New LEA BOP Coordinator Onboarding
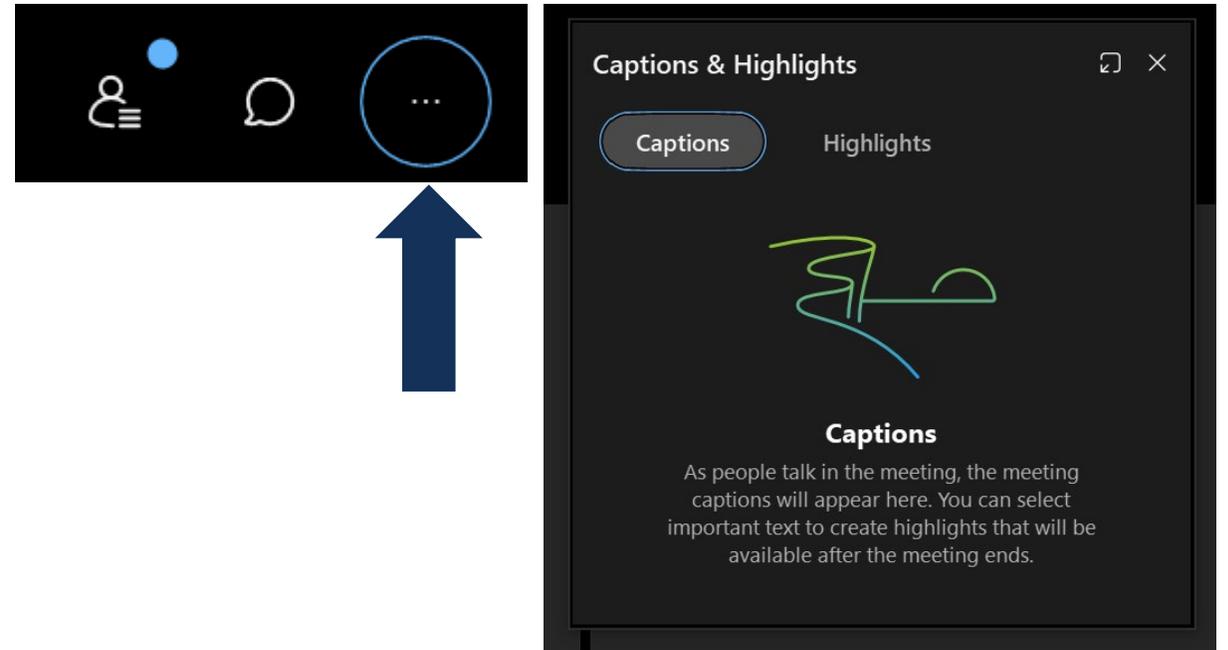
Facilitated by: WestEd
February 15, 2024
1:00 p.m.—2:00 p.m.

WE WILL BEGIN THE WEBINAR SHORTLY

DHCS
CALIFORNIA DEPARTMENT OF
HEALTH CARE SERVICES

February 2024

Captions

» Turning on Captions

- Look for "panel options" (shown as three dots) at the bottom right corner and click "Captions & Highlights."
- You can move the captions to show up in another position in the meeting window.

Introductions

DHCS

» Sarah Borkowski

» Lydia Outland

» Stephanie Magee

» Regina Zerne

WestEd
WestEd.org

» Jeremy Ford

» Lisa Eisenberg

» Liza Morris

» Colleen Meacham

» Malachy McCormick

Workshop Goals

Following today's webinar, participants will understand:

» The responsibilities and scope of the LEA BOP Coordinator role.

» The necessary collaboration with your Local Educational Consortium (LEC) and the Department of Health Care Services (DHCS).

» The resources available to learn more about best practices and grow your capacity as an LEA BOP Coordinator.

Agenda

» LEA BOP Overview

» Introduction to the LEA BOP Coordinator Role

- Internal Responsibilities
- External Responsibilities
  - Department of Health Care Services (DHCS)
 - Local Education Consortium (LEC)

» Ongoing Growth Opportunities

» Q&A

LEA BOP Overview

LEA BOP is…

» An optional program for LEAs to recoup some expenses for providing covered health services for students enrolled in Medi-Cal.

- Medi-Cal is California's Medicaid program.

» An ongoing funding stream through reimbursements.

