

To:

School-Based
Services
Providers

HMOs and Other
Managed Care
Programs

The *Wisconsin Medicaid and BadgerCare Update* is the first source of program policy and billing information for providers.

Although the *Update* refers to Medicaid recipients, all information applies to BadgerCare recipients also.

Wisconsin Medicaid and BadgerCare are administered by the Division of Health Care Financing, Wisconsin Department of Health and Family Services, P.O. Box 309, Madison, WI 53701-0309.

For questions, call Provider Services at (800) 947-9627 or (608) 221-9883 or visit our Web site at www.dhfs.state.wi.us/medicaid/.

PHC 1250

Requirements for school-based services documentation standards

This *Wisconsin Medicaid and BadgerCare Update* reminds school-based services (SBS) providers of the requirement to follow Wisconsin Medicaid documentation standards when submitting claims for services provided under the SBS benefit.

Wisconsin Medicaid documentation standards

This *Wisconsin Medicaid and BadgerCare Update* notifies school-based services (SBS) providers of the findings in a Federal Office of Inspector General (OIG) audit of the Wisconsin Medicaid SBS benefit for Fiscal Year 2000. As a result of these findings, Wisconsin Medicaid reminds SBS providers to follow Wisconsin Medicaid coverage policies and documentation standards to be reimbursed for services provided under the Wisconsin Medicaid SBS benefit.

The OIG cited Wisconsin SBS providers in the following areas:

- Submitting claims for services not included in the recipient's Individualized Education Program (IEP).
- Submitting a claim for services for a student on a date that the student was absent.
- Not retaining documentation indicating when services were provided in a face-to-face setting with the recipient.
- Not retaining complete documentation supporting actual provision of services.

- Not retaining IEP documentation for five years as required by Wisconsin Medicaid.
- Submitting claims to Wisconsin Medicaid before submitting claims to a beneficiary's health insurance carrier or assuming cost for services that are the responsibility of the health insurance carrier (for therapies only). Refer to the March 1998 *Update* (98-12), titled "Changes to the SBS Insurance Liability Requirement," for current insurance liability requirements.

School-Based Services providers must follow Wisconsin Medicaid's coverage policies and documentation standards when submitting claims for services provided under the SBS benefit. Wisconsin Medicaid will recover funds during audits for services delivered without following Medicaid policies or services reimbursed without appropriate documentation.

Refer to the School-Based Services Handbook and *Updates* for complete information about Wisconsin Medicaid SBS documentation standards. The School-Based Services Handbook and *Updates* may be found on the Wisconsin Medicaid Web site at www.dhfs.state.wi.us/medicaid/. The OIG audit can be found on the Internet at oig.hhs.gov/oas/reports/region5/50200023.pdf.