EDMS – Massachusetts School Medicaid
Vital Information

Due August:
- District Contact Information Updates in District Management > District Information
- Out of District billing preparation
- SNAP users – notify EDMS of intent to use data bridge

Due September:
- RMTS work schedules and participant lists for the October to December quarter are due the first Friday of September
- Parental Consents for all students who do not already have a one-time consent.
- Invite new service providers to register for Acuity™ Sessions and schedule appropriate trainings with your EDMS Program Specialist

Due October:
- ICD-10 codes required in Sessions for all services (and ongoing)
- Acuity™ Required Administrative Items
- October 5th Special Education and Full Enrollment rosters; EDMS will process one data refresh per year to add all new students and update schools.
- AAC from the prior fiscal year is due on October 15th and certifications are due October 20th.
- School-Based Claiming mandates that all RMTS participants must complete the RMTS training annually.

Due December:
- RMTS Lists for the January to March quarter are due the first Friday of December
- Annual Cost Reports are due December 31st however, because schools and EDMS are closed for the holidays, we require your cost report information before December 15th to avoid any late fees.

Due January:
- January 5th enrollment snapshot

Due March:
- RMTS lists for the April to June quarter are due the first Friday of March

Due April:
- April 5th enrollment snapshot

Due July:
- July 5th enrollment snapshot
- Run reporting to calculate student statistics for the prior fiscal year as required for the cost report.
- Prepare lists of medical supplies, equipment, and purchased services for the cost report.

Topic	Description	Due Date
District Contact Information Updates	Please review and update your District Contact Information to ensure we are sending communication to the appropriate people in your district. You may update that information directly in Acuity™ in District Management>District Information. Please click here for detailed instructions or contact your Program Specialist.	**August and ongoing**
Out-of-District (OOD) Billing	Create master OOD logs and send them out for all outplaced students who receive Medicaid claimable services. The public school district must complete Part III. The OOD facilities are obligated to complete and return the service logs on a regular basis. Because we only have 90 days from the date of service to submit a claim, we recommend the OOD facilities return the completed documentation to the district at the end of each month. Please be mindful that cost report out-of-district expenses should be evidenced by submitting out-of-district interim claiming on a regular basis. If no OOD services are billed, then tuition for the respective quarters where there were no claims will be disallowed on the cost report. EDMS has the mandated DESE out-of-district documentation log available in Sessions to print with the header and footer partially completed with prefilled student-specific data. These logs can then be sent to the out-of-district facilities to use as a template for documenting Medicaid-covered services throughout the school year. To print the log, go to **Student Management**>**Student Details**, select the student, then select the **FORMS** action icon in the upper right corner of the workspace, then select **OOD Documentation Form**, then select the **Preview/Print** action icon.	**August and ongoing**
RMTS (Random Moment Time Studies)	RMTS (Random Moment Time Studies) participation is required by the School-Based Medicaid Program. UMass manages RMTS, but EDMS is available to offer guidance for successful RMTS participation. RMTS moments are generated and locked in prior to each quarter. RMTS occurs in quarterly blocks from October 1st to the last day of school in June for three quarters of the fiscal year. RMTS work schedule calendars and participation lists are due on the first Friday of September. Subsequential lists are due on the first Friday of December and the first Friday of March, at which time RMTS Coordinators can add additional staff and/or adjust the RMTS work schedules. **Accurate work schedules are important to minimize the chance of a participant receiving a random moment outside of their paid work time.**	**September and quarterly thereafter**
Parental Consent	The school district must provide written notification to the parent and obtain a one-time consent before accessing MassHealth. The notification must meet the requirements of the law. The Massachusetts Department of Elementary and Secondary Education (Department) updated the template consent form to include all MassHealth eligible students prior to Expansion, introduced for FY2020. Using this updated template, the school district can be confident of meeting all the required data elements; for this reason, the Department has designated the template as a *mandated* form (28M/13). Districts may add their unique district information but may not alter or change the contents of the 28M/13 template. The blank consent form is available in multiple languages at https://www.doe.mass.edu/sped/advisories/13_1.html. It is also available via the forms button in the Student Details section of Acuity™ Sessions. After the one-time consent has been obtained, school districts are required to provide notice of these requirements annually thereafter to the parents of students that are enrolled in MassHealth. For students with IEPs, the Parent's Notice of Procedural Safeguards (PNPS)[2] will serve as this annual notice requirement. For non-IEP students, the district must provide annual notice in another format.	**September and ongoing**