LEA BOP Administration Ecosystem

Internal

Direct Service Practitioners

LEA Administration

LEA BOP Coordinator

LEC Coordinator

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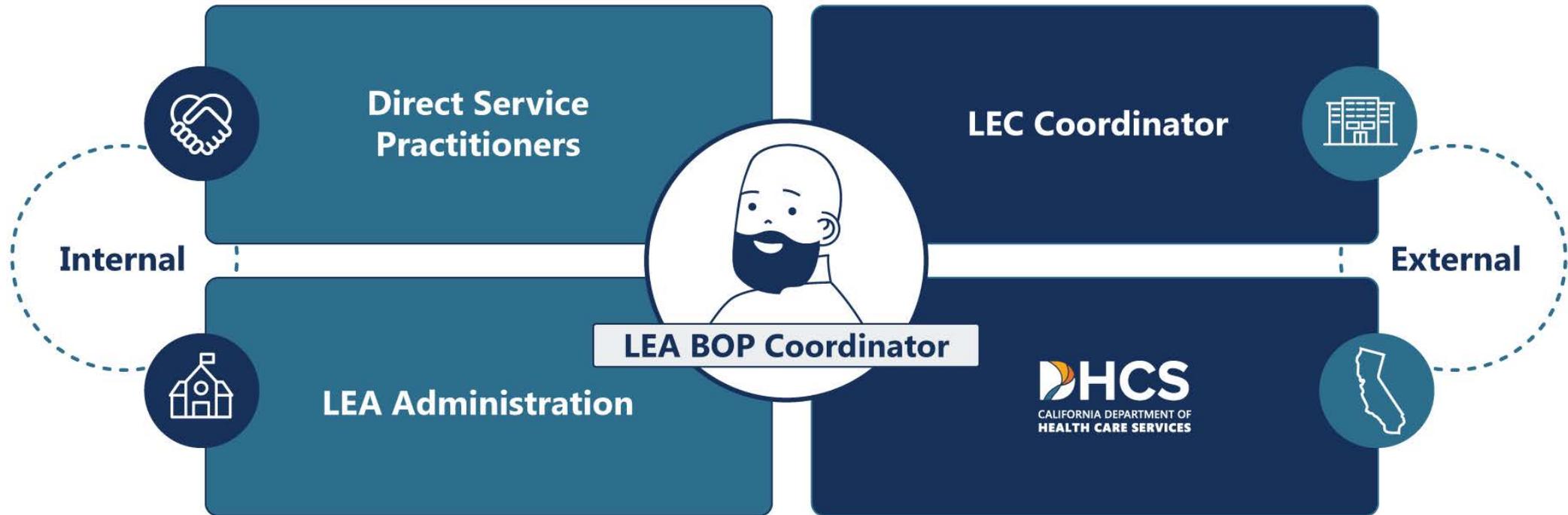
External

Introduction to the LEA BOP Coordinator Role

Overview of Internal Responsibilities

» Compliance Paperwork

» Billing System and Vendor

» Fiscal System

» Training and Technical Assistance for Staff and Practitioners

» LEA Reinvestment Committee

Compliance Paperwork

What is the status of completing these documents and submitting to DHCS?

» Data Use Agreement (DUA)

» Provider Participation Agreement (PPA)

» Annual Report (AR)

» Cost Reimbursement and Comparison Schedule (CRCS)

Billing System and Vendor

A billing system should…

» Document services

» Submit interim claims

» Reconcile claims/payments received

Does your LEA work with a vendor?

Fiscal System

» Salaries and Benefits

» Contractors' cost

» Supplies and Equipment

» Other Costs

Training and TA for Staff and Practitioners

» Documenting services and using the system

» Responding to Random Moment Time Survey (RMTS) moments

» Following up for compliance

» In-house or through vendor

LEA Reinvestment Committee

As required by the Annual Report and the Provider Participation Agreement (PPA), the committee is responsible for determining how revenue generated through participation in LEA BOP is reinvested.

