

**OFFICIAL NOTIFICATION TO ALL SPECIAL EDUCATION SERVICE PROVIDERS
EFFECTIVE June 5, 2009**

INVOICES WILL NOT BE PROCESSED OR PAID UNLESS INVOICES ARE SENT TO THE PROPER ADDRESS AND VENDORS ARE CURRENT WITH ALL SUBMISSIONS OF REQUIRED MEDICAID DOCUMENTATION TO THE DCPS MEDICAID RECOVERY UNIT

- *Invoices for special education and related services provided to students attending nonpublic schools must be submitted to OSSE*
- *Invoices of private related service providers, including evaluation and compensatory education providers, serving students enrolled in and attending DCPS public schools (whether or not delivered on school premises) must be submitted to DCPS*

May 6, 2009

Dear Special Education Service Provider:

Since January 5, 2009, the Office of the State Superintendent of Education (OSSE) has been responsible for paying invoices for special education and related services provided to students attending nonpublic schools. The District of Columbia Public Schools system (DCPS) is still responsible for processing invoices from related service providers for services provided to children enrolled in and attending DCPS. The purpose of this letter is to alert all institutional and individual providers that as of June 5, 2009, they must adhere to two important requirements to receive payment for invoices submitted to either OSSE or DCPS.

1. The first requirement is that invoices must be submitted to the proper place (i.e., OSSE or DCPS, at the same addresses announced in the December 12, 2008 letter). To comply with this requirement, vendors MUST invoice OSSE and DCPS separately if they provide services to students who attend DCPS as well as students who attend nonpublic schools. Billing for these two categories of students may not be co-mingled within a single invoice.

2. The second requirement is the necessity to provide timely Medicaid documentation to the DCPS Medicaid Recovery Unit in order to receive payment from either OSSE or DCPS for these services.

Accordingly, effective June 5, 2009, a provider must conform to both of these requirements to receive invoice payments.



NON-COMPLIANCE WITH EITHER OR BOTH OF THESE REQUIREMENTS WILL RESULT IN NON-PAYMENT.

Requirement #1: Submission of Invoices to the Correct Agency

The OSSE is responsible for paying all invoices for special education and related services, including compensatory education and evaluations, provided to students attending nonpublic special education schools, day and residential.

DCPS is responsible for paying all invoices for private related service providers, including evaluation and compensatory education providers, serving students enrolled in and attending a DCPS school (whether or not delivered on school premises).

Over the last four months, a number of providers have continued to submit OSSE invoices to DCPS rather than to the OSSE, as requested in the December 12, 2008 letter to providers. The OSSE and DCPS have continued to work closely to identify these invoices and sort them for payment. We cannot continue to dedicate resources indefinitely to this effort, and are notifying all providers that effective June 5, 2009, all providers must submit invoices to the correct billing agency, OSSE or DCPS, as appropriate, in order to receive payment. Please also note that invoices will not be stamped received for processing until they are received by the correct agency.

Please note: All schools must separate tuition, room and board, and related services. If you are a school that “bundles” related services and tuition together, the related services costs must be separated in the invoice. You may contact the Non Public Payment Program for detailed guidance on this requirement at the email and telephone addresses included below.

OSSE Billing Addresses:

Postmarked Invoices (U.S. Mail)
Office of State Superintendent of Education
Non Public Payment Program
P.O. Box 77167
Washington D.C. 20013-8167

Hand Deliveries/Express Mail
Office of State Superintendent of Education
Non Public Payment Program
Office of the Chief Financial Officer
441 4th Street NW, Suite 350 North
Washington, DC 20001

DCPS Billing Addresses:

Postmarked Invoices (U.S. Mail)
District of Columbia Public Schools
Office of the Chief Financial Officer
P.O. Box 75047
Washington, D.C. 20013
Attn: Special Education Payment Unit