ICD-10 codes required in Acuity™ Sessions for all services	MassHealth requires an ICD-10 (diagnostic or treatment code) for each service billed. For most services, the codes are static and entered in the Billing Dates Tab of the Student Details section. For unplanned nursing and screenings, there is a field within the session window to add the code, as it can differ for each visit.	**October and ongoing**
Acuity™ Sessions Required Administrative Items	On our website, under Massachusetts Resources/General/, Acuity™ Sessions Required Administrative Items outlines all required items that must be completed in Acuity™ Sessions by a district Administrator for billing to be processed. If you would like instruction or support regarding any of these items, please contact Patricia Tetreau.	**October and ongoing**
AAC (Administrative Activity Claiming)	All four quarterly AAC claims are due on October 15th following the close of the prior fiscal year, **though it is highly recommended to submit them throughout the year to assure timely processing and payment**. All four quarterly AAC Certification letters are due on October 20th following the close of the fiscal year. October 15th is also the deadline to positively adjust any claims from the prior fiscal year.	**October and quarterly throughout the year**
RMTS Participant Training – Required Annually	As a reminder, UMass manages RMTS, though EDMS is available to offer some guidance. All RMTS participants are required to complete a brief online training video that is available once logged into the RMTS website. The video will answer many common questions participants may have and will provide a demonstration of how to respond to a moment, including some example responses. Participants who complete the training prior to documenting any randomly assigned moments do a better job with their documentation, ensuring the integrity of the time study and experiencing a smooth process. The training only takes about 25 minutes.	**October and ongoing**
Quarterly Student Enrollment Rosters	One of School-Based Medicaid's reimbursement requirements involves determining the Medicaid penetration factor for both the general enrollment population and the special education population for each quarter, utilizing an effective snapshot date of the fifth day of the respective quarter. These rosters must identify a list of all students between three and 21 years of age (until the student's 22nd birthday) for whom the LEA is financially responsible. Please send EDMS **(via secure email or Secure Documents upload)** an electronic (MS Excel) version of both the district's student body roster and a special education roster as of the fifth day of the first month of each quarter, including each student's Last Name, First Name, Date of Birth, Gender, SASID, and School Name. **Please do not submit identifiable student data via unsecured email.**	**July 5th October 5th January 5th April 5th**
Cost Report	The annual DSC cost report calculates total gross Medicaid allowable expenditures based on each LEA's actual incurred and allowable costs. Interim claims are billed throughout the school year, but that is only one component of the School-Based Medicaid Program. After the conclusion of the fiscal year, LEAs submit an annual Direct Services Claiming (DSC) cost report that includes costs to provide Medicaid-covered services and LEA-specific Medicaid eligibility statistics used to calculate Medicaid penetration factors. Much of what is required for the cost report has already been determined throughout the fiscal year by interim claiming, the quarterly AAC data containing direct services providers' salary and benefits costs, allowable tuition expenses, predetermined indirect rates assigned by the state, etc. However, the student statistics need to be calculated prior to cost report submission. Additionally, if the district chooses to claim for medical materials and supplies, purchased services, and medical equipment, they are listed within in the cost report.	**December 15th**

Student Statistics	For the direct services cost report reimbursement calculation, two separate Medicaid Penetration Factors are used for IEP and non-IEP direct medical services. LEAs must report student statistics to determine the applicable Medicaid Penetration Factors (MPFs) for the category(s) of direct medical services for which the LEA is seeking reimbursement. There are two separate sets of statistics - IEP and non-IEP. If a district only bills for IEP services, then they only must calculate the statistics for IEP students. If a district bills for IEP and non-IEP students, then they must calculate both sets of statistics.	**September 30th (Allowing 90 days for all June claims to be billed and reconciled)**
Materials and Supplies, Purchased Services, Medical Equipment	LEAs should enter the total actual annual material and supply expenditures related to the delivery of Medicaid-covered medical services. Materials and supply costs are allowable if used exclusively for the delivery of health care services for which the LEA is including allowable personnel (employed or contracted) costs. Consult Appendix D for a list of materials and supplies that may qualify. Some examples include speech testing packets, OOD 1:1 costs above and beyond tuition, electronic equipment for nonverbal students, and the cost of contracting an outside source to execute mandated screenings.	**Ongoing**
SBMP Training	School-Based Medicaid also offers a variety of reference materials for all aspects of the program. To access these documents, please go to https://www.mass.gov/info-details/school-based-medicaid-program-sbmp-resource-center. They also have YouTube videos at https://www.mass.gov/info-details/school-based-medicaid-program-sbmp-trainings where you will find the following presentations: **101 Series Module Agendas & Training Objectives** • Module 1: Introduction (for everyone) • Module 2: For LEA Administrators • Module 3: For LEA RMTS Coordinators • Module 4: For LEA Clinical Leadership • Module 5: For LEA Financial Leadership • Module 6: For LEA Legal & Compliance Leadership • Module 7: For LEA Technology Leadership • Module 8: For LEA Direct Service Providers • Module 9: For LEA RMTS – Participants performing Medicaid Administrative Activities	