

Notes from SMAA LEA Workgroup Call March 9th

1. **Mini Training – How to Build Your TSP List**

In creating a TSP List, LEAs need to work with their LEC/LGA. The SMAA Coordinators formulate a list of TSPs that participate in MAA moments. This list includes the department, job title and job description of each TSP. Also include the MAA activity within in their job description. This list is then approved by the LEC/LGA. DHCS has provided a TSP template to help in creating this list. PCG also has training slides (slide 22) on this.

Most positions are approved. However, when positions are not, DHCS generally requires more information. In these cases the most important point to make is how the TSPs and their department connects students to health services and outreach. You may also include a website link to the specific department and the position statement that describes duties. This will verify the services provided by the TSP. Unfamiliar job titles often can bring up questions and require more information. What a position is called can influence if it will be approved or not so consider this as well. For example an office tech who works full time in Special Education may not be allowed but if they are called Special Ed support staff this might be included.

There is an appeal procedure for this for this but usually these are settled through negotiation with the LECs/LGAs. A Position Appeals Form is attached. LEAs are encouraged to utilize this form when TSP positions are not approved. However, deadlines are often an issue when the TSPs must comply with moments. If a position is not approved quickly enough LEAs may appeal to have the position approved in the next quarter.

At this time if there is an issue the LECs/LGAs decision often prevails. Lack of a real appeals procedure is an issue being raised with DHCS. A recent audit by the Bureau of State Audits noted that one needed to be developed but the Department has refused to implement so far.

If there is a position that is being routinely denied but districts think should be considered, it would be helpful if the workgroup was given information so we could see if there is a pattern that we could bring to DHCS. One position might be approved in one region and not in another

so we could know if there is inconsistency. This would also help us work with DHCS to develop a procedure that is non confrontational but would be available to resolve disputes.

2. **Use of Coding Appeals Forms**

(NEW Links below)

The link is a webform for any district to submit to this work group an issue they came upon in the coding process, where they may not have agreed with the coding result. We are trying to track consistency in coding and gain an understanding of why certain activities are being denied as valid activities. The group has already flagged IEP related activities and this has led to DHCS requesting clarification from CMS on the issue. Are there other examples where we could bring the issue forward to DHCS?

The group discussed how to track denials. When an LEA receives a coding report from their LEC/LGA, the suggestion was made to highlight and number the codes in question. The next step is to explain the issue to LEC/LGA. This is the first contact to question about the code, and not an official appeal. By logging these questions into the Coding issues tracker and sheet LEAs can provide data back to DHCS. The link below populates onto the RMTS Coding Issues Sheet (second link). Given that the RMTS links all districts, any coding issue could be a possible issue for other LEAs both in the consortium and statewide. Some LEAs are seeing inconsistencies within their own coding reports but are concerned to point out discrepancies since they are worried that both moments will be disallowed. This makes it hard to resolve the problems. Issues brought up were professional development meetings, use of code 16 vs code 1

One suggestion made to resolve an issue with the LEC/LGA is to refer back to the most current MAA Manual when verifying issues and communicating with LEC/LGA. LECs/LGAs sometimes quote other versions of the manual. This will help in showing issues with the Manual and interpretation that need clarification.

<https://app.smartsheet.com/b/form?EQBCT=676f8766b3fa457b8a2adc47714e0b88>

The second link will display the results of the webform submissions. The sheet is updated real-time and will be a public link that anyone (with the link) can review and edit to provide comments and feedback. Hopefully this will work. Issues brought up were professional development meetings, use of code 16 vs code 1

[RMTS Coding Issues Sheet](#)

3. Review of DHCS Workgroup Meeting

The DHCS Workgroup for LECs/LGAs and LEA workgroup representatives is now held every two weeks on Wednesday mornings. The following were topics of discussion.

Moment Expiration:

Some LECs/LGAs find out about TSPs being on leave after the moment has passed. The issue was what was the timeframe for adjustment of the moment. Not all LEA coordinators agreed that verification and change could be done beyond the five day limit. However DHCS agreed that moments could be adjusted beyond this timeframe.

LEAs should follow up with your LEC/LGA to verify that the moment has been adjusted for cases of extended leave.

Quarter End Dates

Quarter end dates from DHCS: Quarter 3 moments expire mid-April. The last day of Quarter 4 ends in June. July 15th is when the quarter officially ends. 14/15 Quarter 3 Invoice submission deadline was extended from June 30 to July 31, 216

Deferral

The PPL concerning the LEAs that owed money has been sent for review to the Department of Finance.

Tape Match – This process will soon be updated. The numbers of steps will be lessened and encryption will happen automatically through this new process. All files will now be accessible to the LECs and LGAs. Currently LEAs who are getting their eligibility tape match file for billing purposes for the LEABOP program have a data agreement that adheres to HIPPA. Where this information is stored and who has access to it is now being reviewed in this new process. The safeguards in the process should be addressed.

4. New Issues

The 15% Vendor Fee Limit is an issue for some LEAs in relation to what they are ultimately being charged by their LEC/LGA. DHCS is being asked to have this fee limit requirement in writing and to detail what is included in this fee. If the limit is based on total claims it can exceed the 15%. If LEAs are coming across this issue please send information to ngarcia@teachersforhealthykids.org so that DHCS can review this issue with examples.

5. Next Meeting

Monday, March 21st at 10am

Call: 1-800-914-8405, Code: 1785191#