Introduction

This job aid is your go-to guide as a new coordinator, giving you a clear snapshot of the program, what your role entails, and how to hit the ground running. It is packed with essential info to help you succeed from day one and designed to be an easy reference as you step into this important position. Let's get started!

For a more detailed description of your work, please review the LEA BOP Onboarding Handbook, which can be found on the LEA BOP website under the LEA BOP Process and Program Information heading.

The LEA BOP reimburses specific school-based health services which increases access to health services. As a coordinator, you can help your LEA to receive reimbursement for services already being provided by your LEA. The steps listed in this job aid are foundational practices for a coordinator.

By staying informed about your responsibilities, you can ensure full compliance with program requirements, thereby minimizing the risk of reduced reimbursement and maximizing the allowable compensation. These efforts can ensure the greatest reimbursement for your LEA and support essential health services for students.

Getting Started

To access all the essential resources, you need to get familiar with the LEA BOP website. You will find comprehensive manuals, tools, trainings, instructions, and information for successful onboarding. The following items are a great starting point:

- » **LEA BOP Process and Program Information**
  - Review the Onboarding Handbook
- » **Program Manuals and Compliance Information (Billing Manual)**
  - Review the Provider Manual
- » **Instructional Materials, Resources, and Forms**
  - Review the Trainings
  - Review the Tool Box, including the Tipsheets

> » **Contact Information & Program Related Links**
>   - LEA BOP E-blast Subscription

Before diving into the detailed resources, let's take a moment to quickly overview the LEA BOP program. This will help you understand the broader context and set the stage for the tools and information you'll be exploring.

Program Overview

The LEA BOP is an optional program overseen by the California Department of Health Care Services (DHCS) for LEAs to recoup allowable expenses for providing covered health services to students enrolled in Medi-Cal, California's Medicaid program. As a Cost Reimbursement program, LEAs certify that Medicaid service costs are eligible for federal matching funds. This creates an ongoing funding stream through reimbursement for eligible services. Figure 1 provides a high-level overview of the LEA BOP reimbursement process.

Figure 1. LEA BOP Reimbursement Process

Hire:

LEA hires practitioners (employed or contracted) based on annual school budget.

Claim:

The LEA submits claims to Medi-Cal for LEA BOP-covered direct services.

Reimburse:

Medi-Cal sends interim reimbursement based on claims.

Certify:

The LEA completes the Cost and Reimbursement Comparison Schedule (CRCS), due annually on March 1. This process reconciles interim reimbursement with actual costs and certifies the cost of eligible services provided to students, reporting Medicaid reimbursement.

Audit:

DHCS audits actual costs to verify they are allowable expenditures.

Payment:

LEA receives a 40% interim settlement 12 months after cost report submission and final settlement payments within 18 months.

Eligible Students

LEAs can only receive LEA BOP reimbursements for Medi-Cal enrolled students. Eligible Medi-Cal members are special education and general education students with a plan of care, under the age of 22. More policy on eligibility is identified in the LEA BOP Provider Manual, specifically the LEA Eligible Students (loc ed elig) section as well as the LEA Individualized Plans Overview (loc ed indiv) section.

Allowable Services and Practitioners

LEA BOP reimburses for various assessments, screenings, treatments, and targeted case management services, including recommended preventive pediatric health care, as published by the American Academy of Pediatrics. A full description of covered services can be found in the LEA Billing Codes and Reimbursement Rates (loc ed bil cd) section of the Provider Manual.

To provide the covered services, LEA BOP includes specific practitioners, many of whom are either staff or contractors that your LEA likely already engages.

