Medicaid Administrative Claiming

ACTIVITY CODES

Code A	Non-Medicaid Outreach
Code B	**Medicaid Outreach**
Code C	Facilitating Application For Non-Medicaid Programs
Code D	**Facilitating Medicaid Eligibility Determination**
Code E	School Related And Educational Activities
Code F	**Direct Medical Services**
Code G	Transportation For Non-Medicaid Services
Code H	**Transportation-Related Activities In Support Of Medicaid Covered Services**
Code I	Non-Medicaid Translation
Code J	**Translation Related To Medicaid Services**
Code K	Program Planning, Policy Development, And Interagency Coordination Related To Non-Medical Services
Code L	**Program Planning, Policy Development, And Interagency Coordination Related To Medical Services**
Code M	Non-Medical/Non-Medicaid Related Training
Code N	**Medical/Medicaid Related Training**
Code O	Referral, Coordination, And Monitoring Of Non-Medicaid Services
Code P	**Referral, Coordination, And Monitoring Of Medicaid Services**
Code Q	General Administration

The listing of activity codes looks long because it makes use of 'parallel' codes. Many activities are listed twice, once when related to Medicaid, and again for when the activity is not related to Medicaid. Think of it as 8 activities with their parallel codes, plus an administrative code for paid leave or other time away from your normal duties.

Time Study Activity Codes Defined

Activity A **Non-Medicaid Outreach**

Use code **A** when performing activities that inform potentially eligible individuals about NON-Medicaid programs and how to access them.

- Informing families of the existence of non-Medicaid programs that may address non-health needs (e.g. SSI and TANF for financial assistance)
- Conducting outreach programs directed toward encouraging persons to access social, educational, or other services that not medically related;
- Assisting in early identification of children with special health needs through various Child Search (Child Find) activities;

Activity B **Medicaid Outreach**

Use code **B** when performing activities that inform potentially eligible individuals about Medicaid and how to access it.

- Informing families of the existence of the Medicaid program, and the benefits it provides.
- Providing information to students and families on available Medicaid services and how to access them. (For our purposes in this project, Medicaid and CHEC(EPSDT) can be used interchangeably.)
- Handing out Medicaid brochures.

NOTE: Paperwork and travel time related to an activity is coded the same way as the activity. If I speak to a group on the Medicaid program, this is activity B. My travel time getting there is also coded B. If I spend time creating and copying handouts for a presentation on Medicaid, this is also coded B. Paperwork and travel time are coded the same way as the activity they support.

Activity C **Facilitating application for non-Medicaid programs**

Code **C** is used when helping an individual to become eligible for NON-Medicaid programs such as TANF, Food Stamps, WIC, day care, and other programs.

- Assisting an applicant to fill out eligibility applications for NON-Medicaid programs such as TANF and food stamps;
- Gathering information related to the application and eligibility determination for NON-Medicaid programs for a client;

Activity D **Facilitating Medicaid Eligibility Determination**

Helping a family apply for Medicaid? Code this time **D**.

- Assisting an applicant to fill out a Medicaid eligibility application;
- Providing necessary forms and packaging all forms in preparation for the Medicaid eligibility determination;

It doesn't matter if the family is eligible, or even if they follow through with the application. If you spend time assisting a family relating to a Medicaid application, you code this time D.

Activity E School related and Educational Activities

The code **E** captures time spent on school-related and educational activities.

- Providing classroom or individualized instruction (including lesson planning).
- Testing, correcting papers.
- Providing general supervision of students (duty).
- Monitoring student academic achievement.
- Conferring with students or parents about academic performance.

Activity F1 – IEP Health Related Direct Service activities

- Providing health/mental health services contained in an IEP.
- Medical/health assessment and evaluation as part of the development of an IEP
- Conducting medical/health assessments/evaluations and diagnostic testing and preparing related reports
- Providing speech therapy, occupational therapy, physical therapy, personal care services, behavioral health services, nursing services and audiology services
- Performing developmental assessments
- Providing counseling services to treat health, mental health, or substance abuse conditions
- Transportation (if covered as a medical service under Medicaid)

Activity F2 – Non IEP - Direct Service activities:

- Administering first aid, or prescribed injections or medications to a student
- Providing direct clinical/treatment services
- Developing a treatment plan (medical plan of care) for a student if provided as a medical service
- Performing routine or mandated child health screens including buy not limited to vision, hearing, dental, scoliosis, and EPSDT screens
- Providing immunizations

Activity G Transportation for non-Medicaid Services

Use code **G** when assisting an individual to obtain transportation to non medical services.

- Scheduling or arranging transportation to social, vocational, and/or educational programs and activities.

Activity H **Transportation-Related Activities is support of Medicaid covered services**

Code it **H** when assisting an individual to obtain transportation to services covered by Medicaid.

- Scheduling or arranging transportation to Medicaid covered services.
- Accompanying the individual to a Medicaid covered service. This includes walking a child to a nurse's office, a therapist appointment, etc.

