

Caring for Students (C4S) REGISTERED NURSE TIP SHEET

Provider Notes must include enough detail to allow reconstruction of what transpired for each service.

Service Type	Service Type Description
Monthly Progress Summary Note: One summary per Medicaid Eligible student is required <u>only</u> on direct, one on one RN Services AND Case Management services	Monthly Summaries are REQUIRED for all months in which an RN Service [T1002 HA] or Case Management [T1016 HA] is reported. Summarize how the student did overall during the month. Include evaluation of progress, changes in medical and mental status, and any changes in treatment with rationale for change.
Diabetes OP/SM Training Svc, Individual per 30 minutes [G0108 HA]	Training the student and/or family, can include education on topics like diet, exercise, insulin treatment, and self monitoring blood glucose.
Diabetes OP/SM Training Svc, <u>Group</u> per 30 minutes [G0109 HA]	Training the student and/or family (2-8 students)
Medication Training and Support [H0034 HA] per 15 minutes	Training the student and or family; educating on dosage, timing, side effects, and importance of adhering to their prescribed medication regimen <i>(Does not include training other school staff)</i>
Nursing Assessment/Evaluation, not related to MET or IEP/IFSP [T1001 HA]	Date of service is the date the evaluation is completed.
RN Service [T1002 HA]- every 15 minutes Note: Direct Nursing services must be included in the POC for this code. Physician, PA or CNP written order is needed annually.	Direct, one on one nursing services (i.e. catheter care, trach care, medication administration, tube feeding, suctioning/ventilator care, diabetes mgt., nebulizer treatment, etc)
Case Management/Care Coordination (C4S Billable code only) [T1016 HA]	
<p><i>Per 15 minutes-</i> Supportive service provided to enhance treatment goals and effectiveness. It can include telephone or face-to-face interaction for the purpose of maintaining or enhancing a student's functioning. <i>A monthly summary must also be logged.</i></p> <p>Coordination of Care with Outside Providers (healthcare agencies or community):</p> <ul style="list-style-type: none"> To make a referral to connect the student with services or activities that would help them reach their identified goals. Assistance in finding and connecting to necessary resources other than covered services to meet basic needs. <p>Family Contacts:</p> <ul style="list-style-type: none"> Communicating with the student's family to identify the student's needs, review the student's progress towards goals, gather family input, or connect the family with area resources that would help the student reach their identified goals. Services provided to assist parents/guardians in understanding the nature of the student's diagnosis. Services provided to assist parents/guardians in understanding the behavioral health needs of the student. Services provided to assist parents/guardians in understanding the student's development. <p>School Team Meetings:</p> <ul style="list-style-type: none"> Attending school team meetings in regard to your student's progress or needs. Providing consultation services to other school staff on ways to best support your student with his needs and help the student reach their identified goals. Monitoring and modifying covered services. 	

General Service Information

All logged services are due the 15th of the following month (eg. September due October 15th)

Services considered observation or stand-by in nature are not billable.

Services should be not be “incidental” like first aid or illness checks that occur on occasion.

Questions? Contact Medicaid Dept- Anisa Isap, aisap@washtenawisd.org, 734-994-8100 x1556

Medicaid C4S (Caring for Students) Nursing How to Log Services and Monthly Summaries

Medicaid School Services Contact: Anisa Isap, aisap@washtenawisd.org, 734.994.8100, x1556

Relay Service Portal link - <https://serviceportal.compuclaim.com>

Log-in Information:

- Client ID: WISD
- Email address: your district email address
- Password: the password you set the first time you logged into the system. If this is your first time logging in, your temporary password will be ChangeMe123!
- If you forget, click “Forgot password?” and a temporary password will be emailed to you.

Managing your Caseload

To add students to your caseload, click tab titled **Manage Caseload** (upper right).

Uncheck the box for: “Only Show Active Students”

Type in Last Name, First Name, hit enter and click add. **BOLD** means student is Medicaid eligible.

Manage Caseload

District: [All] School: [All] Results Per Page: 10 Search Number of students listed = 2

Last Name: test First Name: test State's Student ID: Enter State assigned student's ID Local Student ID: Student's Local ID

☐ Only show students on my caseload ☐ Only show active students

District	State StudentID	Local Student ID	Last Name	First Name	Middle Initial	Birthdate	Gender	School	Grade
Add	Ypsilanti Community Schools	1234567890	1234567890	Test	Test	T	5/8/2014	Male	

Logging Services

- 1) Click **Wizards**, top right
- 2) Click **Service Log by Student Wizard**
- 3) **Check the box** of the student you are logging services for and click **Next**
- 4) **Calendar** for the current month will appear. Check the box for the **date of service** you are logging, and click **Next**.
- 5) **Service Log** is pre-selected. Click **Continue** and the Service Log by Student Wizard will display.

