LEA BOP Support:
How to Start and Participate in a Billing Consortium

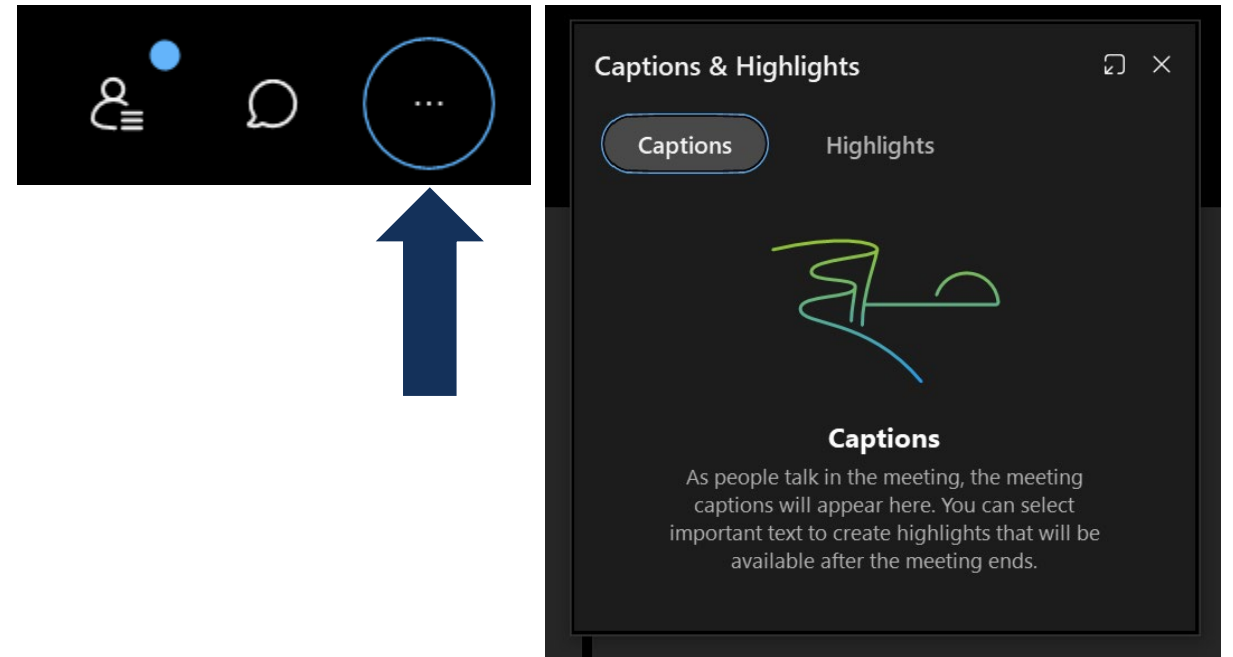**Facilitated by WestEd**
January 16, 2024
9:00 a.m.–10:00 a.m.

WE WILL BEGIN THE WEBINAR SHORTLY

DHCS
CALIFORNIA DEPARTMENT OF
HEALTH CARE SERVICES

January 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

MENDOCINO COUNTY OFFICE OF EDUCATION

» Debbi Conner

Workshop Goals

Following today's webinar, participants will understand

» the responsibilities and timeline of LEA BOP administrative responsibilities,

» the benefits and considerations of joining a consortium, and

» the purpose of a billing consortium and requirements for leading or participating in a consortium.

