What School Board Members Need to Know About SEMI and How to Increase Their Special Education Revenue…

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Glassboro Public Schools

Workshop Overview

- Billable services that can be accounted in order to receive a surplus in revenue every year

- Ways to bill for SEMI services

- NJ MAC portion of claiming costs

- EasyTrac portion of logging services

Special Education Medicaid (SEMI) Overview

Department of Treasury

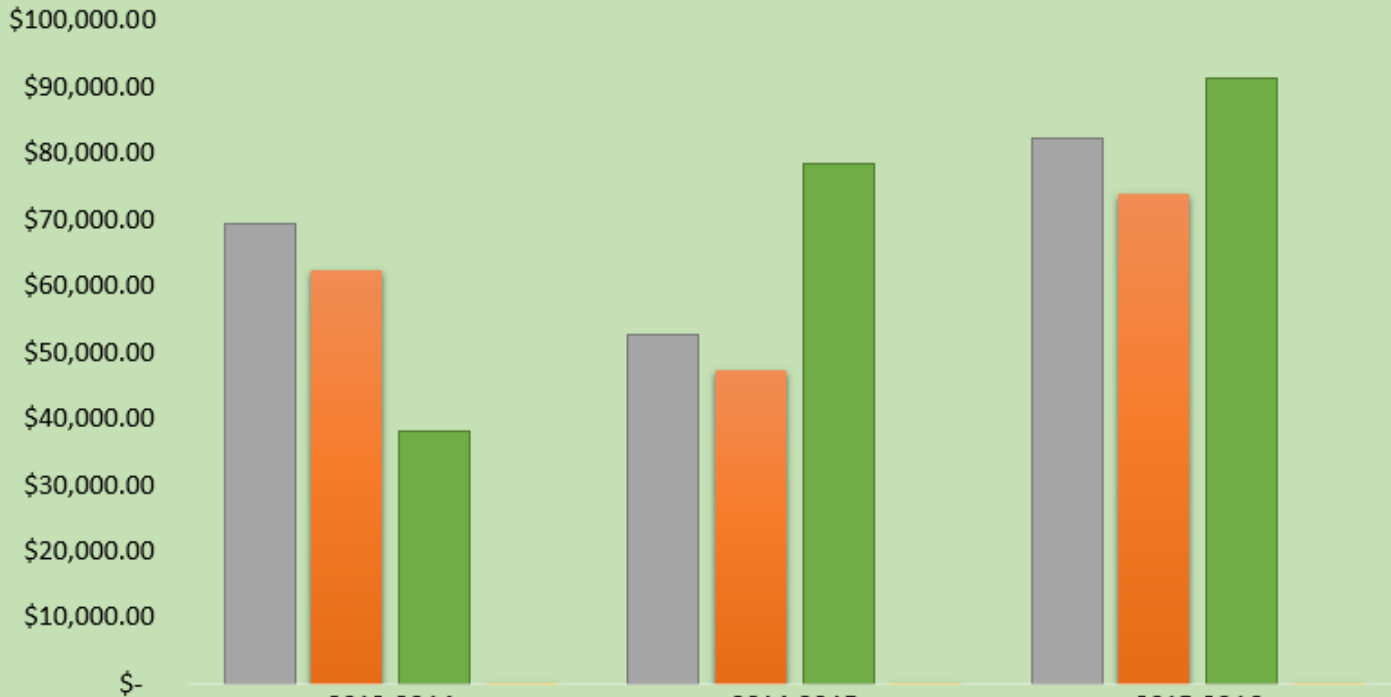Other State agencies(DOE, Medicaid) contribute best practices and support to the SEMI program in NJ

SEMI

Public Consulting Group
PCG is contracted by the state to facilitate the program and to relay the State's policy decisions to all participating districts

Glassboro Revenue Achieved

Glassboro SEMI Performance

	2013-2014	2014-2015	2015-2016
Revenue Projection	$69,313.45	$52,608.51	$82,141.28
Budgeted Amount	$62,382.11	$47,348.00	$73,927.15
Achieved Amount	$38,265.24	$78,471.56	$91,340.91
% of Budgeted Achieved	61%	166%	124%

Determining Allowable Costs and Reporting Total Expenditures

What: Staff Pool List (SPL)
Where: PCG Claiming System
When: Three times per year
Who: Special Education Department

Starting with the 2017-2018 school year, there are (3) cost pools which should be reviewed quarterly

Step1a- Report Total expenditures

Step 1b- Direct Medical Service Percentage

Step 1c- Add indirect costs

Step 1d- Reduce net total by IEP Ratio

Staff Pool List – Participants Per Cost Pool

Direct Service I

- Speech Therapist
- Occupational Therapist
- Physical Therapist
- Audiologist
- Psychologist
- Social Workers

