

MEDICAID MAN MESSENGER – November 2021

ATTENTION Caring for Students (C4S) Staff



Please make sure you are uploading your Plan of Care documents into the **Health module** of MiSTAR, they need to be in **PDF format**:

- Login to MiSTAR and select the “Health” module from the main menu
- Click on the “Find” button to select your student
- From the list of functions, select “Health Documents” by clicking the + to expand
- Click on the “ADD” button
- Enter the date the document was signed
- Document type is Health Documents
- Description is C4S Plan of Care
- Click on the “Choose File” button to search for the document on your computer
- File type will automatically fill in when you select your document
- View As of date: should be the date the Plan of Care is signed
- Notes: enter any information you want someone to know about your Plan of Care
- Click on the “Submit” button

Ask Medicaid Man



Dear Medicaid Man,
I’m new to the C4S program and I’m trying to bill for my students with a Plan of Care. Why don’t I see them on my caseload?

~ C4S Practitioner

Dear C4S,
In order for your C4S students with a Plan of Care (other than an IEP/IFSP) to show up on your caseload, the designated person at your district must create a C4S Program History for your students using the information you provided on their Plan of Care. The first step in this process is to make sure the Plan of Care has been uploaded into MiSTAR (see the directions listed above) and then call your Special Education department to see who will be responsible for entering the Program History

information for your district and let them know which students should be added.

Remember, in order for your Plan of Care to be **Medicaid compliant**, it needs to include the following 10 mandatory requirements:

- Student name and birth date
- Description of the student’s **medical or behavioral health** condition and, when applicable, diagnosis;
- Time-related goals that are measureable and significant to the student’s **health**;
- Long-term goals that identify specific achievement to serve as indicators that the service is no longer necessary;
- Anticipated frequency and duration of interventions of services required to meet the goals
- Plan for reaching the goals;
- A statement detailing coordination of services with applicable providers;
- A place for parents/guardians to consent to the treatment plan;
- A statement that assures the student’s primary care provider (PCP) and, if applicable, the student’s case manager are informed on a regular basis; and
- A place for the qualified provider to sign off on the plan

Medicaid Webpage Updates



Medicaid Policy videos for all staff have been posted on our website. These videos are for new staff and staff who feel they need a refresher on Medicaid Policy. Staff can find the videos here:

<https://www.resa.net/administrative-support/medicaid/training>

Staff will need to request a password before viewing the videos by clicking on the “Click here to request a password” link at the top of the page.



We’re here to help!

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If you have questions, feel free to contact us!