**Objective Task Success Criteria Resources Workplan**

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| --- | --- | --- | --- | --- |
| Increase Medicaid reimbursement | Hire Medicaid fiscal staff | Show compliance with rule, statute, policy and increase Medicaidreimbursement | * Medicaid Consultant with FDOE
* School district Medicaid contacts
 |  |
| Reduce school district costs | No cost/No contract Scheduledemo of Electronic Medicaid Administrative Claiming System (EMACS) with FDOE | Potential future reduction in expenditures | * Medicaid Consultant with FDOE
* School district Medicaid contacts
 |  |
| Increase Medicaid administrative claiming reimbursement | Review approved state- and district- specific job codes to ensure all approved staff (district and contract) are included in district quarterlysample pool | Show an increase in the claim | * Pages 3-1 through 3-5 of the Medicaid School District Administrative Claiming Guide
* Medicaid Consultant with FDOE
* AHCA point of contact
 |  |
| Increase Medicaid administrative claiming reimbursement | Complete certification form for job codes not currently approved by AHCA who provide Medicaid administrative claiming reimbursable activities and add approved staff to the district quarterly sample pool and claim(annually) | Show an increase in the claim | * Pages 3-1 through 3-8 of the Medicaid School District Administrative Claiming Guide
* Job Title Certification Form
* Job Title Certification Checklist
* Medicaid Consultant with FDOE
* AHCA point of contact
 |  |

**Objective Task Success Criteria Resources**

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| --- | --- | --- | --- | --- |
| Increase Medicaid administrative claiming reimbursement | Review costs attributed to the non- sampled supervisory (one level up) and clerical staff (one level down) who provide direct support to those who perform SDAC activities, certify the position and add those costs to the quarterly claim | Show an increase in the claim | * Pages 6-2 through 6-3 of the Medicaid School District Administrative Claiming Guide
* Medicaid Consultant with FDOE
 |  |
| Increase Medicaid administrative claiming reimbursement | Review cost center start and end times to verify accuracy (times should include staff hours not bell schedule times) and capture all staff administrativeclaiming activities | Compliance with time sample requirements and potential increase in the claim | * Page 4-1 of the Medicaid School District Administrative Claiming Guide
* Medicaid consultant with FDOE
 |  |
| Increase Medicaid administrative claiming reimbursement | Train sample pool staff on the importance of the administrative claiming program along with training on completing their moments within 7 working days (electronic) or 30 working days (paper) | Receive 100% valid sample moments, which may potentially increase the claim | * Training guides for participants
 |  |
| Increase Medicaid administrative claiming reimbursement | Provide appropriate training for district contact on coding random moment samples for the Medicaid school district administrative claiming program | Decrease findings on the SDAC monitoring summary tool, which may increase the district claimable percentage andincrease the claim | * Florida School District Medicaid Administrative Claiming Guide
* SDAC Monitoring Tool and RMS Monitor Review Process
* Medicaid Consultant with FDOE
* AHCA point of contact
 |  |
| Increase Medicaid administrative claiming reimbursement | Review the claiming workbook to increase knowledge of the claiming process | Show an increase in the claim | * Medicaid School District Administrative Claiming Guide
 |  |
| Increase Medicaid administrative claiming reimbursement | Calculate district specific Medicaid eligibility rate | Show an increase in the claim | * Medicaid Consultant with FDOE
* AHCA point of contact
 |  |

**Objective Task Success Criteria Resources**

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| --- | --- | --- | --- | --- |
| Reduce school district fee for service costs | No cost/No contract Scheduledemo of Medicaid Tracking System with FDOE | Potential future reduction in expenditures | * Medicaid Consultant with FDOE
* School district Medicaid contact
 |  |
| Increase fee for service reimbursement | Capture Medicaid parental consent for IEP and non-IEP students (IDEA and FERPA Requirement) | Show an increase in Medicaid reimbursement | * Medicaid Parental Consent and Annual Notification Requirements
* Medicaid Parental Consent and Annual Notification Checklist
* Medicaid Parental Consent Examples
* Medicaid Annual Notification Example
* School district Medicaid contact
* Medicaid Consultant with FDOE
 |  |
| Increase fee for service reimbursement | Review billing system(s) to ensure alignment with Medicaid billing requirements, including transportation | Decrease instances where claims need to be voided thereby decreasing loss of Medicaid reimbursement | * Medicaid Certified School Match Program Coverage and Limitations Handbook
* Fee for Service Monitoring Checklist, Fee for Service Monitoring Instrument, Shared District Resources with examples of ICD-10 Codes
* Fee schedule
* Medicaid Consultant with FDOE
* School district Medicaid contact
 |  |
| Increase fee for service reimbursement | Review provider documentation to ensure all billable providers are documenting and all billable services are being documented to increase Medicaidreimbursable services | Show an increase in Medicaid reimbursement | * Reports from documentation system to share with administrative staff
 |  |
| Increase fee for service reimbursement | Review and understand the remittance advice (RA) received from AHCA | Decrease denied claims | * Medicaid Consultant with FDOE
* School district Medicaid contact
* Fiscal agent representative
 |  |

**Objective Task Success Criteria Resources**

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| --- | --- | --- | --- | --- |
| Increase fee for service reimbursement | Follow up on denied claims | Decrease denied claims | * Medicaid Consultant with FDOE
 |  |
| Increase fee for servicereimbursement | Run Medicaid eligibility checksmonthly | Show an increase in Medicaidreimbursement | * Medicaid Consultant with FDOE
 |  |
| Increase fee for service reimbursement | Review billable provider’s funding source and move 100% federally funded positions to locally funded positions | Show an increase in Medicaid reimbursement | * Medicaid Consultant with FDOE
* School district Medicaid contact
 |  |
| Increase fee for service reimbursement | Complete a rate study to increase rates for each provider type including transportation | Show an increase in Medicaid reimbursement | * Page B-1 through B-3 of the Medicaid Certified School Match Program Coverage and Limitations Handbook
* AHCA Transportation Rate Calculation Guide and AHCA Transportation Calculation Sheet
* Medicaid Consultant with FDOE
* AHCA point of contact
* School district Medicaid contact
 |  |
| Increase fee for service reimbursement | Review s.409.9071, F.S., and draft rule AHCA provides and submit comments (when available), review documentation system to ensure compliance with draft rule (when available) and submit claims for services delivered to all Medicaid eligiblestudents with a plan | Show an increase in Medicaid reimbursement | * S. 409.9071, F.S.
* Medicaid Consultant with FDOE
* AHCA point of contact
* School district Medicaid contact
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