What is the Medicaid Roster?

The Medicaid Roster is a list of all the staff at your school that work with students who may receive Medicaid eligible services.

Why is the Medicaid Roster Important?

Through our agreement with the state, Chandler is eligible to receive a partial reimbursement for staff that performs Medicaid Related Duties during the school day. We receive reimbursement from the State Medicaid Fund two ways.

1. By having eligible staff bill for services. Such as Speech, OT, Paras that work with ADLs etc.
2. Submitting a Quarterly Cost Report to the State listing the cost of those staff that are on the Medicaid Roster. Some of that cost will get reimbursed to Chandler.

The roster also lets us know which staff need to be trained in Medicaid billing, updates us on which sites/classrooms people are placed at, and helps up keep track of patterns.

Who Should Be on the Medicaid Roster?

All staff that works with students receiving Medicaid eligible services should be included on the list. This is not limited to those staff that directly bill for Medicaid Services but can also include anyone who does outreach/identification, testing (such as METs), coordinating/monitoring or other non-billable services.

Your rosters should include:

* Speech Therapists (SLP-CCC, SLP-CF or SLPA)
* Occupational Therapists (OT, OTA)
* Physical Therapists (PT, PTA)

Your roster may also include:

* ParaProfessionals
* Special Education Teachers
* Psychologists
* Counselors/ Social Workers

Please make sure they are performing Medicaid eligible services before adding to the roster.

When is the Roster due?

The rosters must be certified before the beginning of the quarter they are requested for. I will include a deadline in my e-mails requesting updated rosters. Please note all roster are for the **following quarter**. The October-December roster will be due in September which means I will start reaching out to you in August. The January March roster will be due in December. The April-June rosters will be due in March.

What is RMTS?

The Random Moment Time Study is part of our agreement with the State. It is randomly generated at the beginning of every quarter and is used to measure what percentage of the day is related to Medicaid services. As part of our compliance agreement, we must maintain a response rate of 85% or higher. Participation in RMTS is **mandatory** for all staff included on the Medicaid Roster.

\*\* THERE WILL BE **NO PRIOR NOTICE** FOR RMTS. PARTICIPANTS WILL HAVE **2 SCHOOL DAYS** TO COMPLETE\*\*

Frequently Asked Questions

Q. What is a Medicaid Related Service?

A. Any service that is provided to students and is eligible for partial reimbursement through Medicaid. Please contact me for more detailed information if needed.

Q. If someone is on a Leave of Absence should I include them on the roster?

A. Yes. Please include all employees working with Medicaid at your site, even if they are on a leave of absence. If you know the start/end date of the leave, please include that information.

Q. Should I include Temps on the roster?

A. Yes. Please include all employees working with Medicaid. If the employee is a temp or is contracted through an agency and you know this information, please also include it.

Q. The SLP/OT/PT at my school also works at several other schools in the district or they work for an outside company. Should I still include them?

A. Yes. Please include all staff that work with Medicaid.

Q. I’ve heard that nurses are now billing for Medicaid. Should I include the school nurse on the roster?

A. No. Due to the nature of the new policy I will be getting the list of Medicaid eligible nurses from our Director of Health Services, Lyndsay Hartley.

Q. Should I include all Paras working at my school?

A. No. You should only include paras working with ADLs.

Q. What if a Para works in multiple classrooms/switches between classrooms?

A. If one or more of the students receiving services from the Para has an ADL then the para should be added to the roster.

Q. What about Teachers and Paras in the new braided preschool program?

A. If the Teacher and/or Para is working with ADLs they should be included on the roster.

Q. If someone has put in their notice should I still include them on the roster?

A. Yes. Even if they will only be working one day next quarter they should be included.

Q. What if someone quits/is hired after the roster has been sent?

A. Please get that information to me as soon as possible. If it occurs soon after the rosters are due, I may be able to edit them. If it occurs in the middle of the quarter that information is still important. \*\*Please Note\*\* if a person is hired as a direct replacement for someone who has left, they can be added to the roster at any time. But they must be a DIRECT REPLACEMENT.

Q. What do I do if I am not sure whether someone should be on the roster?

A. If you are unsure if someone is providing Medicaid services, please reach out to the staff member. Due to the new changes in eligibility this year they may also be unsure. If that is the case, please reach out to me directly.

Q. I have made a mistake on the roster, can I correct it?

A. Yes. The sooner the better.

Q. What if I have a question not listed here?

A. Please reach out to me. I want to make this process as easy as possible and will help you in any way that I can.