



MEDICAID SCHOOL SERVICES PROGRAM

Washtenaw Intermediate School District

NEWSLETTER

February | 2025

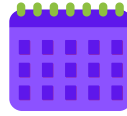
IEP/IFSP Participation



All licensed participating staff, along with Case Managers, should log their own service record for in-person or virtual IEPs. The only exception to this are currently Speech and Language Assistants and LPNs.

When logging your IEP/IFSP participation, please *do not* only write "IEP Meeting" and submit for billing. This is an audit risk and your provider note should facilitate the reader's awareness of what took place at the meeting. For example, note what your specific role or task(s) in the IEP were, what you discussed/advised at the meeting, what is the plan moving forward?

There is not a separate telepractice code for IEP/IFSP Participation- the same code is used for both in-person and virtual meetings.



Service Capture Reports in PSSP

The service calendar in PSSP can be quite the explosion of purple. However, you can access better visuals by using the Reports drop-down within the service calendar.

- First select a student.
- Then on the Reports menu, select Services Completed for Student. A summary of services appears in a calendar along with weekly totals and a monthly total.
- Further drill down to just your services by selecting "Provided by You Only."
- You can also select the My Completed Services report. This report displays all the students in your caseload and the services delivered during the month.



Please Notify When Uploading Medicaid Documents to PSSP

When Physical Therapy prescriptions and Consents to Bill Medicaid are uploaded to PSSP, please email aisap@washtenawisd.org. This lets me know to look for it so it can be processed. I do not need a hard copy through interoffice mail if it was emailed to me already.

The only exception is if a Plan of Care Medical Signature Form is attached directly to the relevant form in PSSP. In that case, I do not need to be notified and will finalize it within 24 hours. If the Medical Signature Form is attached to the IEP or as a separate file-based document, I will need to be notified, however.

All forms sent to me will be e-filed into the Repository section of PSSP.



Please reach out (contact in footer) if you would like Medicaid training, either as a new hire or if you just need a refresher!

Important Dates



Feb 15 | Jan logged services and monthly summaries due

- Supervisors: All records should be approved by Feb 15th as well.
- Personal Care Providers: Send paper logs to the designated place and by the deadline established by your district.



Answer all random moment time study surveys and follow-up questions within 48 hours. They will be sent from miaop@pcgus.com so make sure to check your junk folder as well.



Do not submit any billable claims for snow days and mid-winter break inaccurately.