marta Cuevas-Ortega, Galt Joint Union ESD; McKenzie Paolmino, San Joaquin COE; Melissa Locketz, Rocklin USD; Michelle Cowart, Contra Costa COE; Natasha Slivkoff, Bakersfield City School District; Patrice Breslow, San Diego USD; Randy Nakamura, Hayward USD; Rebecca Hancock, Calaveras COE; Rebecca Santos, EGUSD; Robert Stout, Alameda COE; Sally Bratton, Ohlone Community College; Sharon Battaglia, Sonoma COE; Sharon Kuhfal, Pleasanton USD; Sheri Coburn, San Joaquin CODE; Tammy Jones, Ventura COE; Wendi Yamabe, Saugus Union SD.

Handouts

Each participant was emailed an electronic copy of the following: April AWG Meeting Agenda; April Department of Health Care Services (DHCS) Status Update Summary; April Breakout Instructions; February 2017 Meeting Minutes.

Purpose

The meeting was convened by DHCS. DHCS welcomed all participants to the meeting and briefly reviewed the purpose of the AWG, which is to improve the LEA BOP. The emphasis of the meeting is to strategize various goals and activities aimed at enhancing the Medi-Cal services provided on school sites and access by students to these services, while increasing federal reimbursement to LEAs for the cost of providing these services.

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Review of Meeting Minutes

The AWG reviewed the February meeting minutes. One attendee asked for the AWG to be able to review the draft of the Explanation of Benefits (EOB) fact sheet that was discussed at the December 2016 meeting. DHCS stated that the EOB fact sheet is under final approval and will be presented at a future AWG meeting, once approved. Audits and Investigations (A&I) asked that the February minutes state "FYE 2015 - No audits have yet been started by the Financial Audit Branch (FAB)." The February minutes will be adjusted accordingly and posted on the LEA Program website.

California Department of Education (CDE), Special Education Division Updates

- CDE discussed Assembly Bill 403 which launched the Continuum of Care Reform (CCR) effort.
 - Attendees were briefed on the rate systems and the potential impact to LEAs regarding recommended placements within an IEP. Attendees were urged to visit the CCR webpage:
<http://www.cdss.ca.gov/cdssweb/entres/pdf/CCR/WhatIsContinuumCareReform.pdf>
- CDE discussed the Core Practice Model (CPM), related to how individual service providers and systems address the needs of children/youth and families in the child welfare system. CDE mentioned there is the potential to draw down additional Medi-Cal dollars and attendees were urged to review the CPM Guide:
<http://www.childsworld.ca.gov/res/pdf/CorePracticeModelGuide.pdf>
- CDE announced that Heather Carlson is the new Assistant Special Education Director.

DHCS A&I Updates - FAB

- A&I provided an update on the status of the Cost and Reimbursement Comparison Schedule (CRCS) audits by Fiscal Year End (FYE) date:
 - FYE 2012 – All but 1 audit has been completed.
 - FYE 2013 – Most audits have been completed.
 - FYE 2014/2015 – Minimal audits will be starting soon and A&I will try to package together the 2014 and 2015 audits.

DHCS Safety Net Financing Division (SNFD) Status Updates

- **FY 2015-16 Annual Report Submissions (due November 30, 2016)**
 - As of March 28, 2017, 520 LEAs have submitted the Fiscal Year (FY) 2015-16 AR.
- **FY 2014-15 CRCS and FY 2014-15 Certification of Zero Reimbursements (due November 30, 2016)**
 - As of March 28, 2017, 532 LEAs have submitted the FY 2014-15 CRCS.

