HILLSBOROUGH MEDICAID REIMBURSEMENT ACTION PLAN

Task	Objective	Task	Success Criteria	Resources	Status and Comments
1.	Receive CARES Act Provider Relief Funds	Complete online application by **7/20/2020**	Receive at a minimum 2% of the district reported gross revenue from patient care	• HHS CARES Act Provider Relief Fund https://www.hhs.gov/coronavirus/cares-act-provider-relief-fund/index.html • Provider Relief Fund Fact Sheet http://sss.usf.edu/resources/topic/medicaid/conference_call_notes/7_9_20resources/CARES_Act_Medicaid-CHIP_Funds_Factsheet.pdf • Payment Portal User Guide https://chameleoncloud.io/review/3016-5ec704315a620/prod • Payment Attestation Portal https://cares.linkhealth.com/#/ • Medicaid consultant with FDOE Nanci.English@fldoe.org	• CARES Act Provider Relief Funds Phase II - Received $124,188.13, 2% of Medicaid Reimbursement for FY 18/19. (Note: this is the period where AHCA reduced our SDAC funding) • CARES Act Phase III – Applied but have not received additional funding. The goal was for all providers to receive up to 2%.
2.	Reduce school district administrative costs	Return to EMACS (Electronic Medicaid Administrative Claiming System) – no cost to district – no contract	Reduce expenditures	• Medicaid consultant with FDOE	• Completed effective October 2020.

3.	Increase Medicaid administrative claiming reimbursement	Review approved state and district specific job codes to ensure all approved staff (district and contract) are included in district quarterly sample pool	Show an increase in the claim	• Pages 3-1 through 3-5 of the Medicaid School District Administrative Claiming Guide https://ahca.myflorida.com/medicaid/childhealthservices/schools/pdfs/School_District_Administrative_Claiming_Guide_2013.p df
				• Medicaid consultant with FDOE
					• Reviewed all district staff and identified positions that need to be certified then added to sample pool.
					• Contractors have not yet been added. Steps to complete:
					  • Confirm HCPS email access
					  • Identify and maintain active list of assigned contractors
					  • Communicate expectations
					• Review email policy with IT and supervisors

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4.	Increase Medicaid administrative claiming reimbursement	Complete certification form for job codes not currently approved by AHCA who provide Medicaid administrative claiming reimbursable activities and add approved staff to the district quarterly sample pool and claim	Show an increase in the claim	- Pages 3-1 through 3-8 of the Medicaid School District Administrative Claiming Guide - Job Title Certification Form http://sss.usf.edu/resources/format/pdf/JobTitleCertificationFor m.pdf - Job Title Certification Checklist http://sss.usf.edu/resources/format/pdf/Job%20Title%20Certification%20Checklist.pdf - Medicaid consultant with FDOE	- Submitted and received approval for 10 administrative job codes in the Student Services Department. - Waiting for response for 10 administrative job codes in the ESE Department submitted in December 2020. - Identified 12 additional positions that can be requested. - Need to create notification process when new positions are created. - Document process for updating provider reports for Accelify and SDAC roster and payroll reports.
5.	Increase Medicaid administrative claiming reimbursement	Review costs attributed to the non-sampled supervisory (one level up) and clerical staff (one level down) that provide direct support to those who perform SDAC activities and add those costs to the quarterly claim	Show an increase in the claim	- Pages 6-2 through 6-3 of the Medicaid School District - Administrative Claiming Guide Medicaid consultant with FDOE	Will add secretaries for each district level secretary supporting recently approved administrative staff on the proper SDAC claims.
6.	Increase Medicaid administrative claiming reimbursement	Review cost center from through times to verify accuracy (times should include staff hours not bell schedule times) and capture all staff administrative claiming activities	Show an increase in the claim	- Page 4-1 Medicaid School District Administrative Claiming Guide - Medicaid consultant with FDOE	- Currently adding ½ hour before and ½ after bell time. - Need to determine appropriate work hours for administrative staff.

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7.	Increase Medicaid administrative claiming reimbursement	Train sample pool staff on the importance of the administrative claiming program along with training on completing their moments within 7 working days (electronic) or 30 working days (paper)	Receive 100% valid sample moments which may increase the claim	• Training guides for participants	• Currently provide paper memo and pamphlet to selected pool at the beginning of each month. • Additional training is provided in the electronic survey system. • FDOE blasted a request to all districts to provide any training materials they can share. • Will request assistance from ESE, Student Services, and Communications for help with training materials.
8.	Increase Medicaid administrative claiming reimbursement	Train district contact on the Medicaid school district administrative claiming program	Decrease findings on the SDAC monitoring summary tool which may increase the district claimable percentage and increase the claim	• Florida School District Medicaid Administrative Claiming Guide SDAC Monitoring Tool and RMS Monitor Review Process http://sss.usf.edu/resources/topic/medicaid/index.html • Medicaid Consultant with FDOE	• Currently receiving coding assistance from FDOE. • Staff will be attending Medicaid 101 in February 2021. • Will follow up with FDOE for assistance when clarification is needed after training. • Staff will be virtually attending the annual Medicaid conference for the first time in March.
9.	Reduce school district administrative costs	Schedule demo of Medicaid Tracking System with FDOE – no cost to district – no contract (system does not include behavior)	Possible future reduction in expenditures	• Medicaid Consultant with FDOE	• Need to determine the appropriate time to engage with the IT Department concerning the future of our current programs (SNAP and Accelify). • Then review the options of continuing with current software, moving to the FDOE system, using the features in the new student system, or a hybrid of these options.