Activity I **Non-Medicaid translation**

Employees who provide translation services for non-Medicaid activities should use **I**.

- Arranging for or providing translation services (oral or signing services) that assist the individual to access and understand social, educational, and vocational services.

Activity J **Translation related to Medicaid Services**

Employees who provide translation services for Medicaid activities should use **J**.

- Arranging for or providing translation services (oral and signing) that assist an individual or family to access and understand necessary care or treatment.
- Interpreters being used by medical staff.

Activity K **Program Planning, Policy Development, Interagency Coordination related to Non-Medical Services**

[K and L are both not child specific. These are for times when you as a member of the school system are meeting/communicating with members of an organization that is outside of the school system.]

Code **K** is for efforts to improve the coordination and delivery of non-medical services to school age children. Non-medical services may include educational services or vocational services.

- Working with other agencies who provide non-medical services, to improve the coordination and delivery of these services.
- Participating in advisory or work groups regarding the delivery of non-medical services.
- Coordinating with interagency committees to identify, promote and develop non-medical services.

<u>Activity L</u> Program Planning, Policy Development, Interagency Coordination related to Medical Services

Code **L** is used when performing activities to improve the coordination and delivery of medical/dental/mental health services to school age children.

- Developing strategies to increase the capacity of school health programs.
- Monitoring the medical/dental/mental health delivery systems in schools.
- Working with other agencies or providers that provide health related services to improve the coordination and delivery of these services.
- Participating in advisory or work groups of health professionals regarding the delivery of health care services to the school population.

An example – A new Substance Abuse clinic opens and has an 'open house' and a counselor or social worker attends to learn of the services they offer.

<u>Activity M</u> Outreach Training not related to Medicaid or Medical topics

This code **M** is for conducting or participating in training events and seminars for outreach staff regarding the benefit of the programs other than the Medicaid program. For example, training may include how to assist families to access the services of education programs.

- Participating in or coordinating training that improves the delivery of services for programs other than Medicaid.
- Participating in or coordinating training that enhances IDEA child find programs.

<u>Activity N</u> Training related to Medicaid or Medical topics

Code it **N** when conducting or participating in training or seminars for outreach staff regarding the benefits of medical or Medicaid related services.

- Participating in or coordinating training that enhances early identification, intervention, screening and referral of students with special health needs to such services (e.g., Medicaid EPSDT services).
- Participating in or coordinating training that improves the delivery of medical related services.
- Participating in training on administrative requirements related to Medicaid. (Such as training in MAC, or how to bill for services.)

An example is attending a presentation by Utah State on Augmentative Communication Devices.

<u>Activity O</u> Referral, Coordination, Monitoring of non-Medicaid Services

Use code **O** when making referrals for, coordinating, or monitoring the delivery of non-medical services, such as educational services. This includes state mandated across the board vision and hearing screenings.

- Making referrals for and coordinating access to social and educational services such as child care, employment, job training, and housing.
- Preparation of an ITP as it relates to coordinating vocational or other non-medical services.

Activity P Referral, Coordination, Monitoring of Medicaid Services

Code **P** is used when making referrals to, planning for, or coordinating the delivery of Medicaid covered services. This includes discussions and meetings on the health needs of a child, and the process to determine what services may be needed to address these needs.

[Remember as well that you never need concern yourself with whether or not a child is on Medicaid. The time study is about how you spend **your** time, not the eligibility status of the child. When we refer to a Medicaid covered service it means that the service is included in the Medicaid state plan. It does not mean that the particular child will necessarily have the service paid by Medicaid.]

- Working with individuals, their families, other staff, and providers to identify, arrange for, or coordinate services covered under Medicaid that may be required as the result of screens, evaluations, or examinations.
- Participating in a meeting or discussion to assess a student's need for a service covered by Medicaid. This includes informal hallway or lunch time discussions.
- Referring for medical or physical exams and necessary medical evaluations.
- Referring a student to a Medicaid covered service, whether or not that service is in the IEP. Include time preparing, writing, and follow up on the referral.
- Discussion concerning the need for a motor, speech, hearing, or other screening;
- Monitoring and evaluating the Medicaid service components of the IEP.
- Arranging for health, speech, behavioral, or other assessments as part of an Eval or Re-eval.

You can see a connection between this code and the code for provision of direct services. If you provide services to children, activity **F**, you engage in activity **P** as well. A service is not provided without the planning, referring, discussing, and monitoring of that service.

Activity Q General Administration

Use code Q for administrative activities and paid leave time.

Some typical examples of general administrative activities:

- Taking lunch, breaks, leave, or other paid time not at work.
- Reviewing school or district procedures and rules.
- Attending school or unit staff meetings.
- Performing administrative or clerical activities related to district operations.
- Providing general supervision of staff.
- Establishing goals and objectives of health-related programs as part of the school's plan.
- Reviewing technical literature and research articles, (paper or on the internet), to keep current in your area of specialty.