



Webinar Series

Oregon School-Based Health Services (SBHS) Medicaid Program Expansion

October 21, 2024

Enrolling in Oregon's School-Based Health Services (SBHS) Medicaid Program

Webinar Team

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Session Objectives

By the end of the session, participants will achieve the following:

- Understand the basics of SBHS Medicaid enrollment, including types of enrollments, who can enroll and the difference between IDEA and non-IDEA enrollment.
- Learn about the overall enrollment process including the forms required and common roadblocks in the enrollment process.
- Understand the enrollment timeline, including important post-submission steps needed to start claiming.

Webinar Agenda

- Welcome and Opening
- Types of SBHS Enrollments
- Who Can Enroll in the SBHS Medicaid Program
- Enrollment Forms and Common Roadblocks
- SBHS Medicaid Program Timelines
- Question and Answer Session
- Closing and Survey

Program Expansion Timeline



Oregon SBHS Medicaid Program Expansion (1)

Webinar Series

- September 23

- ✓ ○ *New Services and Practitioners to Support More Students*

- October 21

- ✓ ○ *Enrolling in Oregon's School-Based Health Services (SBHS) Medicaid Program*

- November 18

- *Individual Plans of Care: Best Practices and New Requirements for Documenting Covered and Expanded Services*

- December 9

- *School Medicaid Cost Calculations: Best Practices and Key Considerations for Setting Rates for Covered and Expanded Services*

Types of SBHS Enrollments

Enrollment Overview

- There are two categories of providers who need to enroll.
 - Billing Providers: School Districts, Education Service Districts or State Institutions that are submitting costs for reimbursement to OHA.
 - Referring Providers: As of June 1, 2024, all referring providers must be enrolled in order for the billing provider to submit costs.
- There are three types of enrollments that a billing provider may need to complete.
 - IDEA Services
 - Non-IDEA Services
 - Early Intervention/Early Childhood Special Education (EI/ECSE) Services

Other Enrollment Activities

- **Re-Enrollments:** After one year of enrollment, if the provider has not submitted billing, then they become inactive. They can re-enroll at a later date when they are ready to begin billing.
- **Revalidation:** At least every five (5) years a revalidation form is sent by OHA to enrolled providers. The form must be completed and returned to OHA for the enrollment to stay in active status.
- **Provider Information Updates:** It is important to ensure accurate contact information is up to date.

Medicaid Management Information System (MMIS) Provider Web Portal

- Non-enrolled providers can use the online portal to enroll.
- Oregon Medicaid-enrolled providers can use the portal for the following:
 - Verify member eligibility and managed care assignment.
 - Query Oregon's Health Evidence Review Commission Prioritized List of Health Services.
 - Submit and adjust claims for services provided.
 - Download claim remittance advice.

Identifiers

- National Provider Identifier (NPI)
 - Each billing provider and referring provider must have a unique NPI in order to enroll.
 - For each type of billing provider enrollment (IDEA, Non-IDEA, EI/ECSE), the Education Agency (EA) must have a unique NPI.
- Medicaid (Oregon Health Plan) Identification Number
 - After a provider enrolls in the SBHS program, they will receive a Medicaid (OHP) ID.
 - A unique Medicaid (OHP) ID will be assigned for each type of billing provider enrollment (IDEA, Non-IDEA, EI/ECSE).

Enrollment Considerations

- Enrolling as a billing or referring provider in the Oregon SBHS Medicaid program does not create an obligation to bill Medicaid.
 - If the provider has not billed within a 12-month period, the enrollment will become inactive, and the provider may re-activate their enrollment at a later date.
- Impact vs. Effort: Focus your effort on what will bring the highest reimbursement while balancing administrative effort.
 - OHA and ODE recommend that EAs start small and set up solid systems in order to expand their program in the subsequent school year.

