Third Party Billing & Nursing Services Community of Practice
04/29/2025

Dellynne Monson SWWC Third Party Billing Assistant

Danielle Brandt RN, BAN, LSN, PHN

Morgan Litzau RN, BSN, LSN, PHN
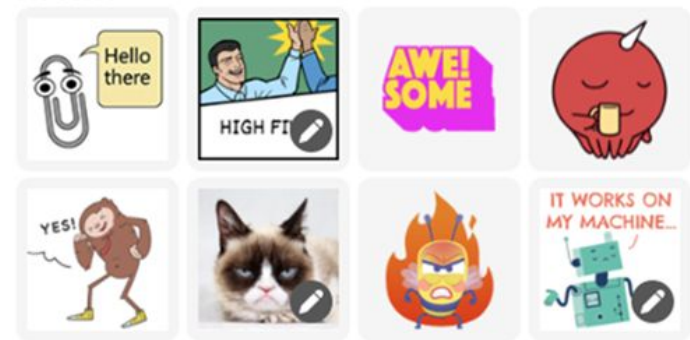
Tori Dengerud RN, BSN, LSN, PHN

-Welcome-

- Introductions
  - Name
  - District
  - Role
  - Enter in the Chat an emoji that represents your week so far

SpEd Forms Updates

April 2025
MA logs have been optimized to improve usability and reduce screen space. The ICD-10 codes have a button to access and update instead of being listed on the claim.
(Requested by: Amy Bean, Independent School District 318 #58883)

March 2025
Language was added to the PCA evaluation form to address the DHS requirements for PCA supervision.
(Requested by: MA advisory committee #DE-5801)

When adding a PCA service from the MA dashboard, the finalized time study minutes will display next to the time entry based on the activity date.
(Requested by: Wanda Lane, Brainerd School District #62180)

February 2025
Validation has been added to the U4TM mental health MA log to require a service type for finalization. (Requested by: Kim Mackenzie, Intermediate School District 287 #63678)

Sections of the PCA plan have been bolded to enhance visual clarity.
(Requested by: Nancy Grams, Marshall Public Schools #63147)

SPED FORMS Website Information

[Sign up for SpEd Forms news via Email](#)

[SpEd Forms 2025 Free Spring Training YouTube Videos](#)

[SpEd Forms 24-25 Thursdays at Three YouTube Videos](#)

[SpEd Forms MA Providers YouTube Videos](#)

https://spedforms.com/

SPED FORMS Reports

Sped Forms Quick Reports

- Consent tracking
- MA eligible with signature and consent
- Students that gained eligibility
- Students with private insurance
- Denied Claims in the last year
- MA Logs by Provider 2024-2025
  - Check for logs not finalized or billed

Minnesota Medicaid in Education

MN Medicaid in Education Spring Forum was held on Thursday, April 24th, 2025 in St. Cloud and virtually.

Agenda and presentation can be found in the Regional Meeting folder on the TPB Website - Medicaid in Education Forum April 2025 folder https://www.swsc.org/Page/2335

- **MDE Information & Updates**

- **DHS Information & Updates**

- **School Social Work Billing**

- **Seasons of Billing**

- **MDE/DHS TPB 101 Videos**
  https://www.swsc.org/Page/2451

Forms

Consent - All Health related billable services
- 'MA Consent to share data'. This is available 2 places in Sped Forms
  - MA Forms tab
  - Sped Forms > Other Forms and Logs
- Start working on a process to obtain this with your district's registration or 'back to school' process
- Work with Case managers or SEAT teams to implement the consent form into their annual meetings with parents

Annual Notice of billing
- Incorporate the NPS/Consent form into online registration system
- Send out a letter and the NPS
- Rely on the Case Manager providing the NPS at the annual meeting
- Include it in your handbook or back to school packets or online registration

Forms

PCA Plans

- Working form. Make changes, re-date the form and finalize.

