<table>
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| How do I file the IFSP electronically in ecWeb?                          | To move an IFSP from draft to permanent in ecWeb:  
  ● go to the cover page of the IFSP in ecWeb  
  ● click the button near the top of the page, "File draft IFSP."  
  You'll want to incorporate this practice for all students on your caseload as the IFSP goes to distribution. Please contact the department if you have additional questions and further instructions will be sent to you. |
| Should we be billing for attendance of meetings?                         | IFSP Meetings - Yes  
  ● (a) Conference. The portion of a conference in a scheduled meeting between medically qualified staff and interested parties to develop, review, or revise components of school-based health services provided to a Medicaid-eligible student to establish, re-establish, or terminate a Medicaid covered health service on a Medicaid-eligible Individualized Family Service Plan (IFSP); or to develop, review, or revise components of a health service currently provided to a Medicaid-eligible student to determine whether or not those covered health services continue to meet the student's needs as specified on the student's IFSP;  
  Consultation services - Yes:  
  ● Consultation. Performed by medically qualified staff within the scope of practice providing technical assistance to or conferring with special education providers, physicians, and families to assist them in providing a covered health service for Medicaid-eligible students related to a specific health service and health service goals and objectives in the individualized education program (IEP) or individualized family service plan (IFSP)  
  Service Coordination Meetings - No:  
  ● Please do not bill for meetings where primary topics are services relating to service coordination or case management. |
  ● From the cover page tab, locate the archived IFSP with service to be recommended  
  ● Click the Recommendation button to the right of the document.  
  ● Locate Medicaid billable services  
  ● click the button - Recommend. This will allow you to complete your recommendation electronically. |
| Service log missing required Procedure Code?                             | Select a procedure code by -  
  ● Click procedure code drop-down  
  ● Locate procedure code from list that best describes services provided |
| Procedure code submitted - please review?                                | "Healthcare Common Procedure Coding System (HCPCS)"  
| Missing Provider Signature?                                              | Complete your provider signature -  
  ● click the edit button on your service log entry  
  ● Click Billing Detail Add |
| **Missing parent/guardian signed copy of IFSP?** | Electronic document has not been added to Archived files in ecWeb. Please -  
- Click provider signature box  
- Scan and upload document  
- Send email to Third Party Billing (Medicaid) - when complete.  
kayala@nwresd.12.or.us  
sfoster@nwresd.k12.or.us |
|-------------------------------------------------|-------------------------------------------------------------------|
| **Missing Progress Report?** | Electronic document has not been added to Archived files in ecWeb. Please -  
- Click provider signature box  
- Scan and upload document  
- Send email to Third Party Billing (Medicaid) - when complete.  
kayala@nwresd.12.or.us  
sfoster@nwresd.k12.or.us |
| **Missing Medicaid Insurance Consent form?** | Documentation describing medically necessary therapy treatment provided must be signed including credentials by the therapist providing the service. Where appropriate, services provided by an assistant shall be reviewed and co-signed by the supervising therapist.  
- All documentation describing treatment provided by an assistant must name the assistant therapist and the supervising therapist including credentials as reflected on the current statement of supervision filed with the appropriate Licensing Board.  
- Supervision and documentation of supervision by the supervising therapist for therapy provided by the assistant must meet general supervision requirements or closer supervision where professionally appropriate.  
- Remember, this process must be completed before the assistant’s service logs may be processed. Please be timely in providing your signature every month. |
| **Service log missing required ICD-10 code?** | From the Service Log Tab under the child’s record, locate date of service missing ICD-10 -  
- Click edit  
- Click Billing Detail add  
- Select ICD-10 code from drop down, search for ICD-10 code using alpha or numeric information  
  - Remember, as the healthcare provider you are selecting the ICD-10 code that best describes the signs and symptoms of the condition requiring therapy or treatment.  
  - Remember, the code selected should be listed at its highest specificity.  