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- As of March 28, 2017, 14 LEAs have submitted the Certification of Zero Reimbursements for FY 14/15.
- As of March 28, 2017, 52 LEAs have not submitted the CRCS.
- **Prior Years CRCS Reports and Certification of Zero Reimbursements**
 - FY 2013-14: As of March 28, 2017, A&I has accepted 567 submissions.
 - 539 DHCS Form 2437- LEA BOP CRCS
 - 28 DHCS Form 2437a- Certification of Zero Reimbursements
 - 6 LEAs have not submitted a CRCS
 - Summary of non-compliant LEAs: A total of 11 LEAs are on 100% withhold.
 - 6 for FY 2013-14 (\$21,898.85 total reimbursements received)
 - 3 for FY 2012-13 (\$103.75 total reimbursements received)
 - 1 for FY 2011-12 (\$7,966.96 total reimbursements received)
 - 1 for FY 2009-10 (\$12,345.27 total reimbursements received)
 - DHCS is looking into a recoupment process for those non-compliant LEAs.
 - An LEA asked about the purpose of utilizing the Third Party Liability Division (TPLD) for assistance with recoupment for non-compliant LEAs. SNFD stated that they have exhausted their resources with these LEAs and utilizing TPL is the next step in the recovery process.
 - An attendee asked DHCS if they will communicate whether an LEA is delinquent with a CRCS to the Local Education Consortiums (LECs)/Local Government Agencies (LGAs). DHCS stated that, yes, they will report this out to the LECs and LGAs as they understand it will impact the Random Moment Time Survey (RMTS).
 - DHCS and LEAs discussed alternative ways to communicate with the non-compliant LEAs and leveraging county offices. While DHCS has started to include district superintendents on their communication, it was also recommended that DHCS reach out to county business offices to have them communicate the financial implications to the LEAs.
- **LEA Website Updates and E-blasts**
 - E-blast: February 14, 2017: Fall Training FAQs; AWG Minutes, RMTS Implementation Advisory Group (IAG) Summary
 - E-blast: February 27, 2017: PPL 17-002 regarding Claims Adjustment Update
 - E-blast: March 9, 2017: Insurance Carrier Requests Update
 - E-blast: March 16, 2017: Resubmission Turnaround Documents Update
- **Fair Share Reimbursement/Collections for FY 2013-14**
 - Beginning February 14, 2017, Conduent, Inc. (formerly Xerox) began issuing LEAs an adjustment of LEA claims due to under- and over-collection on withholds, using Remittance Advice Details (RAD) 728 (Payment to Provider of an Amount Resulting from Other Than a Cost Settlement) for the reimbursement to LEAs of over-collected withholds, and RAD 720 (Amount Withheld as a Result of Provider Debt Other Than Cost Settlement or Claims Overpayment) to offset money owed back to DHCS for under-collected withholds.

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- Implementation was estimated to be completed by March 27, 2017. DHCS is awaiting confirmation that all adjustments have been completed by Conduent.
- An attendee asked, could DHCS publish a report of interim, reconciled, and audited claims by fiscal year? DHCS stated that they would investigate this request for a future AWG meeting report. DHCS reminded the AWG that there is a lag in audited information and some challenges with compiling this information from different sources, but they will consider it for a future AWG.
- **Annual Accounting of Funds Summary Report for FY 2014-15**
 - DHCS is finalizing the Annual Accounting of Funds Report and will post it on the LEA Billing Option Program website under Claims Processing.
 - DHCS has initiated calculations for the FY 2014-15 Fair Share Reimbursements/Collections.
- **Audit Issues**
 - Audit reports from 2007 through 2011 are located on DHCS' website at: <http://www.dhcs.ca.gov/dataandstats/reports/Pages/AIRReportLinks.aspx>
 - Dead audit report links have been removed
 - An audit report may be requested via the California Public Records Act.
 - No new audit findings were presented by A&I.
- **Withholds Related to CRCS Audit**
 - DHCS has looked into this issue and has determined that the withheld funds would be not returned to the LEAs, because DHCS has incurred expenses in the operation and administration of the program.
- **Termination of SLP CPT Code 92506; Implementation of CPT Codes 92521-24 and 92557**
 - DHCS received notification of erroneous claim denials for individual and group speech therapy treatment services, impacting codes 92507 and 92508 (and associated modifiers). RAD codes 406 and 9680 are associated with the denials.
 - DHCS was alerted that some of the newly implemented speech therapy codes are also erroneously being denied due to Other Health Coverage (OHC).
 - LEAs were instructed that they could continue to submit 92507 and 92508 claims, and claims with OHC, and once the corrections are implemented EPCs will be initiated.
 - Conduent has fixed both issues and is scheduling testing.
 - Once DHCS has received confirmation of the testing, EPCs will be initiated.
- **State Plan Amendment (SPA) 15-021 (New Services and RMTS Implementation)**
 - On March 23, 2017, DHCS submitted the complete package of Request for Additional Information (RAI) responses to Centers for Medicare & Medicaid Services (CMS) for informal review. Also included were the SPA updates related to the RAIs, and the draft CRCS instructions and templates for CMS review.