Table 1: Covered Practitioners

Assessments, Screenings, Treatments, and Targeted Case Management (TCM) provided by:	
Mental & Behavioral Health Services Counseling	**Rehabilitation and Therapeutic Services**
» Licensed clinical social worker » Registered associate clinical social worker » Credentialed school social worker » Licensed psychologist » Licensed educational psychologist » Credentialed school psychologist » Licensed marriage and family therapist » Associate marriage and family therapist » Credentialed school counselor	» Licensed physical therapist » Licensed physical therapist assistant » Licensed occupational therapist » Licensed occupational therapy assistant » Licensed speech-language pathologist » Speech-language pathology assistant » Credentialed speech-language pathologist » Orientation and mobility specialist » Licensed respiratory care practitioner
Physician Services	**Nursing and Health Services**
» Licensed physician » Licensed physician assistant » Licensed optometrist	» Licensed audiologist » Credentialed audiologist » Registered school audiometrist » Registered dietician » Certified nurse practitioner » Licensed registered nurse » Licensed vocational nurse » Trained health care aide
» Program Specialists (can only bill TCM)	

Participating in the Random Moment Time Survey (RMTS)

The RMTS is a time study mechanism that California uses to determine the amount of time spent by your practitioners, including Medicaid reimbursable tasks. The Time Survey Participant (TSP) List is used to identify who is surveyed by the RMTS. To bill for services an eligible practitioner provides, that practitioner must be included on an LEA's pre-determined TSP List. If your employed practitioner is not included on the TSP list, you may not include their costs on your CRCS. This ensures that reimbursements accurately reflect the work completed during the period, thereby adhering to federal regulations.

Using Contractors as Eligible Practitioners

Your LEA may directly engage practitioners through formal business agreements, such as a contract. It is important to understand the distinctions between these groups and the requirements associated with contracting practitioners.

An LEA BOP contractor is a direct service practitioner who is defined as the following:
» Not employed directly by an LEA.

» An eligible practitioner providing services covered by the LEA BOP.

» Documenting all eligible services provided to Medi-Cal students enrolled in the program.

Things to keep in mind for LEA contractors providing LEA BOP services:
» While directly employed providers are required to participate in RMTS, contractors do not participate.

» To avoid double-billing, contractors included on the CRCS must not bill Medi-Cal separately for the same service for the same student. The contractors must reassign Medi-Cal billing and payment rights to the LEA.

Coordinator Responsibilities

The LEA is responsible for all aspects of LEA BOP administration and compliance. This includes all information reported by billing vendors on all documents submitted on the LEA's behalf, if the LEA has elected to work with a billing vendor. The LEA should contact DHCS directly with any questions.

Below is a summary of day-to-day program administration responsibilities and compliance requirements. These various responsibilities may fall to different staff within the LEA.

Administrative Program Responsibilities

When administering the LEA BOP, it is the LEA's responsibility to do the following:

- » Ensure that all requirements identified within the compliance documents are upheld.

- » Ensure that all compliance documents are completed and submitted timely to DHCS.

- » Ensure that all LEA BOP-covered services submitted for reimbursement are furnished by qualified practitioners acting within their scope of practice.

- » Submit claims for covered services provided by a qualifying practitioner. This is necessary for LEAs to be paid interim claims for services rendered.

- » Establish or coordinate an existing collaborative interagency group to meet at least twice a year to decide how to reinvest LEA BOP reimbursements.

- » Maintain a current list of Time Survey Participants (TSPs) that take part in the Random Moment Time Study (RMTS) to ensure that all employed practitioners eligible for billing by your LEA are included.
  - • Remember to review the TSP list quarterly to make sure new practitioners are added and remove those no longer needed.

» Remind TSPs to complete their RMTS moments.

» Adhere to and comply with all federal and State laws and requirements prior to billing Medi-Cal. See the LEA BOP Provider Manual loc ed a prov section.

» Retain necessary records, including service documentation, for at least ten years from the submission date of a cost report or until the final audit settlement is complete, whichever comes later.

Documentation

Documentation is a vital part of participating in the LEA BOP. Proper documentation ensures that services billed are compliant with federal and state regulations. Your documentation also allows for your LEA to accurately bill for all services provided.