Service Date* 1/7/2025	Service Type* T1002 HA C4S: RN Services	Presenting Problem* C4S: Asthma: : J45.20
Service Times* Start Time 9:00 <input checked="" type="radio"/> AM <input type="radio"/> PM		
End Time 9:15 <input checked="" type="radio"/> AM <input type="radio"/> PM		
Group Size	Progress Report [Not Selected]	Location 03-School
Comments* This area serves as your session note. Include enough detail to allow reconstruction of what transpired for each service. E.g. who was present, what was done, how did the student respond, and plan going forward/next steps.		
Areas Covered/Assessed* <input type="checkbox"/> Prior to 30 days <input checked="" type="checkbox"/> Post 30 days – POC created		
Return to Calendar		Save

Service Date – prefilled based upon the date you selected on the calendar

Service Type – select the service type that best describes the service you are providing.

Presenting Problem – select the reason for the service. In this field, it is easiest to type in the first few letters of the reason you’re seeing the student, such as “a-s-t-h” for asthma.

Service Times – enter start/end times in hours and minutes. Select a.m. or p.m.

Group Size – if providing group therapy, enter the number of students.

Progress Report – select the appropriate response from the drop-down menu, in your professional opinion. If progress does not pertain to your session note, select “Not Applicable”.

Location – most frequently will be school, but home, other and telehealth are also options.

Comments Field- This area serves as your session note. Include enough detail to allow reconstruction of what transpired for each service. E.g. who was present, what was done, how did the student respond, and plan going forward/next steps.

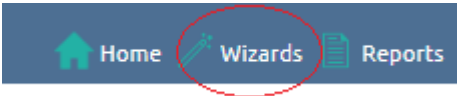
Areas Covered/Assessed: All services that address a crisis situation can be submitted for 30 calendar days before a Plan of Care must be developed and in place.

*For nursing, it is unlikely that you will be providing services without a plan of care developed so you will mostly be selecting **Post 30 days - POC created.***

Finally, click: **Save**

To Edit or Delete a Pending Logged Service:

- 1) Click the **Wizards** tab



- 2) Click on **Edit Student Service Logs**. Click the **Edit** button and update your service log accordingly.

		<u>Provider</u>	<u>Student</u>	<u>Student Age</u>	<u>Date Entered</u>	<u>Date Deleted</u>	<u>Status</u>
Edit	Delete	Fake, TEST	AAASample, Jane	26	9/26/2022		Pending
Edit	Delete	Fake, TEST	AAASample, Jane	26	5/10/2022		Pending
Edit	Delete	Fake, TEST	AAASample, Jane	26	5/10/2022		Pending
Edit	Delete	Fake, TEST	AAASample, Jane	26	5/3/2022		Pending
Edit	Delete	Fake, TEST	AAASample, Jane	26	5/10/2022		Pending
Edit	Delete	Fake, TEST	AAASample, Jane	26	5/10/2022		Pending

Monthly Progress Summaries:

You are required to complete a monthly progress summary at the end of each month in order to meet a federal requirement that services be summarized on a monthly basis to **include student progress and/or any significant changes to the student's plan of care.**

- 1) From the homepage, click **Wizards > Monthly Summary Wizard**
- 2) You will see services that you entered that require a monthly summary:

<u>Last Name</u>	<u>First Name</u>	<u>Birthdate</u>	<u>Month</u>	
A Sample	Entry	1/1/2001	February 2020	Enter Monthly Summary
A Sample	Entry	1/1/2001	April 2020	Enter Monthly Summary

- 3) Click **Enter Monthly Summary**
- 4) **Service Date** defaults to today's date in a current month, or the last day of the month for past months.
- 5) Enter your monthly summary notes.
- 6) When you are finished entering your last summary, click the tab **Save and Return to List**.

Reports

There are built-in reports so that you can view and track your work. Click the Reports

Reports

Logging Summary

Detailed Student Report

Monthly Student Log

You can create spreadsheets, PDFs, and print your data.

Caseload Grouping Option

OVERVIEW

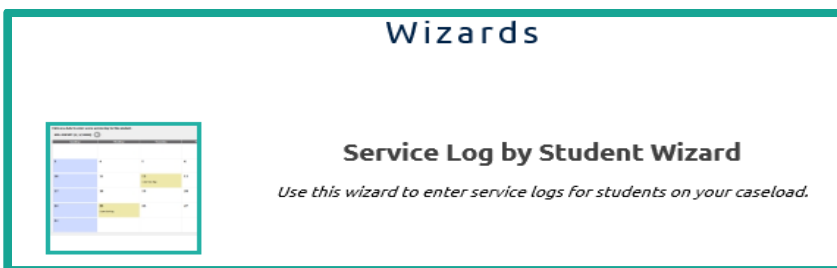
The reason for grouping is to help Providers to locate their students easier/faster when having large amounts of students to choose from. Providers will be able break up the large list into sub-groups. For example, if a provider is in multiple districts those students would only populate in that district group created. Perhaps they work at a high school and then a middle school, she could also choose that as a group. Another possibility is if certain kids are seen on certain days of the week, one could choose Monday, Tuesday, and so forth as potential groups.