- MA Quick Report

  - Admin Reporting>MA Forms>Students with PCA Plans

Report name: Students with PCA plans
Description: Active students with PCA Care Plans

⬇ Students_with_PCA_plans.csv

All filtered records are included in the download.
Enter search terms before hiding to narrow download/print.
Show/Hide Columns

☑ District	☑ School	☑ SSID	☑ LSID	☑ Student	☑ Birth date	☑ Grade	☑ Plan manager	☑ Form date	☑ Start date	☑ End date	☑ Annual review date	☑ Finalized	☑ Finalized date	☑ Summary

MA billing setup

Informed Consent effective Date

- Generally, it would be a future date, unless it's already passed
- Once the future date hits, it will pull claims back 1 year from that date.
    - Check 'Informed Consent' and Yes for Signature on file

Update Billing Setup

- Directions can be found under the Consent Procedures link on the SWWC website. https://www.swsc.org/Page/1306

Checking Exclusions list – Must be prior to hiring a provider and monthly thereafter.

- See SWWC TPB website for directions and links
  https://www.swsc.org/Page/1752
- Document the process/procedure used in your district to provide in case of a request from DHS.
- Enter Para information.
  - Admin Reporting>MA Forms>PCA provider list
- Quick report – Exclusion checker (Super Admin only)
- Shared Google sheet listing Monthly excluded provider check

Eligibility –

- Utilize the 'Students that gained Eligibility' report. This report is located under 'Quick Reports'
- As a District Contact, you are able to check a single student eligibility in MN-It's. Let me know if you need your password reset or would like me to go through the instructions on how to do that with you separately.

Special Transportation

- Students attending ELC programs. Ensure the transporting district is listed in student setup.
- Documentation should include the need in reference to the medical condition. Districts must work with the ELC admin and case managers to verify it is entered correctly

Utilize 'File' in Sped forms to share private data.

- Do not email student names/DOB/MA numbers. Use initials and a DOB if necessary. b. Go to Admin Reporting, click the MA Forms tab, choose Files within the Setup folder
  - PDF and CSV (excel file) capability.

District Provider Procedure

Logging Claims

- **Logging for the year (through May 31) should be completed by June 15th.** Please ensure providers are aware of this deadline.
- Do you have providers not returning next year? Implement making sure their logging is complete on an exit checklist.
- Logging should be completed by staff monthly and **finished by the 15th** of the following month as a general guideline
- Continue communicating with your providers – including SWWC and outside contractors
- **EVERY PROVIDER** should be logging monthly
  - This includes School Psych Evaluations. Request a list of Evaluations completed from your Psych's monthly to verify and make sure they are logging
- Make sure logs are finalized
- Electronic Signature – Make sure providers are utilizing this feature.

Educator MA Billing Report

Educator Reports

- MA Services under Searchable reports - See example on last page
- Service Dates are searching back 1 year
- This is a 'Per District' report so you have to select a district
- Utilize this report to see what you may need to finish, finalize, etc.

Educator MA Billing Report

Educator MA Billing Report

MA services > Educator reports > MA services

Search ⌃

Service start*
04/09/2024 📅

Service end*
04/09/2025 📅

Log date from
MM/DD/YYYY 📅

Log date to
MM/DD/YYYY 📅

Type of service
---Select--- ⌄

District providing service
Select district ⌄

Show logs where I am a
☐ Provider ☐ Designated person ☐ Supervisor

First name
[   ]

Last name
[   ]

District of enrollment*
Select district ⌄

School of enrollment
Select school ⌄

☐ Finalized ☐ Not finalized ☐ Billable ☐ Not billable ☐ Signed ☐ Not signed

⌃ Johnny2 Boy2   3

School	Service	Service date	Log date	Start time	End time	Group size	Total time	Billable	Validated	Finalized	Signed
TPP School	Speech Services after 7/1/15	10/08/2024	10/01/2024	09:00 AM	09:30 AM	3	30	Yes			
TPP School	Speech Services after 7/1/15	10/10/2024	10/01/2024	09:00 AM	09:30 AM	3	30	Yes			
TPP School	Speech Services after 7/1/15	11/22/2024	11/01/2024	09:00 AM	09:30 AM	2	30	Yes			

⌃ Susie Girl   41

School	Service	Service date	Log date	Start time	End time	Group size	Total time	Billable	Validated	Finalized	Signed
TPP School	Mental Health Eval after 7-1-15	04/30/2024	04/30/2024					Yes	V		
TPP School	Mental Health Eval after 7-1-15	04/17/2024	04/30/2024					Yes	V		

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Provider Reminders

Logging for the year 24-25 (through May 31) **must be completed by June 15th, 2025**, or earlier if you are leaving the district/Coop.

- Complete your logs in a timely manner. **ALL PROVIDERS** - Activity logs should be finished by the 15th of the following month. School Psych's – Log your eval claim when you finish the evaluation.