Support for Internal Responsibilities
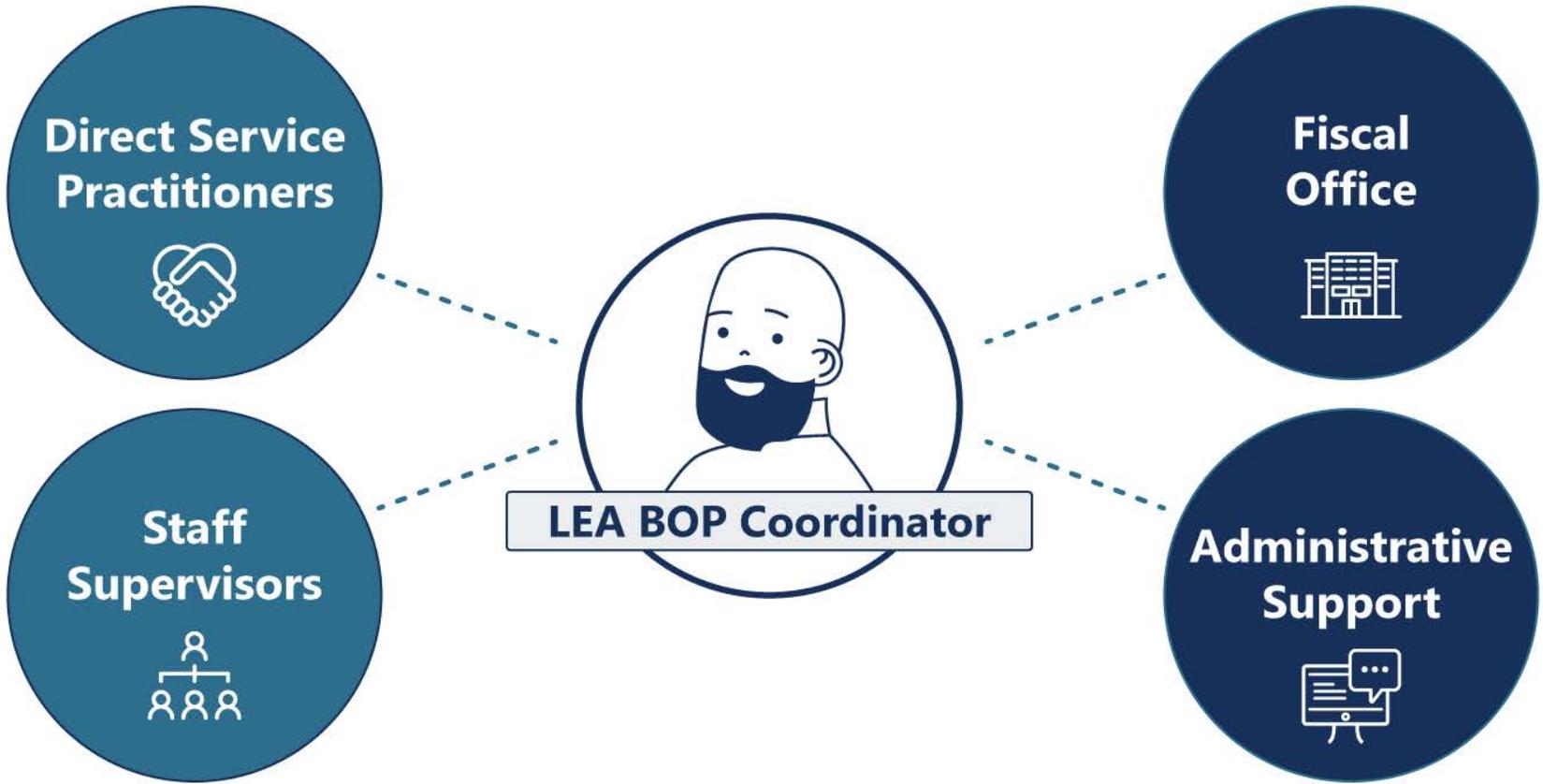
External Responsibilities: DHCS

What is the role of DHCS in LEA BOP administration and how does DHCS interact with individual LEAs?

» Compliance Reporting
- Cost and Reimbursement Comparison Schedule (CRCS)
- Data Use Agreement (DUA)
- Provider Participation Agreement (PPA)
- Annual Report (AR)

» Providing guidance and learning resources for program administration

External Responsibilities:
Local Educational Consortium (LEC)

How does your LEC administer the program? How does that impact the responsibilities of the LEA BOP Coordinator?

» RMTS system
  • Logging in
  • Making changes to Time Survey Participant (TSP) list
  • Submitting your TSP list
  • Following up on moments
  • Reviewing coded moments

» What other support does your LEC provide?