Instructions:

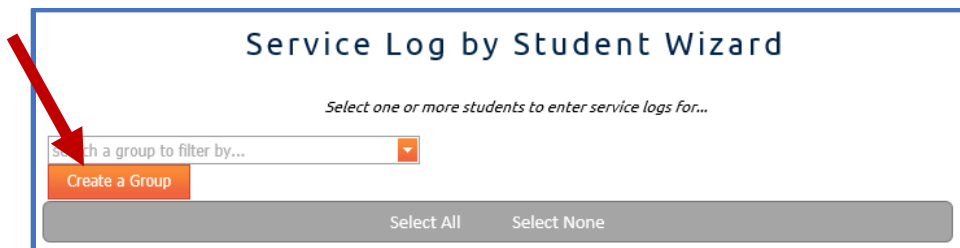
- 1) Enter the Wizards Page from the home screen:



- 2) Click on Service Log



To start using the new feature click CREATE a GROUP button.



However, if a user does not want to use the new feature, they can log a service from their home page and click on a student or go into the wizards button and select a student like normal.

Manage Student Groupings

Add and Delete students from a group, you can also filter by clicking the headers.

My Group Names	
<u>New</u>	Group Name
No data to display	

Choose The Group:

Choose The Student(s):

Students to add				
#	GroupName	UIC	StudentFirstName	StudentLastName
Empty				

Collapse All Rows

Expand All Rows

Group Name ^

My Student Groups

#	Group Name	FullNameUIC
No data to display		


No data to paginate

<

>

Page size: 50

Then select New.



My Group Names	
<u>New</u>	Group Name
Group Name: <input type="text"/>	
<u>Update</u> <u>Cancel</u>	

Type In the group name in text field. Click update.

To edit the group name, click edit. Fix the group name or click delete to erase completely.

Choose The Group:

Choose The Student(s):

Select

Students to add				
#	GroupName	UIC	StudentFirstName	StudentLastName
Delete	WED	temp778889	tesr	tester
Delete	WED	1234567891	tester	tester

Save Group

The group will display on the bottom in My student group Grid view.

Collapse All Rows **Expand All Rows**

Group Name

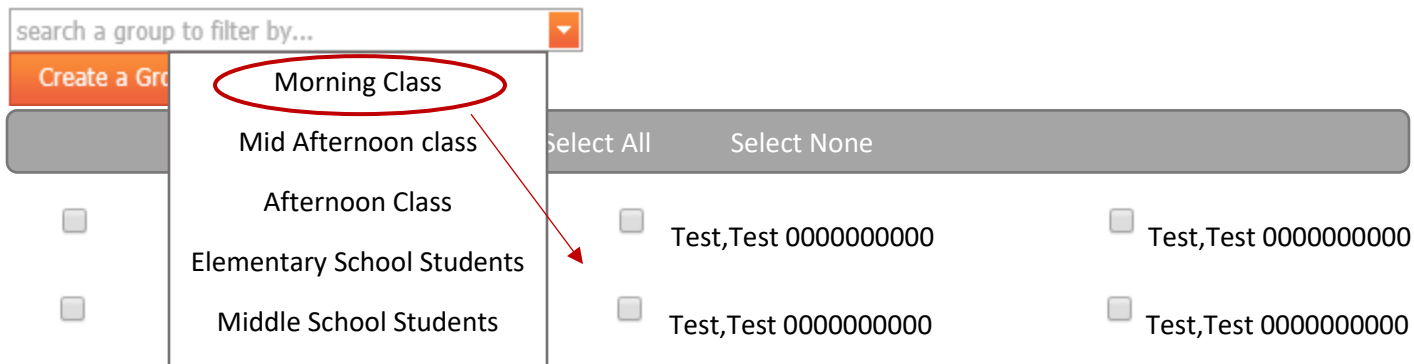
My Student Groups		
#	Group Name	FullNameUIC
<input type="checkbox"/>	Group Name: Monday	
<input type="checkbox"/>	Group Name: Tuesday	

Page 1 of 1 (2 items) Page size:

- 1) **Collapse All Rows:** This will shrink all the rows in the Grid view
- 2) **Expand All Rows:** This will Expand all the rows inside the Grid view

Once you have made the initial Group names, the following process will be easy to search your caseload and pick students from then on. Just go to the serviceloggystudentwizard page select the dropdown choose the group and your list of students will populate. If you choose not to use the new dropdown you don't have to and the normal page with all your caseload will populate right away.