- Log claims for students regardless of the district having MA parental consent to bill We will only send claims for students that we have consent for. This could eliminate the need to go back and document claims.

- If you have started an activity log but then realized you need to set up an ICD-10 code – Click save, go out and enter your ICD-10 code and when you go back to the log, click the Validate button to refresh your log.

- Double check for duplicate days and all log errors before finalizing logs.

Provider Reminders

- Make sure to include the required information in your documentation.
  - **Time units are required for all services**

- Use Electronic Signature in Sped Forms after finalizing your log. Click the sign button at the top of the page. I can run a report for you that lists logs that are or are not signed (per district) – let me know if you need one.

MA DASHBOARD -
- Quickly add documentation directly on the MA Dashboard (not to be used for previous month's claims)
- [SpEd Forms MA Dashboard Training Video](#)

Provider Reminders

- Ideas to streamline and make documenting more consistent and efficient
    - Document in MA Forms area for all students.
    - Create and use drop downs
    - Clean up your student lists. Utilize the 'MA eligible filter'.
    - Have your MA service in Educator Setup set to default to your specific service. You won't need to choose your service and automatically auto calculate time entry. You can switch the service provided if needed. The providers that have done this are loving it!
    - Use the 'Not Finalized' filter at the top of the Activity Log list to view unfinalized logs to finish.

- Please communicate with the TPB contact in your district to let them know who you are providing services to on a regular basis. If you are unsure of who the district contact is, let me know.

- District Administrators can check on MA logging with a simple report.
    - MA Logs by Provider 24-25

MA Coverage for Mental Health Services in SpEd

Beginning Oct. 15, 2024, Minnesota schools and school districts can access Medical Assistance (MA) for mental health services provided in schools as part of an Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP) for students enrolled in MA. Medical Assistance is Minnesota's Medicaid program.

A SpEd evaluation, and assessments for and within the IEP or IFSP, now may be used to determine medical necessity for mental health services when the required components are met. This change will make it easier for schools to maximize federal funds and receive MA reimbursement for mental health services.

MA Coverage for Mental Health Services in SpEd - 2

Refer to Mental Health Services in Special Education (MH-SPED) (School Social Work Services) in the Minnesota Health Care Programs (MHCP) Provider Manual as the primary information source for MHCP coverage policies, rates and billing procedures. This will be updated on an ongoing basis.

School Mental Health Services Website

What would you like to learn more about with TPB?

Nursing Services

Where to find resources and support:
- Resources on Basecamp

    - MDH Monthly Webinars

    - other free CUEs

    - join our SWWC Basecamp page

- SWWC Health Services Webpage

    www.swwc.org/schoolhealth

- New MDH School Health Website

    School Health Services - MN Dept. of Health (state.mn.us)

- Join our Community of Practices!

- Note: MDH Grant is coming to an end

End of the Year Checklist from MDH Office Hours

School Nurse End-of-Year Checklist

Student Health Records

- ☐ File any new or updated health forms (medication forms, immunizations, physicals).
- ☐ Flag students with incomplete or missing immunizations.
- ☐ Transfer records for students graduating or transferring schools.
- ☐ Securely store or archive inactive records per school/district policy.

Medications

- ☐ Notify parents/guardians to pick up student medications by the last day.
- ☐ Document all medications returned or disposed of.
- ☐ Follow proper procedures for disposing of unclaimed medications.

Clinic Cleanup & Inventory

- ☐ Clean and sanitize clinic area (cots, counters, sinks, etc.).
- ☐ Check expiration dates and dispose of expired supplies.
- ☐ Take inventory of medical supplies and equipment.
- ☐ Make a list of items to restock for next year.

Reports & Documentation

- ☐ Complete and submit year-end health services reports (number of visits, screenings, etc.).
- ☐ Document any recurring student health concerns to inform next year's staff.
- ☐ Prepare summary reports for students with chronic conditions or IHPs (Individualized Health Plans).

Student Health Plans

- ☐ Review and update IHPs.
- ☐ Send out requests for updated physician orders and parent consents for next year.
- ☐ Coordinate with school counselors and special education team as needed.

Communication & Follow-Up

- ☐ Send reminder letters or emails to parents about required immunizations or forms for next year.
- ☐ Contact families of students with chronic conditions about next year's care needs.
- ☐ Provide health information and care plans to summer school staff, if applicable.
- ☐ Set "out of office" vacation responders.