DHCS Support: Trainings

Recommended trainings to get started:

» (Re)Launching Your LEA BOP (April 2023)

» 2022-23 CRCS Training (December 2023)

» LEA BOP and the Time Survey Participant (TSP) List (October 2023)

Tip Sheets and Other Resources

» Provider Manual

» Policy & Procedure Letters (PPLs)

» LEA Tool Box

- Tip Sheet
- Program Information

Ongoing Growth

» Attend DHCS Stakeholder Meetings and participate in the Best Practice Sessions

» Mailing list to join and websites to bookmark:

- DHCS LEA BOP
- California Department of Education
- National Alliance for Medicaid in Education

Poll: Quiz Questions

❑ What is one internal LEA level responsibility of an LEA BOP Coordinator?

❑ What is one of the responsibilities of the LEA BOP Coordinator concerning the LEC (Local Educational Consortium)?

❑ What is one opportunity for LEA BOP Coordinators to engage with DHCS?

Quiz Question #1

What is one internal LEA level responsibility of an LEA BOP Coordinator?

» **Answer: Be familiar with your current LEA billing system and/or vendor.**

» While you may have several responsibilities, as the LEA BOP Coordinator, as found on slide 12, being familiar with your current LEA billing system and/or vendor is one internal responsibility.

Quiz Question #2

What is one of the responsibilities of the LEA BOP Coordinator concerning the LEC (Local Education Consortium)?

» **Answer: Submitting the TSP list by the assigned deadlines.**

» As found on slide 18, you will need to submit your TSP list to your LEC. While the other answers are important things to do, they will not involve your LEC.

Quiz Question #3

What is one opportunity for LEA BOP Coordinators to engage with DHCS?

» **Answer: Attend DHCS stakeholder meetings.**

» There are many ways to engage with DHCS, but from these choices, as found on slide 21, we encourage you to attend the stakeholder meetings.

Q & A

Questions Received via Registration

» Is there a list and/or timeline of activities, responsibilities, and due dates that the LEA BOP Coordinator should be aware of?

» What is the LEA BOP Coordinator's role in maintaining documents for audits? Do the documents have to be hard copies or are digital copies okay? How long should LEAs and coordinators maintain documentation?

» What role could/should a coordinator have in the LEA BOP Collaborative Committee?

» What opportunities exist to sit down with someone who has been actively performing LEA BOP billing to see it in action?

New Coordinator Onboarding – Question 1

» **Question:** Is there a list and/or timeline of activities, responsibilities, and due dates that the LEA BOP Coordinator should be aware of?

» **Answer:** DHCS has a wealth of helpful resources to keep track of due dates, timelines, and responsibilities.

- In the [Administrative and Audit Checklist](#), you will find a Timeline of Key Program Administration Dates and Activities as well as a Practitioner and Service Log Checklist.

- In the [Internal Administrative Functions](#), you will find a spreadsheet of LEA functions broken down by responsible parties.

New Coordinator Onboarding – Question 2

» **Question:** What is the LEA BOP Coordinator's role in maintaining documents for audits? Do the documents have to be hard copies or are digital copies okay? How long should LEAs and coordinators maintain documentation?

» **Answer:** Documentation for audits, whether hard copy or digital copy, must be kept for a minimum of three years from the date of CRCS submission. If an audit or review is in process, an LEA must maintain all documentation until the audit is complete, regardless of the three-year record timeframe. For additional information, please see the [LEA BOP Provider Manual](#) and the [Admin and Audit Checklist](#).

New Coordinator Onboarding – Question 3

» **Question:** What role could/should a coordinator have in the LEA BOP Collaborative Committee?

» **Answer:** Establishing an LEA local collaborative group, at the county level or sub-county level, is required in the Provider Participation Agreement (PPA). This collaborative group is developed to make decisions about the reinvestment of funds made available through the LEA BOP. This group should include parents/guardians and teachers of the children receiving LEA services, LEA Providers or *potential* LEA Providers, and representatives. There are some assumptions that could be made regarding the coordinator's role in assisting with the organization and implementation of this collaborative, but it is ultimately up to the LEA who plays what role.

» Please see California Code, Education Code - EDC § 8804 for more information.

New Coordinator Onboarding – Question 4

» **Question:** What opportunities exist to sit down with someone who has been actively performing LEA BOP billing to see it in action?

» **Answer:** DHCS does not publish a list of enrolled LEAs. However, this question is the perfect segue into our upcoming Best Practices Sessions. In April 2024, we will be launching Best Practices Sessions as part of the Quarterly Stakeholder Meeting (QSM) that will discuss topics of interest and present a wonderful opportunity to network and connect with people who are actively participating in LEA BOP.