To go back to the ALL Caseload that you originally have, after selecting a group, just click the X or Wizards from the toolbar.



Random Moment Time Studies - a Guideline for Direct Service Providers

When chosen, you will receive an email from miaop@pcgus.com that you have been randomly selected to complete a web-based random moment time study. The time study gathers information on the activities that school staff are performing and classifies these activities based on whether they are educational or related to the delivery of designated health services that could be federally matched by Medicaid.

It is important that the person who reviews and assigns a code to your answers understands your activity. Please follow these guidelines: Use medical terms, when applicable, to describe activities which are health related in nature. Using detail and providing thorough responses will help to avoid follow-up questions.

Best Practice: Respond the same day, or w/in 24 hrs, while information for that moment in time is fresh in your mind.

Question 1- Who was with you?

Too Vague	Detailed Response
A student	A student who is severely, multiply impaired
A parent	A parent of a student with autism
A teacher	The SXI classroom teacher
A principal and staff	The principal of our center program for special ed. students, along with the OT and PT and Social Worker

Question 2 – What were you doing?

Too Vague	Detailed Response
Seeing a student	Providing individual therapy to a student. We worked on her goal of answering simple WH questions with decreasing cues.
Compiling Data	Compiling medical evaluations and assessments for an upcoming IEP
Looking at records ... or Paperwork	Reviewing a student's history and medical records to prepare for an IEP... or ... Documenting a student's progress on IEP goals

Question 3- Why were you doing this activity

Too Vague	Detailed Response
Planning	We are holding an IEP. Our team is recommending a change in certification from speech impairment to autism spectrum disorder. I will be presenting evaluation results.
Per IEP goals	The student is non-verbal and needs support for effective communication during her activities of daily living due to multiple impairments
Student needed assistance	Student was having difficulty breathing, probably due to seasonal allergies ... or ... Student needs help with actuation due to limited hand strength

Question 4 - Is the service you provided part of the child's medical plan of care or for which medical necessity has been determined? Options: Pick One

- Yes – IEP/IFSP
- Yes – Medical Plan of Care other than an IEP/IFSP (i.e. 504 plan, student health plan, nursing plan, physician's order, crisis intervention services)
- Medical necessity established in other method
- No, or N/A

Random Moment Time Study AT • A • GLANCE

Frequently Asked Questions: RMTS

What is the Random Moment Time Study (RMTS)?

The RMTS is the federally accepted method of documenting the amount of staff time spent on direct service and administrative outreach activities.

What is the purpose of the RMTS?

The RMTS is a program requirement that helps schools receive federal reimbursement for time spent on allowable related activities.

What is my role in the RMTS?

Your role is to respond to all moments you have been selected for in a timely manner.

How did I get selected to complete an RMTS survey?

Your district's RMTS coordinator identified you as a person who performs activities related to Medicaid and health-related services as part of your job.

How many RMTS surveys will I get?

It varies, but people typically receive 0-5 surveys per quarter.

How long does it take to complete an RMTS survey?

The survey is five questions and can usually be completed in less than five minutes.

How should I respond to the RMTS survey questions?

- Provide truthful and thorough responses. There are no wrong answers, but remember to answer completely and accurately. Do not include student names.
- The survey is asking about one minute in time. When answering your RMTS survey, provide specific information about that sixty second period.

Tips for specific situations:

IF YOU WERE...	TELL US...
In an IEP meeting	What was the single topic of discussion at your assigned RMTS time?
Conducting an assessment	What type of assessment were you conducting?
Discussing a student	What was the single topic of discussion at your assigned RMTS time?
On a prep period	What were you preparing at the time of your moment?
Completing an IEP	What specific part of the IEP was being worked on at the time of your moment?
Working on an IEP goal	What specific goal was being worked on at the time of your moment?
Working on email	What was the content of the specific email you were reading or writing?
Driving to next location	What was the first task completed upon arriving at your next location?
Completing multiple tasks	What one specific task was being completed at the exact time of your moment?
At a conference/training/PD	What was the topic of discussion at the time of your moment?

Final Tips:

- When responding to the "why" question, think about the intended outcome of the activity you were doing.
- You should not drop everything to complete your RMTS survey. However, you should complete it as soon as possible after the moment passes. Ideally, complete the RMTS survey before leaving work for the day.
- If you are absent, not scheduled, or leaving work before your moment occurs, complete it the next day.
- If you are not working with a student at the time of your moment, that is fine. You should still complete the moment and respond with the activity you were doing at that date and time.