Hand Deliveries/Express Mail
District of Columbia Public Schools
Office of the Chief Financial Officer
825 North Capitol Street NE, 7th Floor
Washington, DC 20002
Attn: Special Education Payment Unit

Requirement #2: Medicaid Documentation

All Medicaid recovery functions remain the responsibility of the DCPS Medicaid Recovery Unit. As discussed at meetings with providers, responsibility for Medicaid recovery for nonpublic schools did not transition to OSSE with the payment function. On behalf of the DCPS Medicaid Recovery Unit, the OSSE is providing in this letter the health-related documentation requirements to claim allowable federal Medicaid reimbursements. Effective June 5, 2009, a provider must submit this documentation in order to receive invoice payments from the OSSE. Any invoices received after that date that do not meet these requirements will be deemed incomplete for the purpose of processing and will be returned to the vendor.

a) Required Health Encounter Tracking Documentation:

Providers should send encounter tracker forms to the DCPS Medicaid Recovery Unit. This will expedite Medicaid revenue recovery. The Centers for Medicare & Medicaid Services (CMS) require the encounter tracker form to contain the following health-related service documentation to claim school-based Medicaid reimbursements from October 1, 2008:

- Date of service delivery
- Type of services, *e.g.*, Speech, O/T, P/T, counseling, psychology, etc.
- Duration, *e.g.*, 40 minutes, 60 minutes, etc.
- Therapy modality, *e.g.*, group or individual
- Dated and signed notes that document the degree of measurable progress toward student treatment goals and objectives. These notes should be a 1-2 sentence summary of the case progress notes related to the specific therapy session. ***Please be advised that these notes are NOT the same as detailed student case progress notes that must be maintained separately by providers. The notes should extrapolate at a higher level information about a student's progress (or lack thereof) and should not include the detail or depth required in the case notes. In most cases simply noting that a student is "progressing" or "not progressing" towards goals is sufficient. However, providers should use professional judgment regarding when additional information should be provided. For example, if a student has been "progressing towards goals," but slips due to a traumatic event, it may be appropriate to note that there has been an extenuating circumstance. In so doing, providers should again maintain a high level notation to document such an event, but need not include specific details regarding the event.***

Please note: All services must be logged within 15 days of delivery. You may contact the DCPS Medicaid Recovery Unit for detailed guidance on this requirement at the email address and telephone number included below.

b) Options for Submission of Health Encounter Tracking Forms:

Option 1: SEDS (Easy IEP) EasyTRAC

The Office of the State Superintendent of Education has implemented a new Special Education Data System (SEDS) that is available to nonpublic providers. SEDS utilizes a web-based process for consolidating all District special education data, and is made available at no cost to nonpublic schools. The following features are available through SEDS:

- Development of DC - compliant IEPs
- Online documentation of service delivery
(which eliminates the need to utilize the current hard copy form)
- Production of reports
(all entered data are available for reporting needs of each school/staff person)
- Creation, and permanent storage, of all finalized IEPs, as well as service and health encounter services and related forms (see below).

The above features of SEDS allow schools to better manage their data, increase efficiency, and be fully compliant with DC special education protocols.

For providers using the SEDS, the program includes a user-friendly health service logging feature called EasyTRAC which, with the click of a button, generates monthly provider service reports.

Health encounter forms are absolutely necessary for the District to claim federal revenue for health-related services provided to students with specialized services, and every missing encounter form represents a loss of federal revenue to the District. Additionally, the Centers for Medicare and Medicaid Services (CMS) have made it abundantly clear that missing health related documentation will result in significant revenue disallowances to the District.

Having information in this format greatly assists the District of Columbia in maximizing its Medicaid recovery, and for that reason, DCPS strongly prefers this documentation method and encourages providers to use it.

