

MEMORANDUM

TO: Superintendents
Business Managers
Special Education Directors

FROM: Sheila Manchester Coniff, Medicaid Program Coordinator

SUBJECT: Required Medicaid Reports–
Medicaid Annual Reinvestment Report &
Report on Supervisory Union/School District Expenditures for Health Services

DATE: 7/8/2015

I am attaching two reports relating to Medicaid that need to be submitted by each supervisory union. Both reports require expenditure information for FY-2015 and are due on August 17th, 2015. The reporting formats have been kept the same. It will be important for Business Managers and Special Education Directors to work closely on these reports.

I am enclosing a document entitled “Guiding Questions Useful in Making Decisions on How to Spend Medicaid Reinvestment Funds” in case you need assistance in deciding how to use the funds. I am also enclosing a memo from Bill Talbott dated 6/9/10 that further clarifies how Medicaid funds can be spent.

1) Medicaid Annual Reinvestment Report

In June 2005 a memo was sent out informing you that we would be collecting information on the Medicaid funds starting with FY-2006 and that you should track the expenditures from the Medicaid Grants (revenue code 5481) using a project ID or a fund account so that you could report on expenditures from these funds. There is a statutory requirement for written report on how Medicaid funds are spent and the Auditor of Account had sited the Agency for not enforcing this requirement.

Enclosed you will find the report which is made up of three forms:

- Part 1 – Summary for Supervisory Union
- Part 2 – Expenditure Detail by Reporting Entity
- Part 3 – Justification of Expenditures by Reporting Entity.

Instructions for each part of the report are enclosed. The first page is strictly financial information. The second page asks for expenditures to be grouped by the purpose of the expenditures, which will probably take assistance from program staff. The final section

requires justification of how the expenditure improves student performance. This final section will primarily fall to program staff for completion. The Educator Quality Standards adopted June 2013 eliminate the need for school district action plans, so the justification no longer includes that requirement.

2) Report on Supervisory Union/School District Expenditures for Health Services

This report documents the amount of health services that are provided by school districts that are not currently being billed to Medicaid. Under the Global Commitment Health Waiver, Vermont is able to count the amount spent on providing health services outside those currently being billed. There were a number of areas identified in Agency of Human Services and two areas in school districts. The agency of Education must certify the actual amount spent during FY-2014 for it to count toward the allowed Global Commitment total. This will not generate funds for school districts but will help keep the Medicaid program funding at a level that will protect our ability to draw funds for the IEP Medicaid program.

This report asks for the cost of school nursing services for whole supervisory union which includes the cost for all of the member school districts. These costs are usually a separate budget item so we are hopeful that this cost will be readily available. **The cost of school nursing services is the only information that you are required to provide on this report.** In general, we ask you to exclude any costs billed to Medicaid but in this case we ask that you do not eliminate the costs billed for school nurses to the EPSDT program. The information on amount billed will be reported by the Health Department and the calculation of the amount not yet claimed to EPSDT will be done at the State level.

School nursing services is the only required section on the report but we are hopeful that some supervisory union will have cost information available for other health services. The other health service categories included are:

- occupational therapy,
- physical therapy,
- mental health counseling or psychological services,
- personal care aides and
- dental or medical services.

If you are able to provide cost in these areas, please read the instructions to ensure that you are only reporting costs that have not already been billed to Medicaid. If you already bill any of these services to Medicaid through the School-Based Health Services Program (IEP Medicaid), you should only include costs for non-IEP students. There are some supervisory unions who have chosen not to bill certain categories of services such as OT to IEP Medicaid because of the documentation requirements. If your supervisory union has elected not to bill certain cost categories to IEP Medicaid then you can include the cost of that particular service on this report.

Be sure **not** to include any of these costs billed through other Medicaid programs such as Success Beyond Six contracts or paid by federal funds. If you are in doubt, it is better not to report the cost than to report costs already billed to Medicaid in some fashion.

If you have any questions while completing the report, please feel free to call me at 802-479-1135 or e-mail me at sheila.manchester@state.vt.us.

Enclosures