MEDICAID REIMBURSEMENT ACTION PLAN

Objective	Task	Success Criteria	Resources	Work Plan
Increase Medicaid reimbursement	Hire Medicaid fiscal staff	Show compliance with rule, statute, policy and increase Medicaid reimbursement	▪ 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 quarterly sample 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	
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	
Increase Medicaid administrative claiming reimbursement	Review costs attributed to the non-sampled supervisory (one level up) and clerical staff (one level down) that 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 administrative claiming 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	

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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 and increase the claim	▪ Florida School District Medicaid Administrative Claiming Guide ▪ SDAC Monitoring Tool and RMS Monitor Review Process ▪ Medicaid Consultant with FDOE	
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 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	
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 whereby 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	

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Increase fee for service reimbursement	Review provider documentation to ensure all billable providers are documenting and all billable services are being documented to increase Medicaid reimbursable 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	
Increase fee for service reimbursement	Follow up on denied claims	Decrease denied claims	▪ Medicaid Consultant with FDOE	
Increase fee for service reimbursement	Run Medicaid eligibility checks monthly	Show an increase in Medicaid reimbursement	▪ 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	
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 ▪ School district Medicaid contact	
Increase fee for service reimbursement	Review HB 81, review 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 eligible students with a plan	Show an increase in Medicaid reimbursement	▪ CS/HB 81 ▪ Medicaid Consultant with FDOE ▪ School district Medicaid contact	

MEDICAID REIMBURSEMENT ACTION PLAN

Additional Tasks/Concerns:

- Increased rates not applied to claims
  - FDOE can assist as the liaison with AHCA
- Denied claims
  - FDOE can assist as the liaison with AHCA
- Review Medicaid contact list to ensure all stakeholders are receiving school Medicaid information and Medicaid call notifications from FDOE
  - Notify Medicaid consultant with FDOE