Professional Duties

- ☐ Reflect on what worked well and what can improve next year.
- ☐ Attend any required end-of-year staff meetings or trainings.
- ☐ Organize personal notes, resources, and references for the next school year.
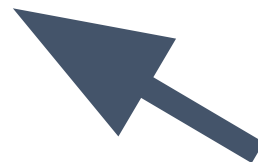
Check it out on Basecamp

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Medical Assistance (MA) under the TEFRA option allows MA eligibility for children with disabilities in families with incomes too high to qualify for MA. TEFRA is short for the Tax Equity and Fiscal Responsibility Act, the federal law that set the rules for this option.

Click here for more information on TEFRA

Download this Flyer to provide to families

SCHOOL HEALTH SERVICES SUPPORT

SWWC
SCHOOL HEALTH SERVICES

Our mission is to enhance service utilization and expand student support, with a strong focus on compliance. As a result, districts will benefit from improved third-party billing reimbursements and better student outcomes.

We will offer targeted support for IEP health-related services, both on-site and virtually. This will include a comprehensive district assessment, focusing on health services and special education. The analysis of this assessment will inform the development of a customized action plan. Our team will be available to assist in implementing the prioritized steps identified for each district.

Our Process:
- Complete a thorough district-wide health assessment.
- Collaborate with the district team to review the assessment and establish goals.
- Develop a detailed timeline for goal achievement.
- Work closely with the district team to implement and reach the set goals.

Who is on the team?
- Health office team member(s)
- Special Education team member(s)
- Third Party Billing contact from district
- SWWC - Danielle Brandt RN, BAN, PHN, LSN
- SWWC - Morgan Litzau RN, BSN, PHN, LSN
- SWWC - Dellynne Monson, Third Party Billing Specialist

SCHOOL NURSES are the BRIDGE to HEALTH and EDUCATION
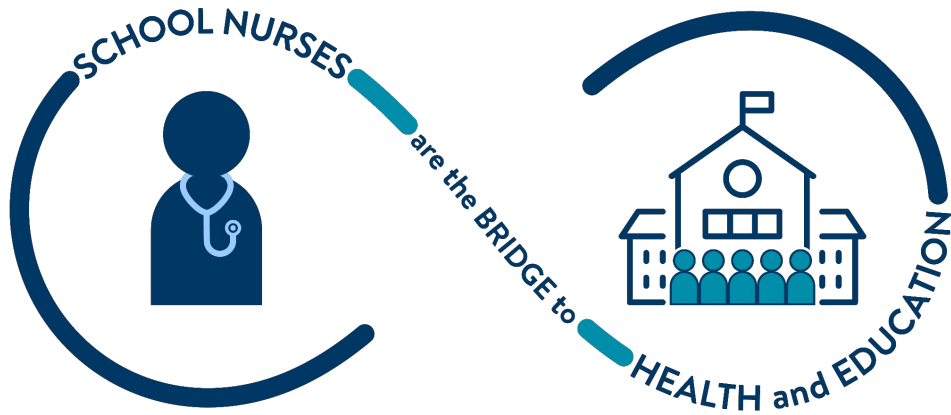
Important Dates

- Fall Regional TPB/Nurse COP
  - Virtual - Friday, September 19th 9am
- TPB 101 - Part 1
- TPB 101 - Part 2

We need your Feedback:

Open Office Hours - Monthly held virtually

Topics?

***Dellynne will be out of the office June 19th - July 9th. Please contact Carter Squires for Sped Forms related questions/problems.
helpdesk@swwc.org
Contact Danielle with any TPB questions. danielle.brandt@swwc.org

Resources

SWWC TPB Webpage information - www.swwc.org/thirdpartybilling

www.swwc.org > Programs and Services > Under T > Third Party Billing

- The webpage for TPB is password protected. Go to the sign in drop down in the upper right corner and use these credentials to sign in.
  - Username: thirdparty
  - Password: billing
- SWWC providers – Log in as you would normally for the Employee portal.

Thank you!

Dellynne Monson - dellynne.monson@swwc.org
Danielle Brandt - danielle.brandt@swwc.org
Morgan Litzau - morgan.litzau@swwc.org
Tori Dengerud - tori.dengerud@swwc.org