

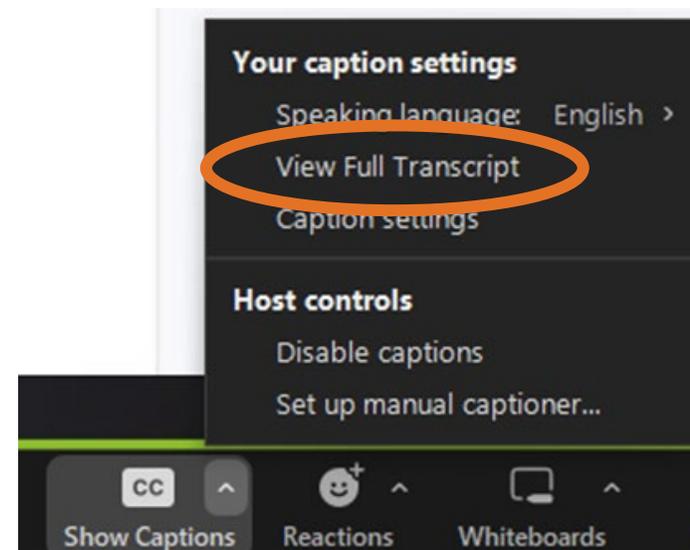
# **(Re)Launching Your LEA BOP: Understanding the Program and Strategies for Success**

**Facilitated by: WestEd  
April 20, 2023  
1:00 p.m.—2:30 p.m.**

**WE WILL BEGIN THE WEBINAR SHORTLY**

# Live Transcription Available

- » Find the **CC** (Show Captions) icon in your Zoom toolbar.
- » Click "View Full Transcript," and you will be able to view the transcript in the side panel of the meeting.
- » Note: The provided subtitles can be clicked and dragged to move the position in the meeting window.



# Introductions



- » Sarah Borkowski
- » Regina Zerne
- » Monica Velasco



- » Jeremy Ford
- » Lisa Eisenberg
- » Jason Willis
- » Alyssa Perez
- » Liza Morris
- » Colleen Meacham

# Workshop Goals

1. Understand the steps required to enroll in the LEA BOP
2. Understand the role of a billing vendor
3. Understand strategies to prepare for a successful LEA BOP

# Agenda

- » Enrolling in LEA BOP
- » Q&A
- » Best Practices for a Successful Program
- » Q&A
- » Next Steps & Closing

# Frequently Asked Questions

- » If my LEA already participates, do we have to re-enroll to expand services?
- » What practitioners are included in the program?  
Is *[insert staff type]* covered?
- » Does this program cover all students or just some? How do I know which students are covered?