- To receive updates regarding the QSM, please sign up for our LEA BOP listserv.

Questions Received Via Chat

New Coordinator Onboarding – Question 5

» **Question:** Is it federal or state funds that LEAs receive from LEA BOP?

» **Answer:** LEAs receive federal funds through LEA BOP.

New Coordinator Onboarding – Question 6

» **Question:** In the LEA BOP manual, under eligible students it mentions "students must be eligible for Federal Financial Participation (FFP) and enrolled in Medi-Cal on the date of service…" Is that pertaining to the undocumented recipients?

» **Answer:** LEAs seeking reimbursements for services rendered to beneficiaries with an Unsatisfactory Immigration Status are not eligible for FFP reimbursements through LEA BOP. Please see PPL 21-012R2 for more information.

New Coordinator Onboarding – Question 7

» **Question:** If we are looking at getting a vendor, would we wait to fill out the application LEA BOP? Or can we apply and then add the vendor later?

» **Answer:** You do not need to wait! Since a billing vendor is not mandatory for participation in LEA BOP, your LEA can get started on the application process while you decide on a vendor.

New Coordinator Onboarding – Question 8

» **Question:** Are there guidelines on how the funds need to be reinvested?

» **Answer:** [California Code, Education Code - EDC § 8804](#) regulates what is appropriate for reinvestment of funds. We recommend reviewing that and then working with your fiscal team to determine what is best for your LEA.

New Coordinator Onboarding – Question 9

» **Question:** How do we make sure to get the DHCS invites for all meetings?

» **Answer:** You can subscribe to our listserv, which e-blasts invitations to upcoming meetings and trainings and sends out reminders. Please see this link: List Subscriber (ca.gov).

New Coordinator Onboarding – Question 10

» **Question:** If you want to change the billing address where you receive reimbursement funds, how do you do that?

» **Answer:** Please contact LEA BOP at LEA@DHCS.ca.gov. The DHCS team will be able to guide you through this process. Please note in the subject line that this request is for an Address Change. It is important to get this information updated as soon as possible to ensure that warrants are mailed to the appropriate address.

Next Steps and Closing

Resources for Support

» LEA BOP Website:
https://www.dhcs.ca.gov/provgovpart/Pages/LEA.aspx

» Quarterly Stakeholder Meetings:
https://www.dhcs.ca.gov/provgovpart/Pages/LEAWorkgroup.aspx

» Email List:
https://apps.dhcs.ca.gov/listsubscribe/default.aspx?list=DHCSLEA

» TA Visit request form:
https://www.dhcs.ca.gov/provgovpart/Pages/LEA.aspx

Resources From the Workshop

Below are links to additional resources mentioned during the workshop.

» Slides from the March 2023 Workshop, Funding School Health Services Through Medi-Cal: An Introduction to LEA BOP
https://www.dhcs.ca.gov/provgovpart/Documents/WestEd-Training-3-Funding-School-Health-Services-Presentation.pdf

» LEC service regions, which are the RMTS region
https://www.dhcs.ca.gov/provgovpart/Pages/MapLECsLGAs.aspx

» Slides from the April 2023 Workshop, (Re)Launching Your LEA BOP: Understanding the Program and Strategies for Success
https://www.dhcs.ca.gov/provgovpart/Documents/Training-4-Launching-Your-LEA-BOP-Program.pdf

» Slides from the December 2023 CRCS training:
https://www.dhcs.ca.gov/provgovpart/Documents/SFY-2022-23-CRCS-Training.pdf

More Resources From the Workshop

Below are links to additional resources mentioned during the workshop.

» Slides from the October 2023 Workshop, LEA BOP and the Time Survey Participant (TSP) List
https://www.dhcs.ca.gov/provgovpart/Documents/Time-Survey-Participant-TSP-List-508.pdf

» Tool Box: Here you will find tip sheets and other important program documents from DHCS
https://www.dhcs.ca.gov/provgovpart/Pages/LEAToolBox.aspx

» California Department of Education
https://www.cde.ca.gov/

» National Alliance for Medicaid in Education, which is a national organization that promotes collaboration in school-based Medicaid programs
https://www.medicaidforeducation.org/

Thank you!

Remember to complete your workshop survey using the QR code located here

https://www.surveymonkey.com/r/LEA_BOP_workshop_10