Agenda

» Introduction to LEA BOP and Administrative Requirements

» Consortium Requirements and Structure

» An Example From Mendocino County
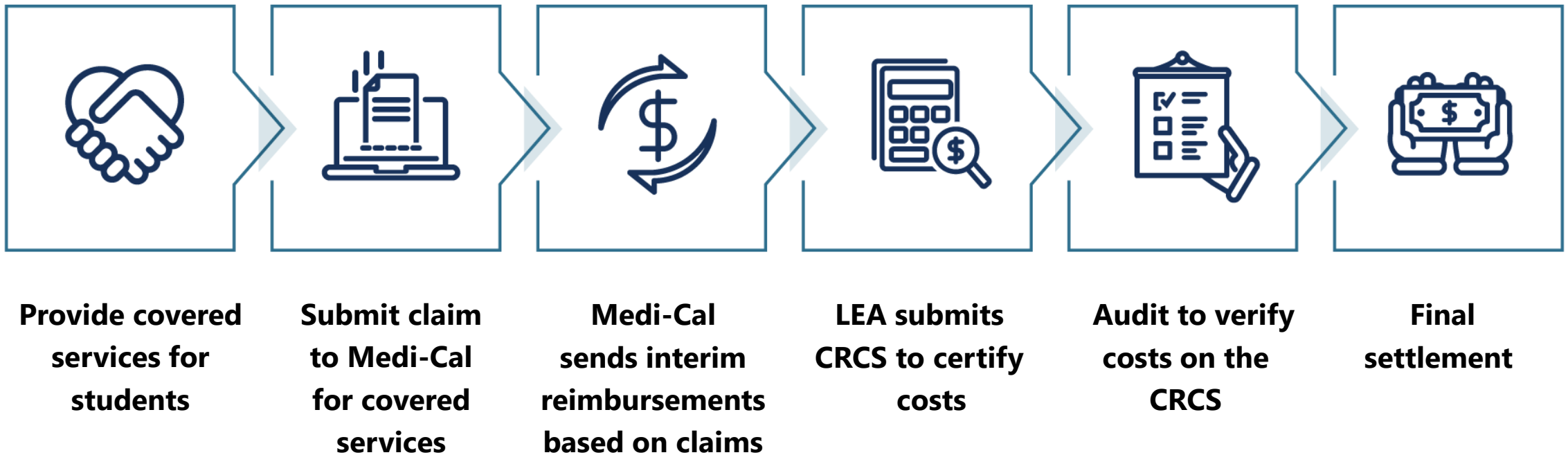
» Questions and Answers

» Next Steps and Closing

Introduction to LEA BOP and Administrative Requirements

About LEA BOP

» Optional program for LEAs to recoup some expenses for providing covered health services for students enrolled in Medi-Cal
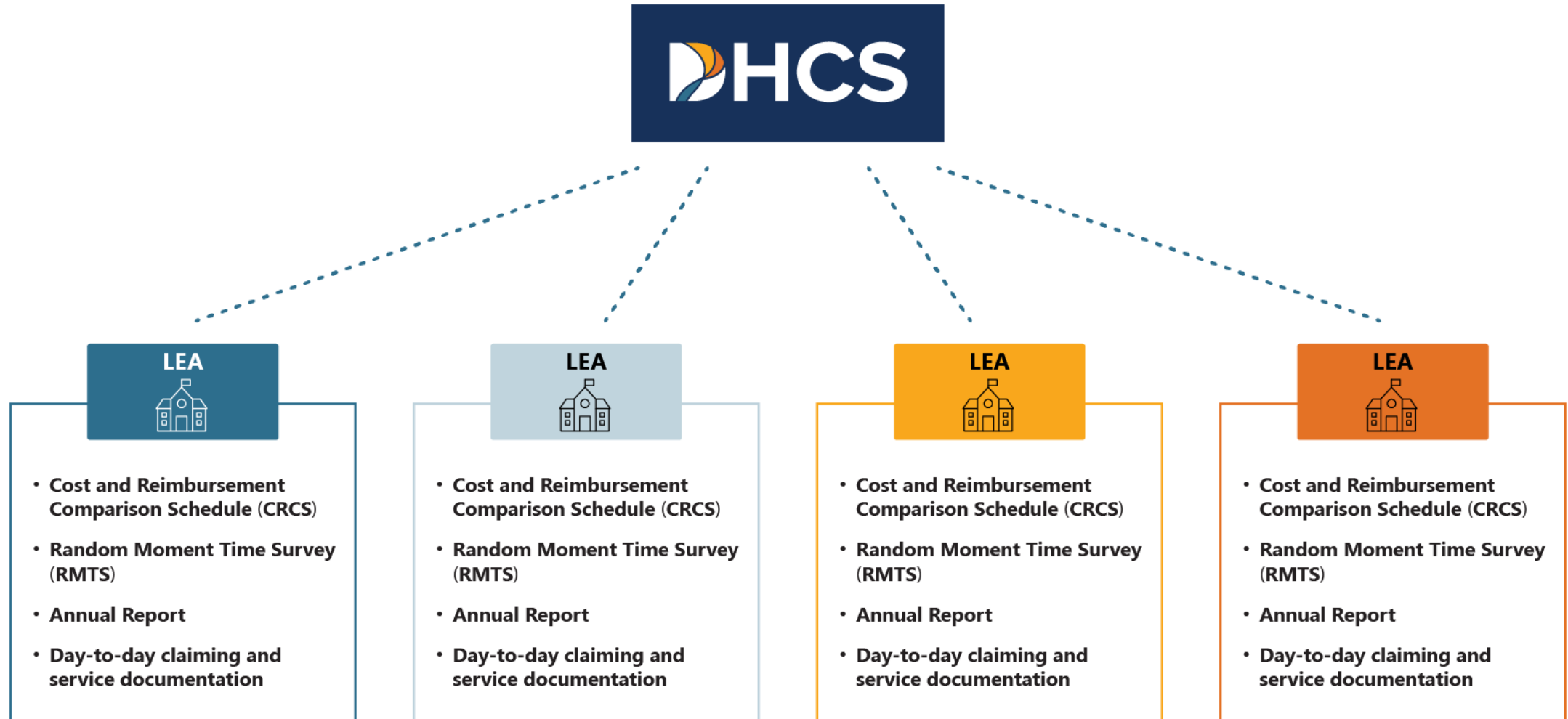
» Ongoing funding source