First Steps to Enroll

1. For each enrollment type (IDEA, Non-IDEA, EI/ECSE), obtain an NPI.
2. Fill out enrollment forms for each enrollment type.
3. Gather all of your needed documents.
4. Upload the documents to the MMIS web portal and submit them to OHA.

Remember: The effective date of the parent consent is the date that it is signed. Providing written notification and obtaining parent consent as soon as possible may help optimize School Medicaid reimbursement.



Who Can Enroll in the SBHS Medicaid Program



Education Agencies Eligible to Enroll

New

- Education Service Districts (ESDs)
 - The district must consent to allow the ESD to bill for services provided on behalf of the school district.
 - A formal process needs to be in place to ensure there is no duplication of service billing.
 - A contract or MOU should be executed to delineate the billing relationship.

Existing

- School Districts
- EI/ECSE Contractors
- State Institutions

Separate billing provider enrollment is required for IDEA and Non-IDEA billing.

Referring Provider Enrollment

- EAs must include a supervisory-level medically qualified individual as the referring provider on each claim submitted to OHA. The referring provider field on each claim will accept either the NPI or the Medicaid ID of the individual.
- Supervisory-level medically qualified individuals (e.g., registered nurses, licensed physical therapists, speech language pathologists, licensed audiologists, licensed clinical social workers) providing covered health services in educational settings must be individually enrolled and have an active Medicaid provider ID.

Three Billing Provider Enrollment Types

1. IDEA Health Services

- If you are already enrolled, nothing is changing.
- For new education agencies, a separate NPI and enrollment is required.

2. Non-IDEA Health Services

- New enrollment is required for everyone billing for Non-IDEA K–12 services, including a separate NPI.

3. Early Intervention/Early Childhood Special Education (EI/ECSE)

- ODE contracts with nine Education Agencies.
- Nothing is changing around enrollment.

ESD Example Models

1. The school district contracts and pays the ESD for covered health services. The ESD bills for those services provided by ESD employees and offsets the school district's cost based on reimbursement received through billing.
2. The school district contracts and pays the ESD for covered health services. The contract costs are included in the school district's cost calculations, and the school district is the billing provider for services provided by ESD employees. The school district receives all billing reimbursements.
3. The ESD, under an agreement, provides covered health services, documentation support and staff training to the school district. The school district authorizes the ESD as the billing provider. The ESD receives all billing reimbursements and reinvests into the ESD's program budget.

Note: The education agency that is billing must be listed on the parent consent form.



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SBHS Enrollment Forms



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Introduction to SBHS Provider Enrollment

- Helpful tips
 - Use the School Based Health Services (SBHS): Provider Enrollment Instructions.
 - Online enrollment may take up to 30 minutes.
 - The Medicaid Portal will time out after 5 minutes of inactivity, and it will **not** save your work.

Consider these best practices before starting the enrollment process in the Medicaid Portal:

 - *Review the enrollment information you will need.*
 - *Complete the documents as a PDF.*
 - *Save them to your desktop before starting the enrollment process in the Medicaid Portal.*- Required forms may be filled out and signed electronically.

Enrollment Application Requirements

- Each provider enrollment attachment must include the following:
 - Taxonomy Code*
 - Provider Type*
 - Specialty Identification*
 - NPI (National Provider Identifier)
- Next, complete all required provider enrollment forms.

**These numbers are all standard and can be found in the enrollment guide.*

Required Forms



Completed, signed and dated OHA 3120 (Provider Enrollment Attachment)



Completed, signed and dated OHA 3972 (Provider Enrollment Information)



Completed, signed and dated OHA 3974 (Provider Disclosure Statement)



Completed, signed and dated OHA 3975 (Provider Enrollment Agreement)

Submission Process

Upload completed forms to the Medicaid Portal.

- Use the MMIS Provider Portal Provider Enrollment Guide.
- Your specific information can be found in the School Based Health Services Provider Enrollment Instructions.
- Complete each of the steps in the enrollment process.
- There are 10 screens before submission.

Or fax the required forms to OHP Provider Enrollment: (503) 378-3074.



