

MaineCare in Schools Vital Information (2017–2018)

Reminders and Due Dates for Directors and Special Education Administrative Assistants:

Due 8/21/2017:

- District Contact Information Updates (**NEW PROCESS**)

Due 9/8/17:

- MIHMS (Molina) Account Maintenance

Due 9/15/2017:

- Rate Information

Due 10/2/2017:

- ICD-10 codes required in Lumea for all services (and ongoing)
- Lumea™ Required Administrative Items

Ongoing:

- Section 65 and Section 28 KEPRO Prior Authorization and Continued Stay Reviews
- Administrative Forms to be Updated (**Annually**)

To assist with the organization of fall start-up tasks, we now also offer a [checklist](#) which outlines all Vital Info for the 2017-2018 school year.

Topic	Description	Due Date
District Contact Information Updates (New Process)	Please review and update your District Contact Information to ensure we are sending communication to the appropriate people at your district. You may now update that information directly in Lumea in District Management>District Information. Please click here for detailed instructions or contact your Program Specialist.	8/21/2017
MIHMS (Molina) Account Maintenance	Unfortunately, due to newly implemented changes requiring social security numbers, we cannot conduct provider maintenance for new service providers on your behalf, but we can assist you with starting and finalizing this process. Section 65 and 28 service providers DO NOT need to be added to your MIHMS account. If you prefer to complete MIHMS account maintenance without our assistance, you can find a document on our website under Maine Resources/MaineCare Enrollment/ MaineCare Enrollment Checklist that outlines how to enter new rendering service providers to your MIHMS (Molina) account.	9/08/2017 and ongoing

Rate Information	<p>Please only include rate information for practitioners who will be delivering Medicaid-covered, health-related services. Please use the spreadsheet template that is available on our website under Maine Resources/General/2017-2018 Practitioner Rates Calculation Template. In addition to salary and benefit information, please provide the percent or total dollar amount for anyone who is federally funded. It is crucial that we receive all rate information from you by this date so that the processing of your district’s claims is not delayed. Submit the file to us either via emailing your MSB Claims Analyst or uploading to Secure Documents in Lumea.</p> <p>Please note: If your district would like to implement MSB’s List of Excluded Individuals and Entities (LEIE) verification services, you must include each service provider’s date of birth, whether a district employee or contracted service provider, on the rate template. Please also take advantage of the new capabilities in Lumea to add the name and date of birth for individuals who are not on the rate template but you want to have checked against the LEIE, or enter this information in LEIE (Non-Lumea Users) under District Management in Lumea. Please contact us if you would like more information regarding MSB’s LEIE verification services.</p>	9/15/2017
ICD-10 codes required in Lumea for all services	<p>MSB requires, per federal mandate, appropriate ICD-10 codes to be entered for each student receiving Speech and Hearing, Occupational Therapy, Physical Therapy, Section 65 CBHDT, and Section 28 RCS services in Lumea™. No claims will be submitted for reimbursement unless ICD-10 codes for each applicable service have been entered for the student in Lumea.</p>	10/2/17
Lumea Required Administrative Items	<p>On our website, under Maine Resources/General/, Lumea Required Administrative Items outlines all required items that must be completed in Lumea 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, or Jason Black.</p>	10/2/17
Out of District Billing	<p>Lumea functionality provides the opportunity for Maine school districts to bill for students receiving MaineCare services at an Out of District public school. Billing for out-of-district students will help your district appropriately optimize MaineCare reimbursement. Both the sending and receiving district must use Lumea. To find out more information about how to begin billing for your out-of-district students, please contact Jason Black or Patricia Tetreau.</p>	As needed
Section 65 CBHDT & Section 28 RCS KEPRO Prior Authorization and Continued Stay Reviews	<p>Prior Authorizations through KEPRO are required for students receiving Section 65 CBHDT and/or Section 28 RCS services. Initial PA requests must be submitted for any students receiving services for the first time in your district. These initial PAs are valid for a maximum of 30 calendar days or until the approved units have run out.</p> <p>Continued Stay Reviews (CSRs) must be submitted every 180 calendar days for all students currently authorized, including those students who have an initial PA. KEPRO has published guidelines regarding the documentation that must be submitted along with each CSR. Please review the Section 65 and Section 28 guidelines if your district is currently billing or interested in starting to bill for either service. To ensure there is no lapse, we suggest completing the CSR as soon as the initial PA has been completed.</p>	Ongoing

Administrative Forms	<p>MSB recommends retaining the following documents in your file for all service providers posting sessions in Lumea (both documents can be found on our website under Maine Resources/Forms):</p> <ul style="list-style-type: none"> • Electronic Signature Verification Form • Statement of Reassignment Form (for contracted providers only) 	Annually
Parental Consent Forms	<p>As of July 19, 2013, the Special Education regulations in Maine changed to allow for a one-time parental consent with the required Annual Notification of Parental Rights. The custom version of the Annual Notification of Parental Rights, which includes your district information, is in the Blank Forms Library under Student Details of Lumea. Please be sure this Annual Notification is sent out yearly to all parents of students receiving IEP ordered, MaineCare covered services, and that you document sending it.</p> <p>Please use the Consent for Release of Information form located in the Student Details Forms menu of Lumea; this version no longer references a student’s IEP term or includes specific services to be delivered. The consent form provides the district a means to inform parents of the Medicaid Program and to obtain permission from parents to release information necessary for billing. When signed consents are not present in a student’s file, liability may exist under the Family Educational Rights and Privacy Act and the IDEA. Please note: Once the One-Time Parental Consent has been signed, parental consent no longer needs to be obtained annually.</p> <p>If you wish to track one-time parental consent in Lumea, please see the Lumea Required Administrative Items document located on our website under Maine Resources/General for instructions.</p>	One Time Parental Consent/ Annual Notification
Training & Professional Development	<p>Onsite Training</p> <p>Onsite training is provided to staff who develop IEPs via Adori, manage 504 Plans via Acuity⁵⁰⁴, or document Medicaid-covered services via Lumea. Reserve your times now as fall is very busy for everyone. Please contact your Program Specialist to schedule onsite training for your district.</p> <p>Webinars</p> <p>MSB continues to offer webinar opportunities on a variety of topics related to school-based Medicaid; working with Lumea, Acuity⁵⁰⁴, and Adori; and account management ideas. Visit our Events page, located on our website to view available opportunities or to request a recording from our library. If you have a particular topic you would like covered in an upcoming webinar, please contact Patricia Tetreau or Jason Black.</p>	First come – first served scheduling based on availability