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 School-  
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 Services  
 Providers  
 HMOs and  
 Other  
 Managed  
 Care  
 Programs

## Rounding Guidelines and Revised Terms of Reimbursement for School-Based Services Providers

This *Wisconsin Medicaid and BadgerCare Update* includes the following for school-based services providers:

- New rounding guidelines.
- Revised terms of reimbursement.
- School-Based Services Cost Report distribution and completion information.

### Rounding Guidelines

For most school-based services (SBS), providers are required to indicate the amount of time spent providing a service. Effective for dates of service on and after October 1, 2007, rounding guidelines for school-based services are as follows:

Accumulated Time	Unit(s) Billed
1-7.5 minutes	0.5
>7.5-15 minutes	1.0
>15-22.5 minutes	1.5
>22.5-30 minutes	2.0
>30-37.5 minutes	2.5
>37.5-45 minutes	3.0
>45-52.5 minutes	3.5
>52.5-60 minutes	4.0
	Etc.

Rounding guidelines apply to SBS providers who submit claims with procedure codes billed in 15-minute time increments. Time units are based on rounding accumulated minutes of service per procedure code, per day. These rounding guidelines do not apply for SBS providers billing transportation services or nursing services if the provider uses the task method, which is based on the number of times certain tasks were performed.

### Revised Terms of Reimbursement

The SBS terms of reimbursement (TOR) have been revised for the 2007 school year. Refer to the Attachment of this *Wisconsin Medicaid and BadgerCare Update* for the revised TOR for SBS providers. The TOR describes how Wisconsin Medicaid will reimburse providers for services rendered. The attached TOR replaces the previous version. The revisions to the TOR will automatically take effect; providers do not need to resubmit certification packets.

## **Revised School-Based Services Cost Report**

The School-Based Services Cost Report, HCF 1538 (07/07), and completion instructions were revised to reflect a change instituted by the Department of Public Instruction for area of assignment codes. The revised form and instructions are available on the Medicaid Web site at [dhfs.wisconsin.gov/medicaid/](http://dhfs.wisconsin.gov/medicaid/).

Providers received this School-Based Services Cost Report form by e-mail from Wisconsin Medicaid in July 2007. The form includes revised area of assignment codes. Providers are reminded to complete the form and return it to Wisconsin Medicaid by e-mail at [SBScostreports@dhfs.state.wi.us](mailto:SBScostreports@dhfs.state.wi.us) by October 31, 2007. Providers who did not receive a pre-filled School-Based Services Cost Report form may e-mail [SBScostreports@dhfs.state.wi.us](mailto:SBScostreports@dhfs.state.wi.us) to request a copy or download a blank form from the Medicaid Web site.

For more information about the distribution and completion of cost report forms, providers may refer to the May 2007 *Update* (2007-38), titled “Mandatory School-Based Services Cost Report Available.”

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 [dhfs.wisconsin.gov/medicaid/](http://dhfs.wisconsin.gov/medicaid/).

PHC 1250

# ATTACHMENT

## School-Based Services Terms of Reimbursement

(A copy of the "School-Based Services Terms of Reimbursement" is located on the following page.)



**DIVISION OF HEALTH CARE FINANCING**  
WISCONSIN MEDICAID AND BADGERCARE  
PROVIDER SERVICES  
6406 BRIDGE ROAD  
MADISON WI 53784

Jim Doyle  
Governor

Kevin R. Hayden  
Secretary

**State of Wisconsin**

Department of Health and Family Services

Telephone: 800-947-9627  
608-221-9883  
dhfs.wisconsin.gov/medicaid  
dhfs.wisconsin.gov/badgercare

## **SCHOOL-BASED SERVICES TERMS OF REIMBURSEMENT**

Wisconsin Medicaid pays each Wisconsin local educational agency (LEA), including any school district, 60 percent of the federal Medicaid share (federal financial participation [FFP]) of allowable service and administrative costs the LEA incurs in providing certain medical school-based services (SBS) to Medicaid-eligible students who receive special education services under the Individuals with Disabilities Education Act (IDEA).

Wisconsin Medicaid pays interim fee-for-service reimbursement for all covered school-based services provided by LEAs certified by Wisconsin Medicaid as SBS providers to Wisconsin Medicaid recipients eligible on the date of service.

Each SBS provider is required to document the total allowable cost it has incurred for all school-based services using a cost report developed by Wisconsin Medicaid. As required by the federal Centers for Medicare and Medicaid Services (CMS), SBS providers must certify these documented SBS costs by submitting an annual School-Based Services Cost Report, HCF 1538, developed by Wisconsin Medicaid for each state fiscal year. Cost reporting is necessary for the SBS provider to qualify for FFP provided by the state. To be eligible for FFP, the non-federal share of the total allowable cost must be non-federally funded by state aid and local taxes.

After the SBS provider submits the School-Based Services Cost Report form, Wisconsin Medicaid reconciles interim payment to cost by recovering overpayments or making additional payments, adjusting the interim payment to 60 percent of FFP for total allowable cost. Some LEAs may receive an increase in reconciliation funding and other LEAs may see a decrease. Total Medicaid payment reimbursement cannot exceed 60 percent of FFP for the total allowable cost for an individual SBS provider.

Applicable Provider Type(s): 56

Effective: July 1, 2007

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