



I. Policy Statement

The Board of Education 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 Howard County Public School System may seek reimbursement for health-related services provided to Medicaid eligible children with disabilities.

III. Definitions

- A. Health-Related Service – Services that include audiology, nutrition, occupational therapy, physical therapy, social work, counseling, nursing, speech and language therapy, psychological and other services approved by federal regulations.
- B. Individualized Education Program (IEP) – An instructional program designed for each child with a disability as recommended by an 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. Medical Assistance (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.

IV. 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 IFSP or an IEP.
 - 2. To be eligible, a 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 that 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 received 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.

V. Compliance

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.

VI. Delegation of Authority

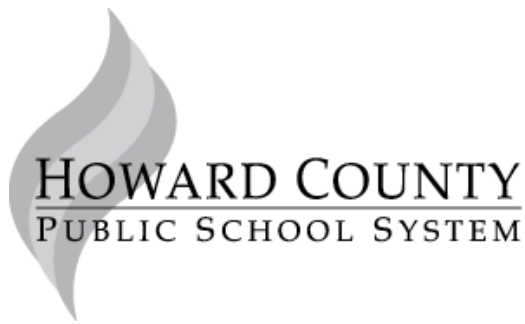
The Superintendent is authorized to develop appropriate procedures for the implementation of this policy.

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. Other Board Policies
 - POLICY 9050 Student Records and Confidentiality

ADOPTED: March 9, 1995
AMENDED: January 8, 2009
EFFECTIVE: July 1, 2009



POLICY 4060-PR
IMPLEMENTATION PROCEDURES
MEDICAID REIMBURSEMENT FOR
HEALTH-RELATED SERVICES

Effective: July 1, 2009

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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 HCPSS Department of Special Education.
 - II. The third party billing process is a cooperative effort including the Department of Special Education, Office of Pupil Services, Office of Information Technology, Department of Finance, Office of Human Resources, and the Howard County Infants and Toddlers Program.
 - III. The HCPSS Department of Special Education shall include the Howard County Health Department and the Howard County Department of Social Services in the third party billing process whenever a child receives services from either or both of these agencies.
 - IV. The Department of Special Education shall assign a Medicaid Program Head 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. Processing all requests for third party reimbursement in a timely manner
 - C. Maintaining a database and producing regular reports to monitor services billed and reimbursement funds received
 - D. Providing training and regularly updated information for providers of services
 - E. Coordinating a continued public awareness effort
 - F. Ensuring that all federal and state regulations are met
 - G. Coordinating all external and internal program evaluations.

- V. The Department of Special Education has responsibility for maintaining financial records to ensure compliance with policy Section IV.B.

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