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- **Third Party Liability Recoupment**
 - DHCS reported out the results of the TPL Explanation of Benefits (EOB) Survey at the February AWG meeting. LEAs requested DHCS to produce a one-page 'TPL Fact Sheet' for parents and guardians, and to post the sheet on DHCS website for LEAs to access and provide as a handout to parents.
- **June 2013 - June 2015 Combined Legislative Report**
 - The Legislative Report has been posted on the LEA website on the Reports to the Legislature page or link directly to:
http://www.dhcs.ca.gov/provgovpart/Documents/ACLSS/LEA/LEA%20Legislative%20Reports/LegRep_2013-2015.pdf
- **2016 Fall Webinar Training (October 13, 2016)**
 - On February 14, 2017, the Fall Webinar Training FAQs were posted on the LEA website on the LEA Program Training page, or link directly to:
http://www.dhcs.ca.gov/provgovpart/Documents/ACLSS/LEA/Training/FAQS_2016_Training.pdf
- **LEA Technical Assistance / Site Visit**
 - On March 1, 2017, DHCS (SNFD and MRB staff) participated in a site visit in which DHCS observed hands-on services provided by Trained Health Care Aides to students and medical equipment used by the Special Education Program. DHCS provided guidance on the medical aspects of documentation and made recommendations for billing covered services.
 - DHCS will continue to schedule site visits to LEAs that have not submitted a cost report, are new to the program, or have requested a site visit.
 - Site visits will allow DHCS to provide guidance to LEAs on program compliance.
 - An attendee asked if they request a site visit, when it will be scheduled. SNFD stated they will be reaching out to schedule site visits.
- **California County Superintendents Educational Services Association (CCSESA) Presentation**
 - The LEA BOP and School Based Medi-Cal Administrative Activities (SMAA) unit participated in a presentation of School Based Medi-Cal Services Programs to CCSESA financial staff on February 22, 2017. The presentation included:
 - Overview of the SMAA Program
 - Overview of the LEA BOP
 - Overview of RMTS and SPA 15-021
 - DHCS clarified that the presentation was a general overview of the SPA and LEA BOP and that the presentation is best suited for new LEAs. There was a discussion about how training materials are presented on the LEA BOP website and if they could be consolidated and organized by topic. DHCS stated that there are limitations to how they can organize the website and that the LEA Tool Box is organized by topical area and has links to resources.

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- **California School Nurses Organization (CSNO) Presentation**
 - Dr. Lindy Summers-Bair (MRB) presented on “Surviving a Medical Audit” to the CSNO on March 17, 2017. The presentation included:
 - Proper documentation and claiming
 - Most common medical audit findings in the LEA BOP
 - A&I stated that the presentation will be posted to their presentations section of their website. SNFD stated that an e-blast will be sent to the AWG announcing when it has been posted.
 - An attendee asked, if a different organization would like a similar presentation, would DHCS provide that training in-person? DHCS stated that a request would need to be sent to DHCS in writing and it would be reviewed on a case-by-case basis. There was a general discussion how DHCS can communicate when a similar training/presentation takes place. DHCS stated that this training, and others, are added to the agenda for the AWG to be publicized.
 - DHCS stated that they have joined the National Alliance for Medicaid in Education and are actively seeking approval to attend the conference in October.
- **Explanation of Benefits (EOB) Fact Sheet status update**
 - DHCS stated that the EOB Fact Sheet is still in development and is being reviewed by the Office of Legal Services. This will be reviewed at a future AWG meeting.
- **RMTS IAG**
 - 27 IAG meetings have taken place in Sacramento to date.
 - The IAG met with DHCS, Navigant, LECs, and LGAs on February 2nd to provide an update on the progress made by the IAG. This was the first meeting with all parties in one place and an informational meeting. The LECs and LGAs provided valuable comments and their thoughts on potential next steps for the IAG. Most of the attendees thought it would be helpful to have a future meeting.
 - The IAG met on April 4th to discuss a recent Office of Inspector General audit on Mississippi’s Medicaid Administration Claiming Program, modifications to the titles listed on the Time Study Participant lists, an RMTS implementation timeline, and a Code 2 decision tree.
 - An attendee asked for more information on the proposed Code 2 changes. Navigant explained that the LEA BOP is proposing to split Code 2 in to two code: one for billable direct health activities and one for non-billable direct health activities (i.e., first aid). The decision tree would be used to help coders identify if a service should fall under the billable or non-billable Code 2.