The Payment Cycle

| Provide covered services for students | Submit claim to Medi-Cal for covered services | Medi-Cal sends interim reimbursements based on claims | LEA submits CRCS to certify costs | Audit to verify costs on the CRCS | Final settlement |

Billing consortia help with this part of the payment cycle.

Administrative Requirements

DHCS

LEA

- Cost and Reimbursement Comparison Schedule (CRCS)
- Random Moment Time Survey (RMTS)
- Annual Report
- Day-to-day claiming and service documentation

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Consortium Requirements and Structure

What is a Consortium?

DHCS

Lead LEA

- Cost and Reimbursement Comparison Schedule (CRCS)
- Random Moment Time Survey (RMTS)
- Annual Report
- Day-to-day claiming and service documentation

Member LEA

- Day-to-day claiming and service documentation

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Member LEA

- Day-to-day claiming and service documentation

Benefits

Specialized Expertise and Program Knowledge

» The lead LEA allows staff to dedicate time to mastering program details

» Collaboration with a group of LEAs fosters a robust knowledge base

Increased Efficiency

» Reduces individual workload for other member LEAs

» Centralizes procedures, protocols, and tools rather than each LEA needing to develop them individually

Maximized Opportunity

» Each LEA doesn't need exhaustive knowledge to take full advantage of the LEA BOP program