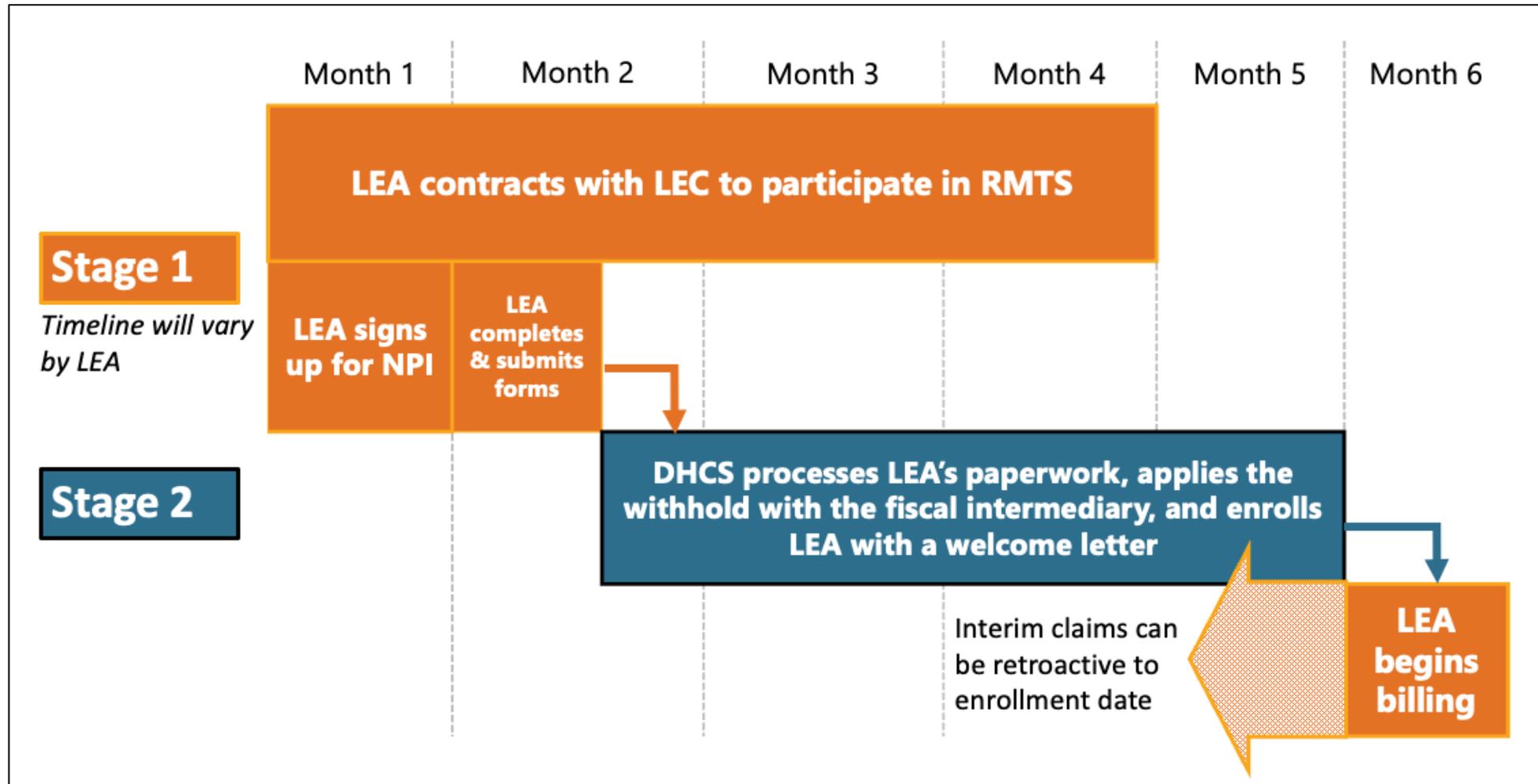
# Program Benefits

- » Ongoing funding for some school health services
- » The program accounts for your LEA's costs
- » Model for interacting with the healthcare system

# Enrolling in LEA BOP



# Overall Enrollment Process



# Stage 0: Preparation

Determine if you are enrolled

[LEA@dhcs.ca.gov](mailto:LEA@dhcs.ca.gov)

Sign up for the email subscription service

<http://apps.dhcs.ca.gov/listssubscribe/default.aspx?list=DHCSLEA>

# Stage 1: Before DHCS

Sign up for a National  
Provider Identification (NPI)

- » A national standard for all health care providers
- » Create an account on the NPPES website
- » Generally, takes 10-20 days

Contract with LEC

- » Access to Random Moment Time Survey (RMTS) program
- » Moments determine time LEAs spent on billable services
- » Obtain contract start date
- » Requires typical contract timelines to complete

# Stage 1: Before DHCS, Continued

Complete Provider Participation Agreement (PPA) and Annual Report (AR)

» LEAs request the Provider Participating Agreement (PPA) and Annual Report (AR) from DHCS by emailing [LEA.AnnualReport@dhcs.ca.org](mailto:LEA.AnnualReport@dhcs.ca.org)

Complete Data Use Agreement (DUA)

» Agreement between the LEA and State to order and receive beneficiary Medi-Cal eligibility information via a data tape match

