

Medicaid Audit Preparedness System

1. Administrative File for School Year:

- Credentials and License number for all Qualified staff (All Covered Services)
- Evidence of supervision (or under the direction of) for all PTAs, COTAs, OTA/Ls, SLAs, and ABAs (All Covered Services)
- **School Calendar (Just one copy for each school district and applicable out of district placements)*
- **Unexpected Closings List (Just one copy for district and any applicable out of district placements)*
- ** Hours in the regular school day*
- Salary Information (For all service providers and Random Moment Time Study participants)
- RMTS Participant Lists for Qs 2, 3 & 4
- Quarterly special education and student body rosters (July 5th, October 5th, January 5th, April 5th) with rationale and documentation for students included as 1) having Medicaid covered services in their IEPs as of each 5th day of the quarter and 2) having parent consent on file as of each 5th day of the quarter
- Out-Of-District Tuitions paid by quarter with documentation including paid date and corresponding cost allocations for only students with covered services in their IEPs that are being delivered in the out-of-district settings; any prepaid tuitions should also be documented as to periods covered

**While these items are not required by Massachusetts Medicaid policy, MSB recommends inclusion in the administrative file.*

2. Individual Student Files

Documentation:	OT	PT	SLAH	RN	BH	RC	PC	ABA
IEP	X	X	X	X	X	X	X	X
Referral/Order (ORRF)			X	X	X	X	X	X
Documentation of Service Delivery	X	X	X	X	X	X	X	X
Additional LPHA Signature Required**	x	x	X		X		X	x
Parental Consent Form*	X	X	X	X	X	X	X	X
Annual Notification of Parental Consent Rights*	X	X	X	X	X	X	X	X

**While these items are not required by Massachusetts Medicaid policy, MSB recommends inclusion in the student file. Parental consent/annual notification is a requirement of the IDEA.*

***When Autism Services, Speech, OT, or PT is delivered by a licensed assistant, a second signature of the qualified supervising LPHA is required within scope of practice*