Requirements

» One submitter National Provider Identifier (NPI)
  - Lead LEA submits claims

» One CRCS

» One Annual Report

» One RMTS Region
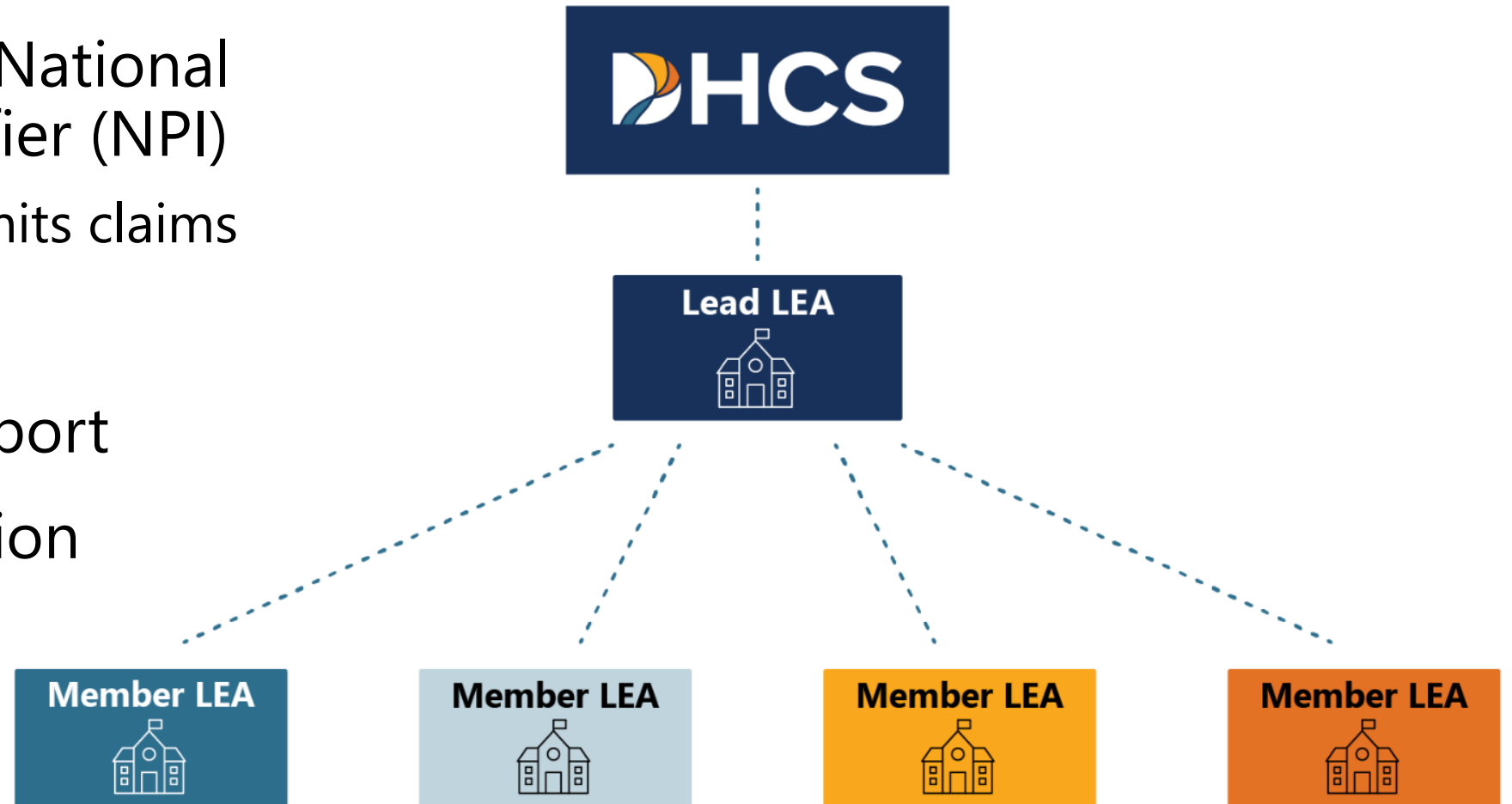
Responsibilities

Lead LEA

» Submits administrative documents to DHCS

» Enrolls in LEA BOP

» Submits all claims under one NPI

» Manages all audits

Member LEAs

» Assigns reimbursements to Lead LEA

» Designates point person for Lead LEA

» Participates in RMTS

https://www.dhcs.ca.gov/provgovpart/Pages/MapLECsLGAs.aspx

Responsibilities To Be Determined at the LEA Level

» Documenting services

» Quality Assurance checks

» Creating TSP lists and managing RMTS

» Pulling financial information for the cost report

» Contract with the billing vendor

» Distributing funds back to participating LEAs

Clarification: RMTS and Consortia

» Beginning July 1, 2020, the RMTS was incorporated into the LEA BOP reimbursement methodology, retroactive to July 1, 2015. The RMTS is a federally approved technique of polling a statistically valid sampling of randomly selected moments that are assigned to randomly selected participants.