Reach out to vendor

» This is **OPTIONAL**

## Stage 2: With DHCS

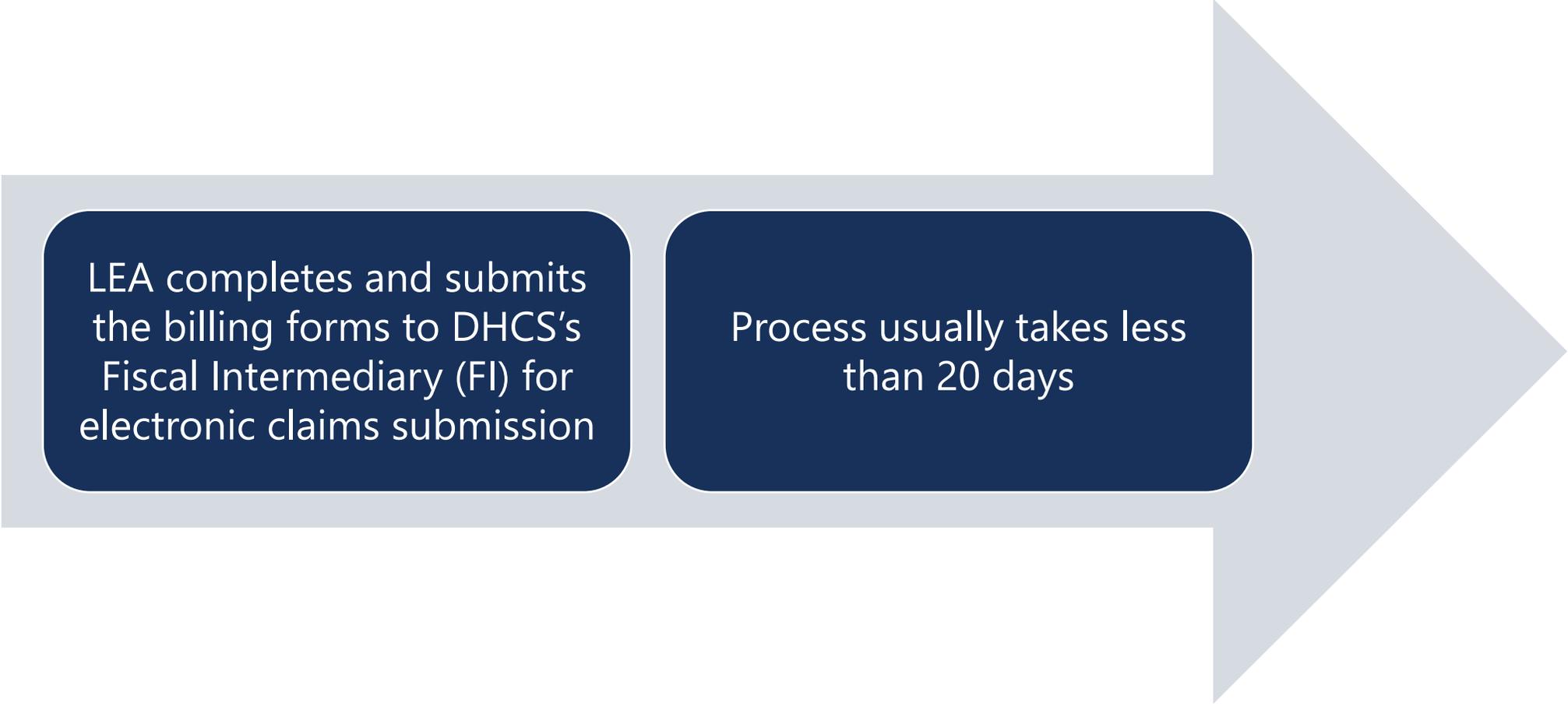
DHCS receives enrollment package  
(previous slide)

- » Processes paperwork and follows up with LEA for any missing information
- » Establishes LEAs as Medi-Cal provider
- » Sends a welcome letter to LEA with enrollment date
- » The entire process from submission to welcome letter typically takes less than two months

The enrollment date may be  
retroactive

- » Based on paperwork submission
- » LEC RMTS contract start date

# Stage 3: With Fiscal Intermediary and After



LEA completes and submits the billing forms to DHCS's Fiscal Intermediary (FI) for electronic claims submission

