

Effective: June 9, 2022

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## **Policy Outline**

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### **I. Policy Value Statement**

The Board of Education of Howard County recognizes its responsibilities to provide services for children with disabilities and to pursue funds available from federal sources for this purpose. Accordingly, the Howard County Public School System (HCPSS) actively seeks reimbursement from the Maryland Medical Assistance Program (Medicaid) for health-related services provided to Medicaid eligible children with disabilities.

### **II. Purpose**

The purpose of this policy is to authorize conditions under which the HCPSS may seek reimbursement for health-related services provided to Medicaid eligible children with disabilities.

### **III. Standards**

- A. Reimbursement to the HCPSS under the Medicaid Program requires that children, service providers, and the HCPSS are eligible.
  - 1. To be eligible, a child must be:
    - a. Enrolled in Medicaid
    - b. Receiving eligible health-related services as required by an Individualized Family Service Plan (IFSP) or an Individualized Education Program (IEP).
  - 2. To be eligible, an HCPSS service provider must be properly licensed or certified in their service field as stated in COMAR 10.09.50.02, Early and Periodic Screening,

Diagnosis and Treatment (EPSDT) School Health-Related or Health-Related Early Intervention Services: Licensure and Certification.

3. To be eligible, the HCPSS must develop procedures to ensure that all program regulations are met as set forth in COMAR 10.09.36.03, General Medical Assistance Provider Participation Criteria: Conditions for Participation.
- B. HCPSS will ensure that reimbursed funds are used to enhance programs and services for children with disabilities.
  - C. HCPSS will only seek reimbursement for services that do not result in any additional cost to either the HCPSS or the child's family.
  - D. HCPSS will participate in the Maryland Medicaid Administration's annual audit process to establish a report of the Medicaid billing program, and to ensure compliance with all federal and state regulations.

#### **IV. Responsibilities**

The HCPSS Department of Special Education is assigned the overall responsibility for implementing, directing, and maintaining the third party billing process to seek Medicaid reimbursement for health-related services.

#### **V. Delegation of Authority**

The Superintendent is authorized to develop appropriate procedures for the implementation of this policy.

#### **VI. Definitions**

Within the context of this policy, the following definitions apply:

- A. Health-Related Service – Services that include audiology, nutrition, occupational therapy, physical therapy, social work, counseling, nursing, speech and language therapy, psychological, transportation, and other services approved by federal regulations.
- B. Individualized Education Program (IEP) – A written description of the special education and related services for a student with a disability that is developed, reviewed, and revised by the student's IEP team.
- C. Individualized Family Service Plan (IFSP) – A service plan designed for each family of a child with a disability as recommended by a multidisciplinary team for a child in the Infants and Toddlers Program.

- D. Maryland Medical Assistance Program (Medicaid) – A Title XIX federal health benefits program administered in Maryland by the Department of Health and Mental Hygiene.
- E. Third Party Billing – The process for billing the Department of Health and Mental Hygiene (DHMH) for reimbursement of health-related services rendered to Medicaid eligible children with disabilities by qualified HCPSS service providers.

## VII. References

- A. Legal
  - Individuals with Disabilities Education Act (IDEA) 2004, 20 U.S.C. §§1400 et seq.
  - Public Law 100-360 (Medicare Catastrophic Coverage Act of 1988), Section 411
  - COMAR 10.09.36, General Medical Assistance Provider Participation Criteria
  - COMAR 10.09.50, EPSDT School Health-Related or Health-Related Early Intervention Services
  - COMAR 10.09.56, Home and Community-based Services Waiver for Children with Autism Spectrum Disorder
  - COMAR 13A.05.02.13, Administration of Services for Students with Disabilities 2004
- B. Board Policies
  - Policy 9050 Student Records
- C. Relevant Data Sources
- D. Other

## VIII. History<sup>1</sup>

ADOPTED: March 9, 1995  
REVIEWED: December 19, 2019  
MODIFIED: June 9, 2022  
REVISED: January 8, 2009  
EFFECTIVE: June 9, 2022

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<sup>1</sup> Key: **Adopted**-Original date the Board took action to approve a policy; **Reviewed**-The date the status of a policy was assessed by the Superintendent's Standing Policy Group; **Modified**-The date the Board took action to alter a policy that based on the recommendation of the Superintendent/designee did not require a comprehensive examination; **Revised**-The date the Board took action on a policy that based on the recommendation of the Superintendent/designee needed a comprehensive examination; **Effective**-The date a policy is implemented throughout the HCPSS, typically July 1 following Board action.

**MEDICAID REIMBURSEMENTS FOR  
HEALTH-RELATED SERVICES**

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- I.** The overall responsibility for implementing, directing, and maintaining the third party billing process to seek Medicaid reimbursement for health-related services is assigned to the Howard County Public School System (HCPSS) Department of Special Education.
- II.** The third party billing process is a cooperative effort including the Department of Special Education, Department of Program Innovation and Student Well-Being, Department of Information Technology, Department of Finance, Office of Human Resources, and the Howard County Infants and Toddlers Program.
- III.** The Department of Special Education will assign a staff lead whose responsibilities include:
  - A.** Establishing procedures for implementing and maintaining the process of accessing third party reimbursements for health-related services provided to eligible students in the HCPSS and eligible children in the Howard County Infants and Toddlers Program.
  - B.** Ensuring the use of electronic signature for Medicaid billing by all appropriate individuals. Those individuals will be limited to:
    1. Health-related services providers (such as Counselors, Social Workers, Psychologists, Speech Therapists, Occupational Therapists, Physical Therapists and Nurses).
    2. Service Coordinators for Individualized Family Service Plan (IFSP) and Case Managers for Individualized Education Program (IEP).
    3. Medicaid Billing Office staff who have completed the HCPSS required signature forms.
  - C.** Verifying that all appropriate individuals have completed any HCPSS required signature forms which will be retained in the Medicaid Billing Office.
  - D.** Processing all requests for third party reimbursement.
  - E.** Maintaining a database and producing regular reports to monitor services billed and reimbursement funds received.
  - F.** Providing training and regularly updated information for providers of services.

- G. Coordinating continued public awareness efforts through the IFSP and IEP team processes.
  - H. Ensuring that all federal and state regulations are met.
  - I. Coordinating all external and internal program evaluations.
- IV.** The Department of Special Education has the responsibility to ensure compliance for record maintenance (i.e., financial, signature verification) in accordance with Section III.C. of the policy.

**V. Monitoring**

Policy 4060 implementation procedures will be overseen by the Division of Academics.

**VI. History<sup>1</sup>**

ADOPTED: March 9, 1995  
REVIEWED: December 19, 2019  
MODIFIED: August 18, 2016  
              June 9, 2022  
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