To meet LEA BOP documentation and compliance requirements, LEAs must do the following:

» Practitioner and Service Logs: Practitioners must work with the LEA BOP coordinator to keep, maintain, and have available records that fully disclose the type and extent of LEA services provided to Medi-Cal recipients.

» Submit the Annual Report (AR) by the mandated due date.

» Complete the Cost and Reimbursement Comparison Schedule (CRCS) by March 1.

» Submit a Data Use Agreement (DUA) every three years or addendums as deemed necessary by DHCS.

» Limit access to and ensure documentation is stored securely to comply with confidentiality requirements.

Note: A recommended best practice is to retain paper or electronic copies of Remittance Advice Details (RADs), final audit reports, and any supporting financial documentation.
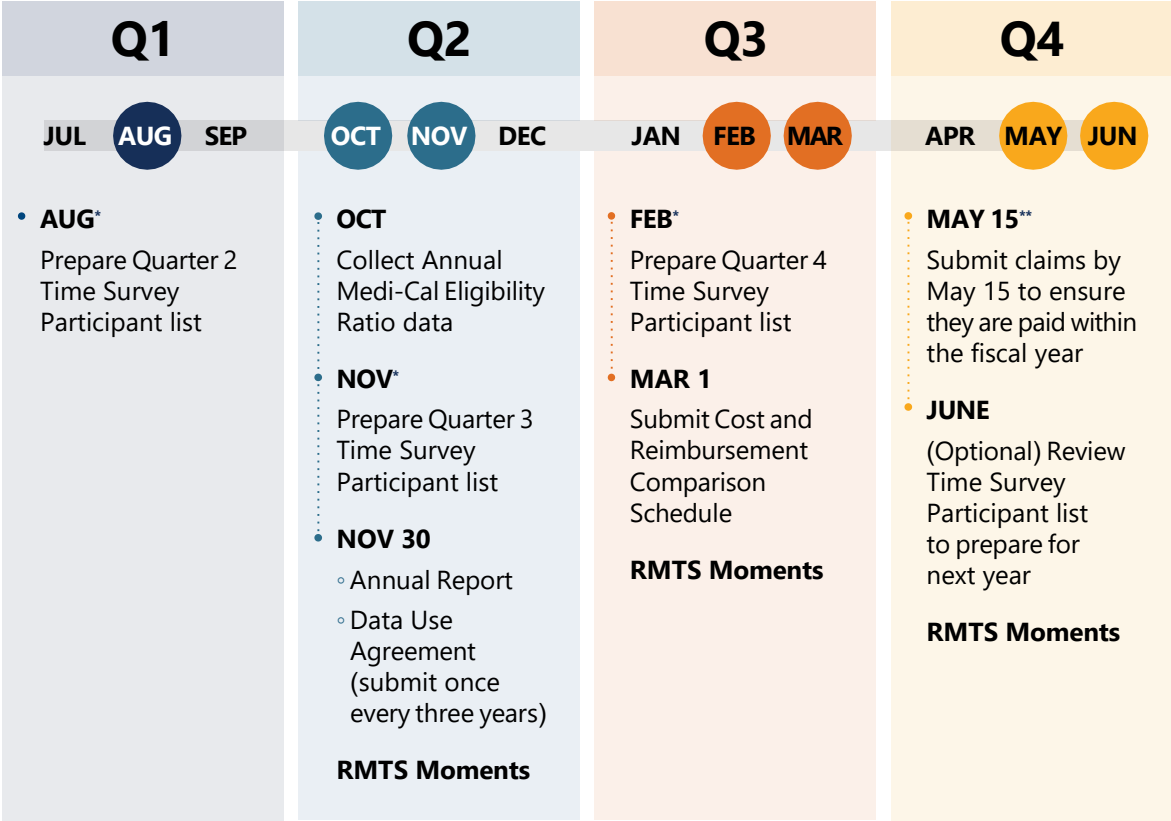
Administrative and Audit Checklist

The Administration and Audit Checklist, available on the LEA BOP website within the LEA Program Tool Box under Tip Sheets and New Resources, is a helpful resource for LEAs to stay on track with the key administrative and management requirements of the program. It is designed to make it easier to gather, submit, and keep the right documentation to avoid common mistakes and be audit-ready.

