



MEDICAID SCHOOL SERVICES PROGRAM



Washtenaw Intermediate School District

NEWSLETTER

May/June | 2025



End of the Year Medicaid Checklist



- ☐ Check your "My Medicaid Caseload" for any missing Plan of Care **Medical Signature forms**. The student's name will be in **red** if the form is not yet finalized. This is currently the main reason for held claims. Please give me a call if you need me to walk you through the process.
- ☐ Check your "My Medicaid Caseload" for any missing **Medicaid consents**. The column for Medicaid consent will be blank if we do not yet have one.
- ☐ Complete all **service records** and **monthly summaries** by your last day if you are not working in the summer.
Otherwise:
 - ☐ June services - due July 15
 - ☐ July services - due August 15
- ☐ Run reports to check for **missing monthly summaries** and **incomplete service records**. In PSSP: Click on reporting > Medicaid-Teachers and Direct Service
- ☐ Complete all **random moment time studies** and follow-up questions.
- ☐ Paras/TAs: Send all **personal care log sheets** to aisap@washtenawisd.org by June 15 or your last day of work for the school year. Make sure the services are inputted into PSSP.
- ☐ Supervisors of Limited Licensed Staff: Email **supervision logs** to aisap@washtenawisd.org and make sure all records have been approved in PSSP/Relay by your last day or July 15th.

Thank you for this last big push to get all claims submitted for this school year. Remember, if you didn't document it- it didn't happen!

Feel free to contact me this summer for anything you need, either for ESY or when prepping for the next school year.

GO TEAM!