Direct Service II

- Nurses
- RN and LPN

Administrative

- Staff performing Medicaid outreach activities

Best Practices to Receive Parent Consent

- Explain the SEMI Consent Form
- School Registration Packets
- Referral Process
- Initial/IEP Meeting/Annual Review Meeting
- Committed Staff Member
- Send Form Home with Students
- Mass Mailing

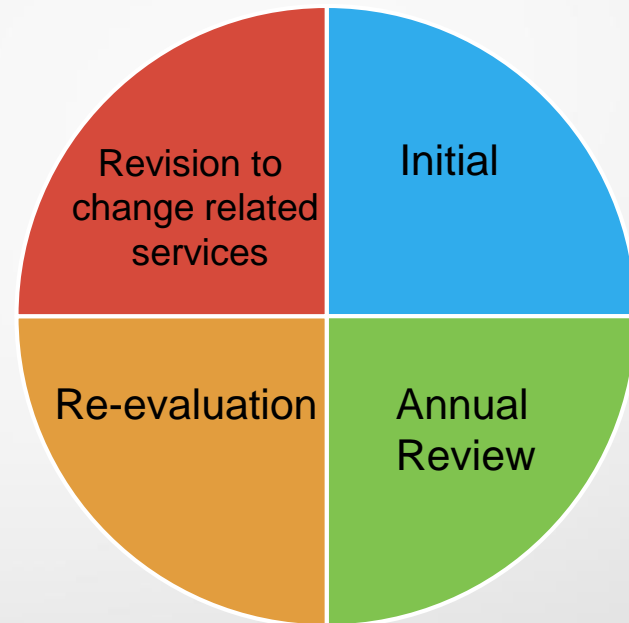* Districts should send student data files to PCG monthly *

Fee For Service

Direct Services

Counseling
Speech Therapy
Audiology
Physical Therapy
Occupational Therapy
Nursing

$10.85

Evaluation Services

Revision to change related services
Initial
Annual Review
Re-evaluation

$313.00

Primary Disability → Placement → IEP Begin & End Dates → Parental Consent → Physician Authorization dates → Provider Certification/ Licensure

SEMI Qualified

Service Provider	SEMI Qualified Requirement
Audiologist	NJ Audiology/Speech Pathology License or ASHA
Nurse	NJ License
Occupational Therapist	DOE Certification/NJ License
Physical Therapist	DOE Certification/NJ License
Psychologist	DOE Certification/NJ License
Social Work	DOE Certification/NJ License
Speech Therapist	DOE Certification/NJ License/ASHA

- OT, PT and Speech services require referrals by a physician, or a State Licensed provider of that service type to be eligible

What is the Difference Between SEMI and MAC?

- **SEMI**: Districts receive reimbursement for staff that conduct direct medical services for students per their Individualized Education Program (IEP)
- **MAC**: Districts receive reimbursement for their staff that perform administrative reimbursable activities
  - * Direct services are not reimbursable

Quarterly Financial Report
- The claiming system sends notifications to district contacts when quarterly financials are open for submission
- All staff members on the SPL will be listed on the claiming system's financials

Annual Cost Report
- The claiming system sends notification to district contacts when annual cost report are open for submission
- All staff member on all three SPL will be listed except for LTDC's and secretaries.
- You would claim all allowable costs plus Out of district approved school tuition for students who receive related services and DO NOT have to be SEMI eligible.

Reimbursable Activities for MAC

Medicaid Outreach to Families regarding the New Jersey Medicaid Program and available services

Attending an IEP Meeting and Discussing health Related services

Observing a child as part of the process for referring students for Intervention services

Scheduling / coordinating medical screens or mental health diagnostic services

Arranging transportation services to Medicaid Services

Arranging and providing translation (Oral, Sign language, Braille transcription) regarding Medicaid services, outreach and enrollment

Random Moment in Time Study

- The Random Moment Time Study (RMTS) is a vital component of districts optimizing their ability to claim cost incurred
  - Results of the quarterly RMTS factor in both the response rate and types of responses

- The Statewide RMTS results percentage is applied to the expenditures reported in the Annual Cost Report through the Direct Medicaid Service (DMS) percentage

Optimizing Cost Reporting through the SPL and RMTS		
What	**How**	**Why**
Only Include Staff on the SPL Likely to be completing reimbursable activity if selected for moment	Review SPL during open edit periods to add newly hired or eligible staff	More RMTS responses of non-reimbursable activities water down DMS percentage
Decrease likelihood of exited staff being selected for a moment	Make all updates to the SPL during the quarterly open edit periods and remove the staff no longer working with your students	All staff included on the SPL are eligible for a moment
Only include vacancy placeholder your district will fill that quarter	Work with Human Resources or Personnel department to identify positions district is actively in the process of hiring	Vacancy positions are also eligible for moment, which will go unanswered if not filled
Ensure all SPL participants have a valid email address	Confirm with district administration that correct email addresses are listed in PCG Claiming System Account	Participant will not receive notification or link to selected moment if incorrect email is listed
Ensure all SPL participants are replying to selected moments	Run Compliance Report in PCG Claiming System on bi-weekly basis and follow up with staff with unanswered moments	Unanswered moments decrease the statewide DMS percentage