Common Roadblocks in the Process



Common Roadblocks to Begin Enrolling

- There is incomplete or missing information in the application.
- There is missing information from the designated signatory.
- The billing enrollment is complete, but the referring provider is not enrolled. Separate billing provider enrollment is required for IDEA, Non-IDEA and EI/ECSE services.
- There are delays in executing formal agreements between the school district and ESD.

Recommended Best Practices (1)

- Fill out all the forms completely and save them as PDFs before starting the enrollment process in the Medicaid Portal.
- A date of birth and social security number are required for the EA's designated signatory. Providing this information is essential and **does not** expose the designated signatory to personal liability claims.
- Ensure effective communication structures are in place between referring providers and district staff.

Recommended Best Practices (2)

- Begin discussions between ESDs and school districts as soon as possible to allow for MOU drafting and execution timelines.
- Ensure separate NPI's are assigned to the EA for IDEA, Non-IDEA, and EI/ECSE services.
- Develop a written notification and parent consent process.

Remember: Written notification must be provided before consent is obtained and on an annual basis thereafter. The process should include a method for tracking the annual notification.



Enrollment Timelines



How long will this take?

Complete NPI

- 10–20 minutes for submission
- 1–2 weeks to be assigned

Complete Provider Enrollment

- Gather internal documentation
- 20–30 minutes for online submission
- Currently, a 6–10 week process

Checking Enrollment Status

EAs will hear from OHA via a U.S. Postal Service letter with the following:

1. A request for more information, if needed
2. A denial, or
3. An Oregon Medicaid ID.

The contact provided on the enrollment form will receive an email welcome.

You will also receive a letter for MMIS access.

Important Tips

- Correct and current contact information is vital.
- You will receive an email and a hard copy letter from the provider enrollment unit at OHA.



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Questions and Answers



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Closing



Oregon SBHS Medicaid Program Expansion (2)

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Enrollment Resources

- [OHP Provider Enrollment webpage](#)
- [School Based Health Services \(SBHS\): Provider Enrollment Instructions](#)
- School Medicaid Enrollment Forms:
 - [OHA 3120 \(Provider Enrollment Attachment\)](#)
 - [OHA 3972 \(Provider Enrollment Information\)](#)
 - [OHA 3974 \(Provider Disclosure Statement\)](#)
 - [OHA 3975 \(Provider Enrollment Agreement\)](#)
- [MMIS Provider Portal Provider Enrollment Guide](#)

Enrollment Questions:

- Contact OHP Provider Enrollment: provider.enrollment@odhsoha.oregon.gov
or (800) 336-6016 (option 6).

Other SBHS Tools and Resources

- [Oregon Administrative Rules](#)
- [Oregon SBHS Medicaid Program Tipsheets](#)
- [School Medicaid Billing Manual \(For School Business Offices\)](#)
- [School Medicaid Startup Checklist](#)
- [Parent Consent Written Notification Forms](#)
- OHA SBHS monthly Medicaid discussions
- SBHS office hours: second and fourth Tuesday of each month
- Direct technical assistance requests

If you are interested in monthly Medicaid discussions, office hours or would like to send a direct technical assistance request, please contact: medicaid.sbhs@oha.oregon.gov

Tools and Resources Being Updated

October 2024

- Individual Plan of Care Template
- Cost Benefit Analysis and Readiness Assessment Documents

November 2024

- SBHS Medicaid Cost Worksheet

Beginning of 2026

- School Medicaid Program Manual

Stay in Touch

- [School Medicaid listserv](#)
- [OHA website](#)
- [ODE website](#)
- [Medicaid in Education website](#)
- Enrollment questions:
 - Contact OHP Provider Enrollment: provider.enrollment@odhsoha.oregon.gov or (800) 336-6016 (option 6).
- For questions about the Medicaid School Based Health Services Program
 - Contact: medicaid.sbhs@oha.oregon.gov