



## Self-Audit Document Available

As we're nearing the end of another school year, you may want to consider reviewing your 2010-2011 SBAP records.

Performing a self-review gives schools the opportunity to identify and correct any issues before an official review.

Leader developed the *Self-Audit Record Review Document* as a tool to assist schools in the process of conducting a self-audit. You can download the document from the PA Forms section of Leader's website.

The document includes all components that need to be addressed in a self-audit.

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## Attend Spring Training Live Via Video

The Pennsylvania Department of Education (PDE) and Leader invite you to attend the SBAP spring training session that will be streamed live via video from PaTTAN's Harrisburg location and downlinked to several other locations.

Topics will include parental consent, medical authorization, and proper record keeping procedures. It is highly recommended that an administrator and/or support staff member from each participating school entity attend this training. Schools can register beginning April 11. See the sidebar at right for details. For more information or to register, please visit:

[www.leaderservices.com/registerpa](http://www.leaderservices.com/registerpa)

**Date:** Wednesday, June 1

**Time:** 9 a.m.-noon

**Locations:**

- PaTTAN – King of Prussia, Harrisburg, and \*Pittsburgh
- Northwest Tri-County IU 5
- Central IU 10
- Luzerne IU 18
- \* Use gate code #40637



*Deborah Amrowski talks about her new role as Assistant Director of PA School-Based Medicaid Programs.*

## New SBAP Assistant Director Brings Wealth of Experience

Leader Services is pleased to announce that Deborah Amrowski has joined us as our Assistant Director of PA School-Based Medicaid Programs.

Deborah brings 24 years of experience in the healthcare industry to this position, most recently as an account executive with Blue Cross of Northeastern PA, where she provided trainings and managed client data. She began working with Leader on Oct. 27 and reports to Director Gloria Grego. Deborah says she is eager to help our schools continue to receive critical Medicaid school-based reimbursement that benefits children and special education programs across the Commonwealth.

## Record Reviews Draw Attention to Documentation

Maintaining complete and accurate documentation is a critical component in complying with SBAP regulations. During a number of program quality assurance record reviews conducted this year, Leader has found that schools overall are doing a good job in relation to documenting services.

Leader performs 30 such reviews each school year, and has completed 12 to date (the remainder will be conducted in April and May, many onsite). Schools are reminded to ensure that all documentation is complete, including listing the student's date of birth and diagnosis on provider logs, and ensuring parents check the appropriate box on the Parent Consent Form (see image at left).

Schools receive their report results outlining Leader's findings within 30 days following a review, and a copy is sent to the Pennsylvania Department of Education.

**PA Medical Assistance (MA) Billing Parental Consent Form**

Local Education Agencies (LEAs) are eligible to receive federal Medicaid reimbursement for medically necessary services provided to their special education students when the services meet the requirements of the state's Medicaid program and are provided in accordance with the students' IEP.

The Individuals with Disabilities Education Improvement Act of 2004 (IDEA) and the Family Educational Rights and Privacy Act (FERPA) require schools to obtain written parental consent to share students' education and health-related records such as IEPs and Evaluation Reports. We are requesting your permission to share this information with the PA Department of Education, the PA Department of Public Welfare, and a physician or nurse practitioner in order to bill Medical Assistance.

In addition to the Medicaid-covered services your child receives as part of his/her IEP, MA will continue to pay for medically necessary, Medicaid-covered services that are provided to your child outside of school.

*I understand that...*

- if I give permission, I may withdraw it for future services at any time. However, it does not negate an action that has occurred after consent was given and before the consent was revoked.
- my refusal to give consent will not change the services my child receives under his/her IEP.
- whether I consent or refuse, I will not have to pay for these services.
- upon request, I may receive copies of my child's records that are disclosed as a result of this authorization.

I give my child's school permission to share my child's education and health-related information and bill Medical Assistance.

I do not give my child's school permission to share my child's educational and health-related information and bill Medical Assistance.

Name of School \_\_\_\_\_

Student's Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

IEP Meeting Date \_\_\_\_\_ Anticipated Start Date of Services \_\_\_\_\_

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_