

**I. PNMI Claims Process**

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## **I. PNMI Claims Process**

A supervisory union can bill for students who are receiving their special education services at an independent school that has an approved PNMI (Private Non-Medical Institution) rate for the portion of the rate which relates to “treatment”. The placement at the independent school must be for 24-hour-a-day service i.e., considered residential placement. During the PNMI rate process, staff document the services provided and the rate is broken down among three components--education, room & board and treatment. The treatment portion relates to the services that are billable to Medicaid. The Division of Rate Setting at the Agency of Human Services is responsible for the rate approval process and usually the rates are reviewed and adjusted for each school once a year. The PNMI rate sheet includes a list of all approved facilities. The following PNMI facilities allow children to be placed in the facility **by the LEA**:

Baird  
Bennington School  
Brattleboro Retreat  
Brookhaven  
Camp E-wen-akee  
Community House  
Easter Seals of NH Stratton Road

For the supervisory union to submit Medicaid claims, the supervisory union or one of its member school districts must be paying the cost of the residential placement. Also the student must be a special education student placed at the independent school based on his or her IEP. The student must be enrolled in Medicaid in order for any Medicaid claim to be submitted.

### **CLAIMS DOCUMENTATION REQUIRED**

Before claims can be submitted, the supervisory union must have a signed Release of Information form from the student’s legal guardian. Also the supervisory union needs to have a copy of a Physician Authorization form completed for the student’s placement. The supervisory union should check with the independent school to see if their procedures include routinely obtaining a Physician Authorization form for the student. If the independent school has already obtained the authorization, the supervisory union can request a copy of the form to use for its PNMI billing.

To submit a PNMI claim, the student must meet the following criteria:

1. Student is placed in a PNMI facility at the school district’s expense
2. Student’s placement is based on the student’s IEP
3. Student is enrolled in Medicaid
4. Student is residentially placed at the PNMI facility by the LEA (24-hours-a-day)

### **CLAIMS SUBMISSION**

The supervisory union prepares a PNMI claim for students meeting the above criteria. The person preparing the Medicaid PNMI claim needs to have copies of the bills from the independent school. The student’s information is entered for “Name of Student,” “Date of Birth,” “Medicaid ID Number,” and “Diagnostic Code.” The four-digit code for the school district that is responsible for the student’s education is entered as the “School District Code.” The “Dates of Services,” “Residential Facility,” and “Number of Days” can be determined from the residential facility bill.

Rates change periodically. Contact your field representative for the most current rate information.

For the “PNMI Approved Treatment Rate per Day,” refer to the PNMI Rate Summary. From that summary, find the “Program Name” and look for the “Final PNMI Rate” column for daily rate shown for Treatment. This is a daily rate based on a 365-day year. For example, for a Community House Residential placement, the treatment rate was \$196.74 per day on the August 2006 listing. Enter the appropriate rate and compute the “Total Claim” by multiplying the number of days by the per day rate. The amount that the school district will pay should be more than this as the claim is only for the treatment component.

Note: HP Enterprise Services allows a maximum of \$254.51 per day as of February 1, 2004.

Once the PNMI claim form is signed by the Special Education Director for the supervisory union, it is submitted to:

Vermont Department of Education  
Attn: Medicaid  
120 State Street  
Montpelier, VT 05620

Copies of the actual bills from the independent school must be attached to the claim.

#### **CASE MANAGEMENT CLAIMS FOR STUDENT ATTENDING A PNMI FACILITY**

If the supervisory union is providing case management for a student placed in a PNMI facility, the supervisory union may be able to bill for the services.

- An IEP and/or evaluation claim may be billed by the supervisory union if the supervisory union employs the person who is coordinating the IEP or evaluation process.
- An LOC claim for case management only can be billed if Medicaid is being billed (by another agency) for the services provided at the PNMI facility.

A case management only claim can not be submitted when the district has submitted a PNMI claim for the same billing period.