» Participating in the RMTS is a requirement for the LEA BOP. However, the structure of the individual consortia and RMTS contract, and the method that the consortia fulfills this requirement, is to be determined between the LEC and the LEA consortia.

Considerations

» Data Sharing

- Financials

- Practitioner information

- Student information

» Medi-Cal Eligibility Ratio (MER) calculation

Example: MER Calculation

Lead LEA

MER = 80 Medi-Cal students / 100 total students = 80%

Member LEA A

MER = 60 Medi-Cal students / 100 total students = 60%

Member LEA B

MER = 30 Medi-Cal students / 100 total students = 30%

Consortium MER

80
+
60
+
30
Medi-Cal Students
_____
Total Students

= 170 / 300
= 57%

Example: Mendocino County (MCOE)

MCOE: Background

Mendocino COE Overview

» 14 member LEAs

» Central billing contract

» Distribution of funds to member LEAs

» Final settlement process

Formation Process

» Our SELPA contributes the funds to pay for 60% of an FTE role providing LEAs with a centralized billing expert.

MCOE: Benefits

» Billing vendor costs

» Reduced program management costs

» More access for small and rural LEAs

» Centralized program compliance

MCOE: Lessons Learned

» Strong relationships

» Shared systems

» Continual collaboration

Poll: Quiz Questions

❑ What is a billing consortium?

❑ What is not a major component of LEA BOP administration?

❑ What is one requirement for a billing consortium?

Quiz: Question #1

What is a billing consortium?

» **Answer: (B) A group of LEAs that bill under one NPI**

- A billing consortium is a group of LEAs that submit under one NPI, submit one CRCS and one annual report, and are all in the same RMTS region (slide 13).

Quiz: Question #2

What is not a major component of LEA BOP administration?

» **Answer: (C) Selecting a billing vendor**

- Working with a billing vendor is not a requirement of this program but completing the CRCS and updating the TSP list is a requirement.

Quiz: Question #3

What is one requirement for a billing consortium?

» **Answer: (A) Submit one CRCS for all participating LEAs**

- Requirements for a billing consortium include billing under one NPI, submitting one CRCS and one annual report, and all member LEAs are in the same RMTS region.

Q & A

Questions Received Via Registration

» What services are covered, how does an LEA enroll, and how can LEAs get started?

» What are the requirements for a consortium and who can be members of the consortium?

» How do we join a consortium? What does this look like in a small district and communication with our staff?

How to Start and Participate in a Billing Consortium—Question 1

» **Question:** How does an LEA enroll and how can LEAs get started?

» **Answer:** There are three main things you need to get started in LEA BOP:

- Sign up for a National Provider Identification (NPI) number.

- Reach out to your LEC to set up a Random Moment Time Survey (RMTS) contract and start date.

- Start the enrollment paperwork. Please email LEA.AnnualReport@dhcs.ca.gov to request the necessary enrollment documents.

» We have a full training session to help answer enrollment questions, "(Re)Launching Your LEA BOP: Understanding the Program and Strategies for Success."

How to Start and Participate in a Billing Consortium—Question 2

» **Question:** What are the requirements for a consortium and who can be members of the consortium?

» **Answer (**provided by **Debbi Conner, Mendocino COE Grant Administrator—Fiscal Services):** In Mendocino County, our SELPA policy council determined that all LEAs in our county can participate in the consortium, including charter schools. Our SELPA policy council voted to use part of their "off-the-top" special education budget to cover the FTE costs of consortium administration on behalf of our LEAs.

The local level considerations to join a consortium could be different for each LEA depending on who the lead agency is, how the costs of the consortium will be supported, and how much LEA support is available from staff.