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- **Subcommittee Reports**
 - Several subcommittees have been formed for LEAs and DHCS to work through important topics. Subcommittee reports follow:
 - *Documentation Subcommittee*
 - The purpose of this subcommittee is to discuss documentation areas that the AWG members need clarification on; the subcommittee will work with DHCS and CDE on defining/communicating those requirements.
 - The following updates were provided:
 - The subcommittee provided feedback and edits to DHCS on the proposed Individualized Health and Support Plan (IHSP) Provider Manual updates being discussed during the AWG group discussion.
 - DHCS summarized a meeting that took place with the Documentation Subcommittee, DHCS (both A&I and SNFD), Navigant, and the Medical Board regarding prescriptions written by physicians for occupational therapy and physical therapy and the relationship requirements between a student (patient) and physician. Additionally, on that phone call there was discussion about a physician's assistant/nurse practitioner and their ability to write prescriptions under the supervision of a physician. DHCS updated the AWG that they summarized the meeting minutes, which are now being reviewed by A&I, Navigant, DHCS management, and then they will be sent to the Documentation Subcommittee for review. Once these are reviewed and approved by all parties DHCS will draft formal policies.
 - *Terminology Crosswalk Subcommittee*
 - The purpose of this subcommittee is to create a glossary of terms that are commonly used in the LEA BOP and to bridge the gap between the education and Medi-Cal definitions.
 - The subcommittee reported that they have presented a draft of the crosswalk to DHCS; however, the list of terms continues to grow and may be modified by the subcommittee. The subcommittee has set a goal to present this at the June AWG.
- **Community College Health Related Services**
 - Sally Bratton and Beth Benne, representing the Health Service Association for California Community Colleges, provided a brief presentation on the health services provided at community colleges and how they are organized. Two community colleges have recently enrolled as Medi-Cal providers and will be participating in the LEA BOP.

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- **Other Miscellaneous Topics**

- An attendee asked for an update on the transportation regulations. On December 18, 2015, an e-blast was sent to LEAs regarding the transportation regulation package. DHCS will resend the e-blast and include the transportation billing guide, which states the documentation and service delivery requirements for the reimbursement of transportation services. DHCS reviewed the requirements for specialized medical transportation and the official definition of the services.
 - There was a discussion about preschool transportation services, specifically regarding what constitutes a restraint. DHCS stated that they would like to research this more and will provide an update after the meeting.

AWG General Discussion

The goal of the AWG breakout sessions/general discussions is to brainstorm challenges and barriers, and use combined expertise to provide guidance to DHCS and suggest planning and solutions. There were two topics discussed during the general discussion: IHSP program requirements and the SPA15-021 implementation timeline.

CMS has communicated that the California managed care plan contracts carve out services provided by LEAs that are pursuant to IEPs, IFSPs or IHSPs. The February 2017 AWG general discussion focused on compiling minimum standards of documentation and service delivery for IHSPs, which DHCS used to draft a new section of the LEA BOP Provider Manual. DHCS recapped the previous AWG meeting discussion and then walked through the draft Provider Manual updates. The Documentation Subcommittee reviewed the draft Provider Manual updates prior to the meeting and provided their comments to the larger group, and other LEAs shared their practical experiences with DHCS. DHCS documented the AWG's comments and will adjust the Provider Manual, where state and federal regulations allow it.

DHCS opened the meeting for discussion about SPA 15-021 implementation dates, specifically around RMTS. Many LEAs had concerns about the lead time for technical and contractual changes for integrating the LEA BOP into RMTS. Attendees also mentioned that the SMAA Manual would have to be updated, if the Code 2 definition is going to change.

DHCS will use the information gathered in today's general discussion to fine tune their IHSP policies and to shape their recommendations to CMS for implementing the SPA.

Next Meeting

The next meeting will take place on Wednesday, June 7, 2017.