Process usually takes less than 20 days

# Get Started Today

Contact your LEC

Apply for a National Provider Identifier (NPI)

(Optional) Investigate working with a vendor

# Should I Work with a Billing Vendor?

- » LEA = ultimately responsible for program compliance
- » Vendor = assist in program requirements based on needs of LEA

# Selecting a Vendor

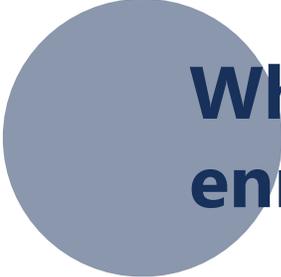
What to ask potential vendors:

- » What services do you provide?
- » What are your contract terms, specifically what are your billing options?
- » Let's navigate the electronic health record and billing system and check how it meets program compliance?
- » Who are some of the other LEAs you work with that I can contact?

# Vendor Services

- » Train practitioners
- » Support compliance documents
- » Complete LEA BOP enrollment paperwork
- » Guidance for LEA Medi-Cal Coordinator
- » Access to Electronic Health Records (EHR) or billing system
  - » Does it integrate into other internal systems (IEP, Student information systems)
- » Monitor billing documentation
- » Run billing status reports
- » RMTS

# Poll 1



**What do you have to do to be ready to enroll in LEA BOP?**



**What is the role of a billing vendor?**

# Q&A



# **Best Practices for Building a Successful Program**



# Center the CRCS

- » One of the most important compliance documents for this program
- » Purpose is to certify the cost of providing LEA BOP covered services to students

## Helpful Resources:

- » CRCS webpage:  
[https://www.dhcs.ca.gov/provgovpart/Pages/CRCS\\_Forms.aspx](https://www.dhcs.ca.gov/provgovpart/Pages/CRCS_Forms.aspx)
- » Email Questions about CRCS:  
[LEA.CRCS.Questions@dhcs.ca.gov](mailto:LEA.CRCS.Questions@dhcs.ca.gov)

## Key Staff

- » Chief Business Officer or Finance Director
- » HR staff/Payroll
- » Billing Coordinator

# Use Non-Federal Dollars

- » LEA BOP is a Certified Public Expenditure (CPE) program

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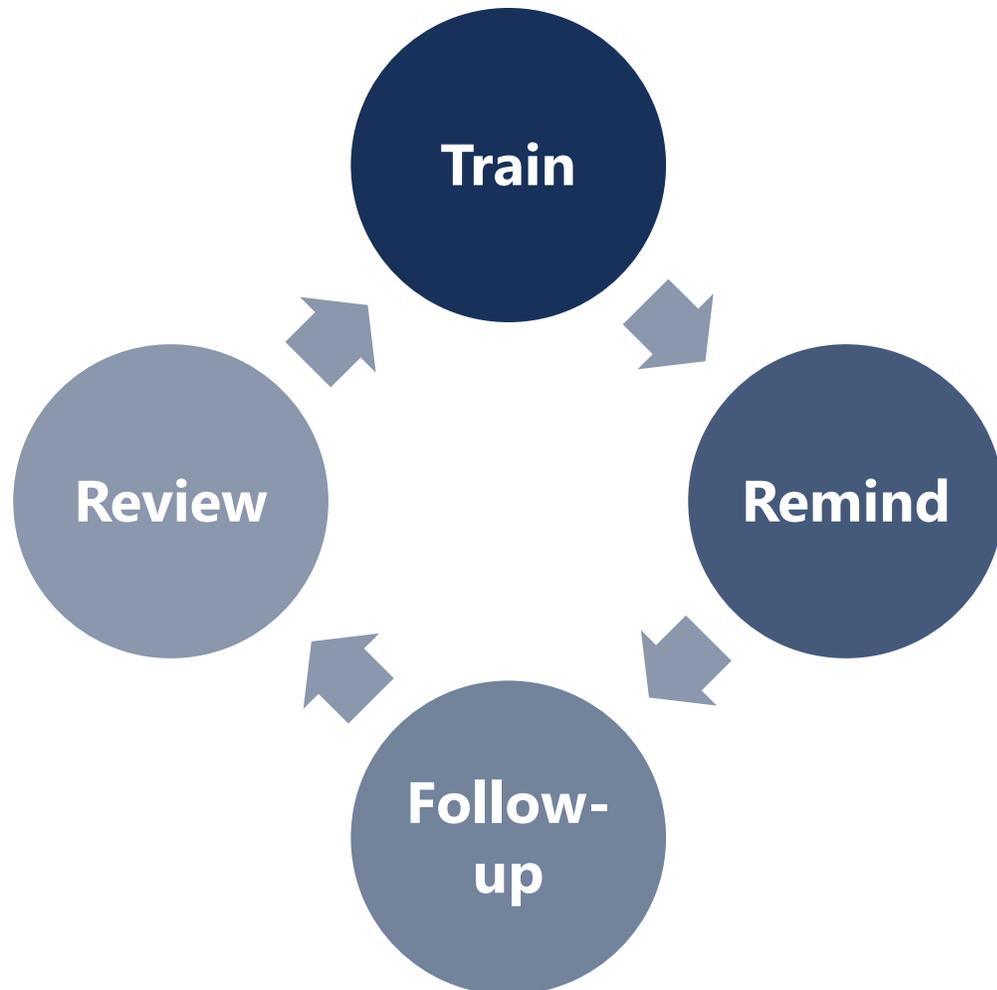
# Manage the Time Survey Participant (TSP) List