How to Start and Participate in a Billing Consortium—Question 3

» **Question:** How do we join a consortium? What does this look like in a small district and communication with our staff?

» **Answer (**provided by **Debbi Conner, Mendocino COE Grant Administrator—Fiscal Services):** In Mendocino County, the lead entity administering our consortium made this decision in collaboration with superintendents and LEA business officials, in compliance with our RMTS LEC and DHCS programs. Each LEA must assign a contact person to help coordinate SMAA and LEA BOP program compliance at the LEA level. The consortium administrator communicates with each LEA contact person, program staff, and contracted providers to ensure program training, compliance, and technical assistance needs are met.

Questions Received Via Chat

How to Start and Participate in a Billing Consortium—Question 4

» **Question:** Do I understand correctly that the consortium affiliation is a requirement for SMAA, even if our LEA plans to work independently for LEA BOP purposes (billing and documentation)?

» **Answer:** Consortium affiliation is not required for the School-Based Medi-Cal Administrative Activities (SMAA) program. For any other questions related to the SMAA program, please email SMAA@dhcs.ca.gov.

How to Start and Participate in a Billing Consortium—Question 5

» **Question:** Are the member LEAs required to have an NPI when working within a consortium?

» **Answer:** It is not required since the lead LEA's NPI is identified with DHCS and used for billing of all claims associated with the consortia.

How to Start and Participate in a Billing Consortium—Question 6

» **Question:** Is there a limit on how many LEAs can participate in one consortium?

» **Answer:** DHCS does not have a limitation on the number of LEAs that can participate in a consortium.

How to Start and Participate in a Billing Consortium—Question 7

» **Question:** What is the difference between a consortium versus using a billing vendor?

» **Answer:** Any LEA may choose to use a billing vendor that provides a variety of services which may include providing an electronic health record system, submitting claims for interim reimbursement, running the Medi-Cal Eligibility Ratio (MER), and submitting the Cost and Reimbursement Comparison Schedule (CRCS).

A consortium is a group of LEAs that bills under one LEA's NPI and submits one CRCS. The lead NPI in a consortium may take all responsibility for the above services and may do that through a billing vendor.

How to Start and Participate in a Billing Consortium—Question 8

» **Question:** What is the typical contract that exists between the lead LEA and member LEA in a billing consortium? Is there any sample or standard language that can be shared?

» **Answer:** This is something that needs to be decided between all LEAs that are a part of the consortium and their legal teams. The Department of Health Care Services does not get involved in the contracts for consortia.

How to Start and Participate in a Billing Consortium—Question 9

» **Question:** Is there a listing of all the LEAs so that we could see if a consortium already exists in our region?

» **Answer:** You can reach out to the LEA BOP by emailing LEA@dhcs.ca.gov to find out about consortia in your region. We do not have a published list of consortia.

How to Start and Participate in a Billing Consortium—Question 10

» **Question:** We have our NPI. If we are joining a consortium, do we need to apply for a new NPI? Do we need to pay lead LEA fees?

» **Answer:** Member LEAs do not have to have an NPI when participating in a consortium. As far as paying lead LEA fees, that would be part of the consortium agreement.

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/Documents/DHCS-6300-Technical-Assistance-Request.pdf

Resources From the Workshop

Below are links to additional resources mentioned during the workshop.

» Slides from the October 2023 workshop on TSP lists
https://www.dhcs.ca.gov/provgovpart/Documents/Time-Survey-Participant-TSP-List-508.pdf

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

» Request a Tri-Party Data Use Agreement (DUA) by emailing
LEA.AnnualReport@dhcs.ca.gov

» Enroll in RMTS by contacting your LEC
https://www.dhcs.ca.gov/provgovpart/Pages/MapLECsLGAs.aspx

Upcoming Workshops and Office Hours

» LEA BOP Onboarding for New Coordinators

February 15, 2024

» Office Hours

- Small and/or Rural LEAs: March 13, 2024, at 10:00 a.m.
- Consortium: April 22, 2024, at 10:00 a.m.

Thank you!

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