Allowable Costs

Salaries

Benefits

Professional Dues & Fees

Allowable Cost

Contracted Staff Cost

Staff Travel & Training

Materials And Supplies

Other Allowable Costs

After Claiming Salary, Benefits and/or Contracted costs, the PCG Claiming System will then allow reporting of other costs

- Other costs are reported by service type
- Ex: If you do not have any nurses on your SPL with reported costs, you will not be allowed To report any "other cost" for a nursing category

Staff Travel and Training

Mileage reimbursement or Conference related travel expenses

Staff Professional Dues and Fees

District incurred costs for Professional dues and fees

Materials and Supplies

Use a reasonable allocation method (headcount, FTE, Etc.)

Direct Support Staff Criteria
- Not directly on the SPL, but staff who provide support to someone who is on the SPL
- Job description or work flow chart must show direct link to someone on the SPL
- EX: Francis is Claire's secretary and Claire is on the SPL

Common Mistakes
- Including business administrators/payroll clerks
- Not including staff eligible to be on staff pool list

Specialized Transportation

Can I Report Specialized Transportation?

1. Did LEA use modified vehicles to transport special education students to or from school on a day they received another IEP health related service?

2. Did LEA bill Medicaid for transportation paid for by LEA during the school year and log services in Ed Plan?

3. Did LEA keep bus logs detailing one way trips and necessary IEP documentation?

If Yes for all questions LEA can report specialized transportation

Questions for your
Director of Special Education/SEMI Coordinator
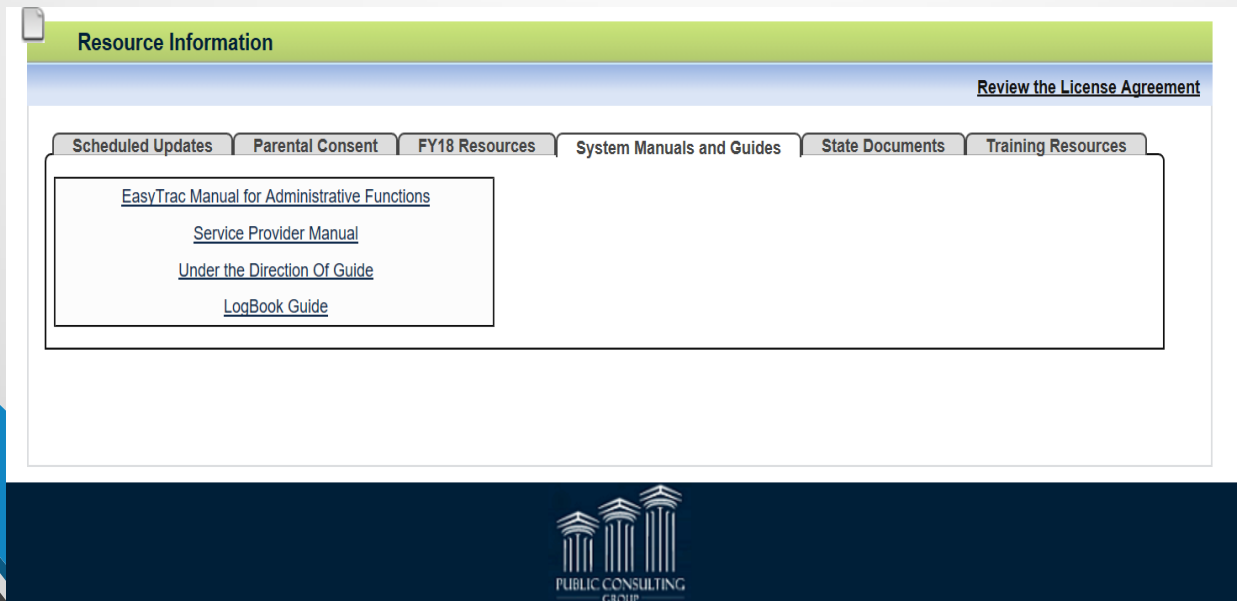
- Did you get parental consent?

- Are you claiming for all staff, nursing, transportation, and administrative assistants?

- Are you claiming for translation services?

- Did you upload SEMI Data File?

- Are you claiming all qualified SEMI related services?

- Did all staff answer their Random Moment in Time study?

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Public Consulting Group

Additional information regarding program requirements are detailed in the SEMI Provider Handbook which is available for viewing or download at **the SEMI/MAC website** .

Please contact Public Consulting Group (PCG) at 1-877-404-1399 if you have other questions or concerns.

Thank you for your time