**Medicaid Form Checklist – Case Manager List**

This checklist can be used by districts to alert case managers to the files that are needed for any student at the time of a meeting. We have designed this to be flexible and editable for districts – you can add any additional forms to this table if you would like, and can even use this as a cover page for packets!

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Form** | **Description** | **Needed** | **Collected** | **File With** | **Done** |
| [ORRF](http://www.msb-services.com/ME/Forms/ME_Order_Recom_Refer_Form.pdf) | Order, Recommendation, Referral for Related services – to be filled out every IEP annual review or when services are added during an amendment |  |  |  |  |
| [One-time Parental Consent](http://www.msb-services.com/ME/Forms/ME_Consent.pdf) | Form that parent signs once allowing districts to bill for MaineCare if the child should be eligible |  |  |  |  |
| [Annual Notice of Parental Rights](http://www.msb-services.com/ME/Forms/MSB_Version_Annual_Notification_Parental_Consent.docx) | Packet that must be given once every calendar year to parents who have signed the One-time Parental Consent  This does not require a signature by the parents, you just must document that it was given to them and when (consider listing as an enclosure on the IEP) |  |  |  |  |
| [MaineCare documentation Form (MCDF)](http://www.msb-services.com/ME/Forms/ME_Section_109_68_85_MaineCare_Documenation_Form.pdf) | Form is needed to collect the signatures, credentials, and the date of signature for all OT, PT, and Speech providers creating long and short term/range goals and objectives for a student, where applicable.  If the applicable long and short term/range goals and objectives are not published in the printed IEP, this form also needs the applicable goals and objectives listed for each area.  Collected at every IEP annual review and every amendment where services are added or goals and objectives are changed for these areas |  |  |  |  |