Until such time as the District has electronic signature capabilities, providers are required to submit signed hard copies of the Service Tracker Forms to the Medicaid Recovery Unit. Please print and sign the Service Tracker Forms at the end of each calendar month and send a copy by US Mail to the DC Public Schools, Medicaid Recovery Unit, c/o Ms. Deborah Duarte, 825 North Capitol Street NE, Suite 7125, Washington DC 20002, by the 15th of the following month. (Please contact Mr. Dasarath Kiridena, Director, Medicaid Recovery Unit, by e-mail (Dasarath.Kiridena@dc.gov), or by telephone at 202-442-5003, for further assistance about this process).

Option 2: Health Encounter Tracker Form

Should nonpublic schools elect not to use SEDS, they must submit paper encounter forms (Health Encounter Tracking Forms or HETFs) for each month. An HETF along with corresponding progress notes must be submitted for every student and every service on a monthly basis. If you would like an electronic version of the HETF, please request a copy by emailing Deborah.duarte@dc.gov. You may choose either to enter your data electronically or to hand-write your information onto the paper HETF.

Please print and sign your HETFs at the end of each calendar month, file copies in the student's file, and send copies by US Mail to the DC Public Schools, Medicaid Recovery Unit, c/o Ms. Deborah Duarte, 825 North Capitol Street NE, Suite 7125, Washington, DC 20002, by the 15th of the following month.

When considering which of the above processes to utilize for provision of Medicaid documentation, please note that while use of the SEDS system by nonpublic providers is currently voluntary, the OSSE may mandate use of this system in the future.

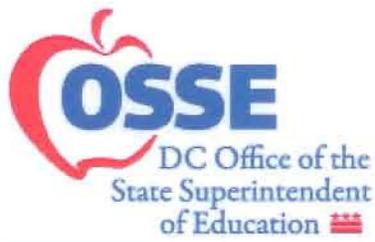
c) Student Individualized Education Program (IEP) Requirements:

The Centers for Medicare and Medicaid (CMS) require that the DCPS Medicaid Recovery Unit maintain complete and updated IEPs on file for all Medicaid-eligible children receiving services through DCPS. SEDS/Easy IEP allows the Medicaid Recovery Unit easy access to IEPs. If, however, you are a nonpublic school not using SEDS, the Medicaid Recovery Unit will now be required to have its own paper copies of all IEPs from your school, separate from the copies on file with DCPS Placement Specialists. All schools not using SEDS must provide the DCPS Medicaid Recovery Unit with a copy of each student's IEP currently in effect. If revisions are made to IEPs, the revised IEP or revised sections of the IEP must be sent to the Medicaid Recovery Unit within 30 days of the revision.

For additional information on the process or requirements of the DCPS Medicaid Recovery Unit please contact Mr. Dasarath Kiridena, Director, Medicaid Recovery Unit, by e-mail (Dasarath.Kiridena@dc.gov), or telephone (202-442-5003).

Use of Special Education Data System (SEDS) (EasyIEP™) Paper IEP:

For schools not using SEDS, we ask that you continue to use the statewide paper IEP form compatible with the SEDS system which was rolled out at the beginning of this school year. If you have questions about this new form or need it sent to you, please contact Tara Beaner by email (Tara.Beaner@dc.gov) or by telephone (202-719-6505).



Special Education Data System (EasyIEP™) Sign-Up:

Nonpublic schools who need additional training on SEDS should contact Tara Beaner, Business Analyst for the SEDS Project Implementation Team, by email (Tara.Beaner@dc.gov) or by telephone (202-719-6505). There is also a Help Desk for all SEDS-related issues (202-719-6500).

Thank you for your cooperation and attention with regard to these requirements. Our purpose with this letter is to conform to federal and District of Columbia requirements, maintain timely payments and ensure that the District has the documentation required for Medicaid reimbursements.

We look forward to working together to provide our students with quality individualized special education services. For questions related to the contents of this letter and OSSE invoice submissions or forms, please contact Yvonne Smith at 202-741-5996 or by email at Yvonne.smith@dc.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Tameria J. Lewis", written in a cursive style.

Tameria J. Lewis
Acting Assistant State Superintendent for Special Education