

L.E.A. Medi-Cal Billing ~ Documentation Requirements

According to the CMS Technical Assistance Guide :

"A school, as a provider, must keep organized and confidential records that detail client specific information regarding all specific services provided for each individual recipient of services and retain those records for review . . . Relevant documentation includes the dates of service, who provided the service, where the service was provided, any required medical documentation related to the diagnosis of medical condition of the recipient, length of time required for service if relevant, and third party billing information if relevant."

All documentation must be kept for 3 years from date of service.

In order to be in compliance with both Federal & State documentation requirements for the L.E.A. Medi-Cal program the following paperwork must be in order.

In the L.E.A.'s file (An L.E.A. is considered the COE, District Office or SELPA) :

- * A copy of your Provider Participation Agreement (PPA). This is the document used to get your LEA Provider #.
- * A copy of your collaborative members. This should be updated yearly when the LEA Annual Report is sent in October. Each Annual Report with member's signature should be on file.
- * Documented evidence of each rendering practitioner's current credential or license to practice in Calif. for all employed or contracted practitioners.
- * A copy of the Physician-Based Standards (Protocol) for speech therapy treatment services. To include a printed copy of the Standards, the cover letter signed by the physician and contact information on who developed the Standards.
- * A copy of the Licensed Speech providers agreement to supervise the Credential Speech provider; pending the signing of the BACA Bill. The form is available on MBS website.

In the Student's file (Student with an IEP / IFSP) :

- * A copy of the referral, prescription or recommendation for services by either the parent or qualified practitioner. To include : School Name, Student Name, reason for Assessment or Treatment, type of practitioner and practitioner's signature.
- * A copy of the Student's IEP that reflects approved services including, frequency, duration and case notes. This includes progress notes for SLP services written on or near time of service.
- * A copy of the cover letter signed by the physician stating that they've reviewed the SLP Standards. This is applicable for Student's receiving SLP services.
- * A copy of the document showing the Licensed SLP supervision of a Credentialed SLP if applicable; pending the signing of the BACA Bill. The form is available on the MBS website.

LEA Documentation Continued

* A copy of the physician signed OT or PT Rx that supports an individual student's IEP driven direct therapy. The Rx should be based on the educational component of the therapy.

* A copy of the IEP driven specialized equipment transportation services ~ should already be in IEP. It should list equipment to be used, and frequency of service, ie..... daily, therapy runs, etc.

* For TCM services a copy of the student's service plan, documentation of case management activities, i.e.....a copy of the billable paperwork submitted and documentation of review with student and or family. **TCM services should be listed on the Services Page with goals and intended outcomes.**

* Any other IEP paperwork as required by California State law.

****** MBS recommends that you first audit your LEA file and make any necessary updates.**

****** MBS recommends that you do a spot audit of 12 Student IEP files to see if they meet the above criteria.**

Source : LEA Medi-Cal Manual ~ 07/2009