Deadlines/Compliance

Figure 2, titled "Timeline of Key Program Administration Dates and Activities," gives you a simple, organized look at important deadlines for managing your program. It is a helpful guide to keep things on track, making sure everything gets done on time and in line with the necessary requirements for smooth program administration.

Figure 2: Timeline of Key Program Administration Dates and Activities

Q1	Q2	Q3	Q4
JUL **AUG** SEP	**OCT NOV** DEC	JAN **FEB MAR**	APR **MAY JUN**
AUG* Prepare Quarter 2 Time Survey Participant list	**OCT** Collect Annual Medi-Cal Eligibility Ratio data **NOV*** Prepare Quarter 3 Time Survey Participant list **NOV 30** ◦ Annual Report ◦ Data Use Agreement (submit once every three years) **RMTS Moments**	**FEB*** Prepare Quarter 4 Time Survey Participant list **MAR 1** Submit Cost and Reimbursement Comparison Schedule **RMTS Moments**	**MAY 15**** Submit claims by May 15 to ensure they are paid within the fiscal year **JUNE** (Optional) Review Time Survey Participant list to prepare for next year **RMTS Moments**

Services billed and costs tracked all year.

Time Survey Participant list due dates are based on your LEC contract and are approximate.

**LEAs may still submit claims after May 15, but there is no guarantee that the LEA will be paid prior to the end of the fiscal year.*

Technical Assistance

DHCS is committed to supporting LEA BOP Providers in maintaining compliance and enhancing their programs. Coordinators can request additional technical assistance by contacting the LEA BOP email at LEA@dhcs.ca.gov or completing a Technical Assistance Request form on the LEA BOP homepage. The LEA BOP Provider Relations Unit offers tailored guidance and fosters program improvement, playing a crucial role in strengthening services and enabling providers to meet their community's needs effectively.

Online Resources

LEA BOP providers are ultimately responsible for administrative functions and should be familiar with the LEA BOP website, DHCS policies, program regulations, and the LEA BOP Provider Manual. All the following materials can be found online on the LEA BOP public website.

LEA BOP Online Resources:

» Program Manuals and Compliance Information (Billing Manual)

- Provider Manual
- Policy and Procedure Letters (PPL)
- Cost and Reimbursement Comparison Schedule (CRCS) webpage

» Instructional Materials, Resources, and Forms

- LEA BOP Training Webpage
- Internal Administrative Functions Chart
- Tool Box

» Program Partners Engagement

- Quarterly Meetings
- Quarterly Newsletter

Please note, this job aid is not comprehensive of all information needed for successful participation in the program, it is merely a helpful place to start. There is much more helpful information on the LEA BOP website and available from the LEA BOP team.

Communication and Networking

Table 2: Topics and Key Contact Information

Topics, Issues, or Questions	Key Contact Information
LEA BOP Questions or Comments » Policy questions » Compliance document requests » Enrollment » Change of address/contact » Technical assistance requests » Questions about the CRCS	LEA@dhcs.ca.gov LEA BOP Website
LEA BOP Compliance Documents and Annual Report » Submitting compliance documents like the Annual Report and Data Use Agreement forms	LEA.AnnualReport@dhcs.ca.gov
Cost and Reimbursement Comparison Schedule » Submitting CRCS or requesting an extension	LEA.CRCS.Submission@dhcs.ca.gov
Random Moment Time Survey (RMTS)	RMTS@dhcs.ca.gov School Based RMTS
Audits and Investigations » Questions related to auditing of the CRCS	LEAAuditQuestions@dhcs.ca.gov
Medi-Cal Telephone Service Center » Claims issues or questions	(800) 541-5555 Medi-Cal Telephone Service Center Guide
Sign up for E-blasts	ITSD Subscription