If you would like assistance in free ICD-10 lookup resources please contact Sarah Foster, Fiscal Services at sfoster@nwresd.k12.or.us, or phone: (503) 614-1667 |
| **Missing signed copy of evaluation report?** | Procedures performed by medically qualified staff to determine whether a Medicaid-eligible student is disabled and the nature and extent of the health services the student needs under the Individuals with Disabilities Education Act (IDEA) and in accordance with Oregon Department of Education OAR chapter 581 division 15. The Authority can only reimburse evaluations that establish, re-establish, or terminate a school-based health services (SBHS) covered health service on a Medicaid eligible student’s Individualized Family Service Plan (IFSP) under the Individuals with Disabilities Education Act (IDEA). |
| **Were Services Provided on Saturday/Sunday?** | From time to time, although infrequent, services are provided on the weekend. When services occur on the weekend please be sure to note this information in your service log description. In addition, please retain documentation from your supervisor that services provided on non-regular work days were authorized by your department supervisor, in the event of an audit. |
| **Is a Health Assessment Plan for Nursing services required?** | Yes -  
“Health assessment plan (nursing)” means a systematic collection of data for the purpose of assessing a Medicaid-eligible student’s health or illness status and actual or potential health care needs in the educational setting. It includes taking a nursing history and an appraisal of the student’s health status through interview |
information from the family and information from the student’s past health or medical record. A SBHS provider is required to keep and maintain the health assessment plan and supporting documentation for Medicaid reimbursed health services described in a Medicaid-eligible July 1, 2016 Rulebook OAR 410-133-0040 (eff. 7/1/2016) individualized family service plan (IFSP) for a period of seven years as part of the student’s education record, which may be filed and kept separately by school health professionals.

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<tr>
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<th>Answer</th>
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<td>Is a plan of care required for nursing services listed on IFSP?</td>
<td>Yes - “Nursing Plan of Care” means written guidelines that are made a part of and attached to the Individualized Education Program (IEP) or individualized Family Service Plan (IFSP) that identify specific health conditions of the Medicaid-eligible student and the nursing regimen that is “necessary and appropriate” for the student. Development and maintenance of this plan includes establishing student and nursing goals and identifying nursing interventions (including location, frequency, duration, and delegation of care) to meet the medical care objective identified in their IEP or IFSP. See Oregon State Board of Nursing Practice Act, Division 47.</td>
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| Will I be required to address problems or make corrections to services from a prior year? | Yes - Current student -  
  ● If the child continues to be on your caseload, please access prior year service logs from the service log tab and address requested corrections/changes.  
  Prior year student/Kindergarten transition -  
  ● This is a reminder that the age class field for children going to kindergarten changes from 'ecse tk' to 'kindergarten' automatically on 9/1 each year. Most of us allow kindergarten records to be excluded from searches by default and it's sometimes surprising when those records no longer show in search results. To temporarily include kindergarten records in searches, start your search from the Registry or other child screen, then click Show Panel at the top of the screen and mark the checkbox to 'include kindergarten records when searching children'. This change will last until you log out. If you'd like the change to be permanent and always include kindergarten records in searches, click your name in the top banner to go to your user settings, then scroll to the section for 'Finding records' and mark the checkbox there.  
  Please contact -  
  Your data administrator is a search expert, so ask for their help if finding Kindergarten records is confusing.  
  Service log missing IFSP Service Information? | To complete - locate service log:  
  ● Click edit  
  ● Click Billing Detail Add  
  ○ Locate IFSP Service field, select appropriate service from drop-down |
| Service log entry is blank? | Service log is missing description of the services provided on that date. |
| Duplicate billing entry? | More than one service log has been entered for same date of service. Review both service logs to determine if one should be removed. |
| Coversheet service missing ‘Start’ and ‘End’ Dates? | IFSP Coversheet is missing specific service start and end dates for medical therapy. Please add and electronically archive in ecWeb or contact Service Coordinator to add this information and file changes in ecWeb. |
| Service log is missing minutes. | Service log is missing minutes of service provided for date of service. Locate log to be updated and complete minutes field. |
| IFSP Service “Specially Designed Instruction” | This language indicates a service that is specific to the delivery of instruction and for that reason, is not a billable service as described. Health-related services are medically based, and for the purpose of helping the student access their education. If this language selected to describe a service on the IFSP, includes the |
following—“Specially Designed Instruction” or “Specialized Instruction” and you are adding related services to the IFSP, try to use language to describe the medically necessary therapy the student will need. Examples of these include Speech Therapy, Physical Therapy, and Occupational Therapy. If Specially Designed Instruction is used to describe IFSP service description on the cover sheet, it will not appear as a choice on the IFSP Service Dropdown list in the service log, indicating that another service description may be more appropriate and allow for more flexibility in the delivery of eligible Medicaid-covered services.