- » Include allowable staff that meet requirements
- » Link to EHR
- » Review list quarterly

## Key Staff

- » HR staff/Payroll
- » Billing Coordinator
- » Your LEC contact
- » Maybe your vendor

# Manage RMTS Participation



## Helpful Resources:

- » RMTS Time Survey Participant training: [https://www.dhcs.ca.gov/provgovpart/Documents/ACLSS/LEA%20BOP/Training%20and%20Webinars/TS\\_P-Training-Slides-September-22.pdf](https://www.dhcs.ca.gov/provgovpart/Documents/ACLSS/LEA%20BOP/Training%20and%20Webinars/TS_P-Training-Slides-September-22.pdf)

## Key Staff:

- » Supervisors of health practitioners
- » Billing Coordinator
- » Your LEC contact
- » IT department
- » Maybe your vendor

# Train Staff on Proper Service Documentation

- » Documentation for Assessments and Treatments
- » Documentation that the service:
  - Happened AND
  - Was medically necessary (e.g., through a referral or prescription)

## Helpful Resources:

- » October 2020 Documentation Training:  
<https://www.dhcs.ca.gov/provgovpart/Documents/ACLSS/LEA%20BOP/Training%20and%20Webinars/OctoberAWGDocumentationTrainingSlides.pdf>

## Key Staff

- » Supervisors of health practitioners
- » Billing coordinator
- » Maybe your vendor

## Poll 2



**What is one best practice for TSP list management?**

# Q&A



# Wrap-Up

The image features the text "Wrap-Up" in a bold, dark blue font, centered in the upper half of the frame. Below the text, there are two thick, wavy lines that span the width of the image. The top line is a teal color, and the bottom line is a darker blue. Both lines have a slight curve, with the top line being higher in the center and the bottom line being lower in the center, creating a layered, decorative effect.

# Next Steps

- » Action steps you can take today:
  - » Email your LEC
  - » Sign up for NPI
  - » Look into working with a vendor
  - » Sign up for DHCS Technical assistance
  - » Reach out to DHCS if you have any questions: [LEA@dhcs.ca.gov](mailto:LEA@dhcs.ca.gov)

# Further Engagement

Sign up for Office Hours!

Option A:  
LEAs not enrolled in LEA BOP

**June 7, 2023**  
**10:00-11:00 a.m.**

Option B:  
LEAs enrolled but want to  
improve

**June 13, 2023**  
**1:30-2:30 p.m.**

# Thank you!

- » Remember to complete your workshop survey using the QR code located below