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10.	Increase fee for service reimbursement	Review billing system(s) to ensure alignment with Medicaid billing requirements, including transportation	Decrease instances where claims need to be voided whereby decreasing loss of Medicaid reimbursement	• Medicaid Certified School Match Program Coverage and Limitations Handbook http://sss.usf.edu/resources/format/pdf/Certified_School_MatchHB.pdf • Fee for Service Monitoring Checklist, Fee for Service Monitoring Instrument and Shared District Resources with examples of ICD-10 codes http://sss.usf.edu/resources/topic/medicaid/index.html • Fee schedule http://sss.usf.edu/resources/format/pdf/Medicaid_Certified_School_Match_Program_Fee_Schedule_2019.pdf • Medicaid consultant with FDOE	• There has not been a recent review of voided records. • Accelify implementation issues for transportation have been resolved. • SNAP's transfer issues to Accelify appear to be resolved. • Currently participating in a monitoring/review with AHCA. However, the records requested are from calendar year 2018 and less than half of the records will be from our Accelify system and processes.
11.	Increase fee for service reimbursement	Review provider documentation to ensure all billable providers are documenting and all billable services are being documented to increase Medicaid reimbursable services	Show an increase in Medicaid reimbursement	• Reports from documentation system to share with administrative staff	• Draft report has been created but not approved or implemented. • Supervisors have been monitoring and encouraging participation.

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12.	Increase fee for service reimbursement	Review billable provider's funding source and move 100% federally funded positions to locally funded positions	Show an increase in Medicaid reimbursement	• Medicaid consultant with FDOE	• Need preferred process from Student Services, ESE, and HR. May involve school staff to correct units. • Positions will be reviewed quarterly when preparing RMS Roster. • New certified SDAC only positions need to be appropriately allocated to be included in SDAC at a percentage that will be equal or above the general fund expense. • FDOE communicated that a 1% split to the General Fund will meet AHCA requirements.
13.	Increase fee for service reimbursement	Complete a rate study to increase rates	Show an increase in Medicaid reimbursement	• Page B-1 through B-3 Medicaid Certified School Match Program Coverage and Limitations Handbook • AHCA Transportation Rate Calculation Guide and AHCA Transportation Calculation	• Will seek advice from FDOE regarding how rates are calculated, how frequently rate increase requests can be submitted, and if requests should be delayed due to the pandemic. • Request for School Social Worker increase in November 2019. No response received as of this date. Will revise request with last year's salaries in lieu of requesting current documentation be approved.

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14.	Increase fee for service reimbursement	Review HB81, review draft rule AHCA provides and submit comments (when available), review documentation system to ensure compliance with draft rule (when available) and submit claims for services delivered to all Medicaid eligible students with a plan (IEP or IFSP is no longer required as of 7/1/2020)	Show an increase in Medicaid reimbursement	• CS/HB 81 http://sss.usf.edu/resources/top ic/medicaid/conference_call_no tes/7_9_20resources/CS%20HB%2081 %20approved%2062320. pdf • Medicaid consultant with FDOE	• Waiting for guidance and procedures from AHCA. • Have discussed additional fields in Student System to identify plan of care for nursing and behavior. May need additional dates on 504 screen.
15.	Ensure procedures meet AHCA requirements	Adopt new parent consent form and document process.	Satisfactory ruling from AHCA on monitoring/review documents	• Guidance and sample forms from FDOE.	• After meeting with ESE and Student Services Verna was tasked with creating a single form to meet IEP and HB81 requirements. Not completed. • Have form reviewed by our legal department.
16.	Ensure procedures meet AHCA requirements Increase fee for service reimbursement	Initiating, communicating, and assisting with Medicaid flexibilities due to COVID-19	Maintain/exceed funding and compliance	• AHCA and FDOE communications	• Need to schedule monthly or quarterly meetings with Student Services and ESE administration. • Reviewed payments for FMAP increase. • Utilize Accelify and email to communicate requirement updates.

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17.	Increase fee for service reimbursement Validate contractor billing	Reconcile vendor invoices to services	Increase revenue and reduce expenses	• Procurement agreements for services • Accelify contractor module or • Develop in-house tracking/reporting system • Consistent procedures reviewing invoices	• Received demonstration from Accelify and favorable reports from Broward County.
18.	Increase fee for service reimbursement	Ensure Accelify training needs are being met.	Show an increase in Medicaid reimbursement	• Survey groups for training needs • Ensure School Counselors' training has been completed • Reserve training dates for next year.	•
19.	Increase fee for service reimbursement	Ensure the Charter School Department's providers are documenting in SNAP and Accelify and services are being reimbursed to the district.	Show an increase in Medicaid reimbursement	• Identify Student Service providers assigned to the Charter School Office. • Research systems for service documentation and active billing settings..	•
20.				•	

Additional Tasks/Concerns:

● Annual notification and parental consent (IDEA and FERPA requirement)
  ○ FDOE can provide requirements and examples

● Increased rates not applied to claims
  ○ FDOE can assist as the liaison with AHCA

● Review Medicaid contact list to ensure all stakeholders are receiving school Medicaid information and Medicaid call notifications from FDOE
  ○ Susan Garcia – General Manager, Budget and Federal Finance
  ○ Chief Financial Officer
  ○ Verna Hurley-Long – Sr. Fiscal Analyst-Admin
  ○ Diana Fitzgerald – Finance Division-Medicaid