

**Schools and Medicaid Quarterly Call**  
**January 7, 2016**  
**Call Notes**

**Present on call:**

District contacts

Lakera Reddick, AHCA

Ami Flanigan, AHCA

Jeffrey Douglas, AHCA

Pam Kyllonen, AHCA

Darcy Abbott, AHCA

Anne Glass, Student Support Services Project/FDOE

TJ Garrett, Student Support Services Project/FDOE

Richard Gary, Student Support Services Project/FDOE

**I. Introductions**

AHCA and FDOE/SSS staff introduced themselves.

**II. Parental Consent and Notification**

Anne reported that the parental consent form is in the FDOE General Counsel's office for review. The form will be sent to districts when approved by FDOE. It will also be available in the PEER system to districts using PEER. The form will be an example of what districts can use and districts will not be required to use that particular form.

**III. Joint Letter from CMS and USDOE**

Anne reported that a joint letter is anticipated from CMS and USDOE in January. It is our understanding that letter will discuss the importance of school districts in providing a safety net for health care to school aged children. It will also discuss the free care memo that will enhance public schools and school-based health care access to funds for services previously prohibited. It is our understanding that the letter will be sent to state Medicaid agency and state education heads. When the letter is received, we will send it to districts.

**IV. Status of MCSM Handbook, Free Care, Telemedicine**

Lakera reported that the handbook is still under development. She also reported that AHCA is reviewing the free care memo and also reviewing the telemedicine option.

Follow-up:

- Lakera asked Anne to remind districts to enroll in the Medicaid provider alerts. Her suggestion when signing up is to sign up for ALL provider types to ensure all alerts are received by the districts. She stated it is the fastest way to receive information from AHCA. Link to sign up for the alerts:  
<http://www.ahca.myflorida.com/medicaid/alerts/alerts.shtml>

- Lakera followed up on the telemedicine issue. She says that AHCA is currently working on rule text. It is in very early stage of drafting.

## **V. Monitoring Process**

Jeffrey and Pam provided information and answers to questions posed by districts related to the new monitoring process:

- Monitoring will continue to occur every 6 months.
- Desk reviews will be performed as opposed to onsite reviews-one reason is monetary-monitors are very sparsely scattered around the state.
- One of biggest questions from districts was about having an opportunity to have entrance and exit interviews with the monitors. These can still occur by phone and districts can have anyone attend they wish. Districts should identify all persons (including school staff and consultants) on the call or in the room where the call is held so the monitors can accurately reflect attendance on the calls. AHCA can arrange meet me calls so that people in different parts of the districts can participate. If this type of call is wanted by the district, the district should let the monitor know as soon as it can to allow time for setting up the call.
- Monitors will contact districts by email or phone for entrance interview, will do the review and draft the monitoring report. Monitors will then contact the districts to do exit interview to allow the districts an opportunity to provide additional information and review the findings.
- Another concern of districts was how to protect the personally identifiable information when sending to AHCA monitors. The information can be mailed, faxed, emailed (with encryption). Districts should check with district staff to ensure that the means by which the information is sent is in accordance with district procedures for protecting the information.
- A list is being prepared that will tell what documents are needed by monitors for each type of service claim monitored.
- Time for districts to prepare documentation: Districts will be notified four weeks before documentation is due to the monitors. Monitors can be flexible, so individual districts can discuss any extensions needed on a case by case basis.
- Destruction of district student records provided to AHCA monitors: If AHCA monitors receive paper or scanned copies of information, they will be destroyed according to AHCA rules. AHCA is required to keep the records for 5 years. After 5 years, the documents are shredded.
- Originals should not be sent to AHCA monitors.
- Concern from district-cost of making copies/can be expensive: Under Medicaid policy, the expense for making copies for monitoring is born by the provider and is part of the cost of being a Medicaid provider.
- Email scans: This is preferable, assuming the district allows this type of communicating student information. Suggested that districts can put in

email that is password protected/encrypted (again, assuming this is in accordance with district procedures).

- Districts were encouraged to have phone conversations with monitors if questions arise about information requested for the monitoring.
- New monitoring process is for certified match. Nothing is changing at this time for the administrative claiming monitoring.

Follow-up:

- Following the call, Pam sent the following link on AHCA's HIPAA Compliance page: <http://ahca.myflorida.com/hipaa/index.shtml>