Reminders/Updates Third Party Billing

October 2012

Parent Consents:

I have received quite a few signed parent consents to date – thank you all!

* It is up to you as the case manager to determine if the consent is necessary after determining if your TP eligible student will receive any *OT, PT, speech, psych eval services, direct nursing care* and the most confusing one-*para support* that is qualified for billing.
* Please share with service providers which of your students are eligible for TPB also.
* Throughout the school year, *don’t forget new students moving into the district or newly qualified! ☺*

Time Studies:

At this point, your paras should be finished with time studies for students that *you have determined would qualify* for para support billing. All of the following criteria are necessary:

1. The IEP’d student is ELIGIBLE for a MN Health Care Plan.
2. The student has a MEDICAL DIAGNOSIS (ie: ADHD, Autism, Anxiety Disorder, etc)
3. The student receives support due to his/her medical diagnosis or condition.
4. The student is dependent in at least one Activity of Daily Living OR requires management of Level I behavior(s) (pg 8 of red binder).

What’s next?

* You and the para should look over the finished time study, calculate the average minutes for the 10 days completed and determine if the services are “billable” services. For help with this, don’t forget pgs 6-8 of the red Third Party Billing manual can help you.
* The para should have been logging on their Daily Checklist during the days of the time study also. They will need to go back and fill in the minutes column after the time study average of minutes has been calculated.
* Paras can either use handwritten daily logs or make an original with typewritten information for the top of the checklist, and the description of service, but the DATE, DAILY CHECKMARKS and ALL SIGNATURES at the bottom MUST BE ORIGINAL written with black ink.
* Please remind the para(s) to turn in their logs with their daily checkmarks at the end of each month for your review and signature.
* “Review” the checklist before signing. Did the para fill in all dates correctly (*must match student attendance*), the time is filled in the final column, no white out or ditto marks, and the para’s marks or initials and signatures are all completed with black ink?
* After you sign the daily checklists, please send the ORIGINAL to me at the SPEC office.

Supervision of Para Support billing:

Once you have determined which of your students qualify for billing of para support, the supervision piece is next.

* You should write “Qualified Developmental Disabilities Professional” on the top service grid to document para supervision (see page 28 of binder for how to document paras)
* You are required to consult with the para(s) working with the student. Per Minnesota Statutes, the *initial consultation between the supervisor and the para is required within 14 days* of starting to provide regularly scheduled, covered services or sooner as determined by you. Be sure that the para understands what is expected of him/her per the student’s IEP and Care Plan. Document this consultation.
* This consultation/evaluation with the para must be through direct observation of the para working with the student.
* Ongoing evaluation and supervision is required every 90  *school days* after the initial supervision consult. If intervention is necessary or changes take place in the student’s IEP, be sure to document that you have discussed it with the assigned para.
* A written record of supervision includes a record of any actions taken and results of your consultations.
* Attached you will find an electronic copy of the Supervision form and a hard copy can be found on pg 12 of your red binder.
* After each time you complete one, you can keep this in your student file or send them over to me for filing in my TPB student file.

Care Plans:

*Individualized Student Care Plans* are required for students under para support for assistance with ADLs and behaviors.

* It is important that the care plans are written so that if a substitute would come in to replace you or a para working with that student, a substitute would have all information necessary for student needs written on this one document in detail to perform the duties as required.
* A copy of the Care Plan should be attached to the para log or kept in a place that the para can see emergency information quickly if necessary.
* Attached is a blank care plan for your convenience. There are blank copies as well as samples on pgs 35-39 of the red binder.

IEP Management:

The student’s IEP is the piece that ties the whole circle of Third Party Billing together.

* At each student’s yearly IEP meeting, please be sure to check that the IEP has the para support and your supervision of the para written in to the IEP.
* *“Child Specific Paraprofessional Support” needs to be checked YES* for students receiving any para support throughout their school day – even if the student has only program para support. *This is not only for 1:1 para support*.
* More information and samples can be found in the red binder on pgs 29-34.

Changes:

We’re always trying to find ways to make this TP billing process as smooth as possible and still meet the requirements put before us.

Beginning Jan. 2013, get on a schedule of time studies being completed during the month of the student’s yearly IEP review, rather than all at once the first month of school. This would:

* Stagger the paperwork for paras throughout the school year
* Avoid a rush of paperwork for you during an already chaotic time of year
* Hopefully alleviate some of the questions whether the students are in that “honeymoon phase”
* Remind you to keep the para informed of new or changes in IEP requirements of them.

Additionally:

* The average minutes from that time study will be used for the remainder of the current school year and for the initial months of the following school year until the student’s annual IEP comes around again.
* Yes, this will mean for this school year students with IEP reviews Jan-May will have 2 time studies completed, but it will only be for this one school year.
* This would be a great time to start a new process to be sure everything is done as required.

At each yearly IEP review time:

1. Give the parent/guardian their annual copy of the “Notice of Procedural Safeguards..”
2. Give the parent/guardian the parent consent to complete/sign
3. Have the para(s) start a 10 day time study if the student is billable for para support

*THANK YOU VERY MUCH FOR YOUR TIME, PAPERWORK AND WORKING TOGETHER WITH US SO THAT WE CAN FOLLOW THROUGH WITH OUR REQUIREMENT OF SEEKING REIMBURSEMENT FROM THIRD PARTIES!*

*Shelley Junkermeier*

*Third Party Billing Coordinator*