



Medicaid Contract Provider Guidance For School-Based Services



School-Based Medicaid Billing Guidance:

1. The LEA is responsible for seeking Medicaid reimbursement for all required school-based services provided to public school students. (i.e. IEP related services such as occupational therapy, physical therapy, and speech therapy; and other provider services such as vision screenings, personal care services, audiology, and school-based mental health)
 - LEAs may not bill Medicaid for services provided in accordance with a 504 plan.
 - Regardless of whether the rendering provider is a public school employee or a private provider, the LEA is responsible for seeking reimbursement.
 - All claims for school-based services provided on behalf of the LEA should be billed using the LEA's Medicaid Provider Number or the contract provider may reference the LEA's 4-digit code when submitting each claim.
2. LEAs are responsible for paying the quarterly state match payment for all school-based Medicaid claims. LEAs must use state and local funds to fulfil the Medicaid match requirement. Medicaid match is approximately 30% of the total amount reimbursed.
3. Students receiving IEP related services at school should not receive services beyond the 504 plan or IEP services during school hours.

Medicaid Contract Provider Guidance:

1. The contract provider providing school-based Medicaid billable services to public school students must be actively enrolled as an Arkansas Medicaid provider. The rendering provider must show proof of enrollment prior to contract execution.
2. The contract provider should provide copies of the following: photo ID, licensure, certification, and third party legal liability policy to the LEA.
3. The LEA is responsible for determination of service needed for students. The contracting provider and LEA should consult and agree upon individual and/or group service delivery for public school students.
4. The contract provider should submit a caseload and monthly schedule to the LEA. School-based services should not be scheduled during a student's core content instructional time.
5. The contract provider should agree to accountability measures set forth by the LEA (i.e. sign-in/sign-out documentation, provide LEA with monthly remittance advices).
6. The contract provider should submit therapy service notes (all documentation for services provided to students with 504s and IEPs) to the LEA, at least monthly, for all students receiving services, including non-Medicaid eligible students.

Medicaid Contract Provider Compensation Guidance:

7. The LEA should compensate the contract provider a negotiable rate per service, monthly. Compensation is contingent on the provider adhering to the contract services agreement, for Medicaid and non-Medicaid eligible students, alike.
8. The contract provider and LEA should include within the terms of the contract/agreement how compensation will be paid to the contract provider according to the following service activities:
 - Service Delivery
 - Review Meetings
 - Data Collection/Consultation
 - Travel
 - Annual Evaluation
 - Development of Service Documentation
 - Training and Professional Development

